

**Hillsdale County Intermediate School District  
Board of Education Meeting  
Special Board Meeting  
May 7, 2019 ~ 4:00 P.M.  
DRAFT MINUTES**

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**Board Members Present:** Brandes, Gutowski, Leininger, Nye     **Absent:** Vanlerberg  
**HCISD Staff:** Steel, Svacha, Rathburn, Masters, McDowell, O’Heran, Lawless  
**Guests:** Linc Miller, citizen; Debby Kerr, retiree; Kathy Schmitt, JCS Board; Dave Killips, MLI

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**CALL TO ORDER**

President Leininger called the meeting to order at 4:04 PM. The Pledge of Allegiance was recited.

**COMMENTS FROM GUESTS**

There was no public comment.

**SUPERINTENDENT SEARCH**

Dave Killips, MLI, introduced himself and provided a brief career history. Mr. Killips reviewed the timeline presented for the superintendent search. There was discussion for each step of the process. Ronna Steel was excused from the meeting at 4:15 PM.

- Focus groups will be conducted on May 14
- An electronic brochure will be available on May 17 or earlier
- Board members should not attend the focus group sessions as candidate responses are favored
- Dave Killips will send a survey to each board member with the same, three questions the public will be asked. The Board should respond and return to Mr. Killips by May 10.
- Mr. Killips reminded the Board that they are making the decision of who to hire and not anyone else. If people are individually contacting a board member, they should be directed to contact Dave. It is inappropriate for any board member be “go rogue” in regard to the superintendent search.
- Mr. Killips stated that it is critical for each board member to attend the interview sessions. If a board member is unable to attend even one session, then he/she should abstain from voting for a candidate.
- On June 6, the Board will go into closed session and review the candidates. The Board will be given every candidate that has applied, however, they will be segmented into silos; silo 1 will include applicants doing a mass search for a job for every job available; silo 2 will include professionals that meet the profile but may not “check every box”; and silo 3 will include those that have fit the profile precisely. Candidates will only be discussed as a number at this point.
- Once a candidate accepts an interview, their name will become public.
- Dave Killips will conduct reference checks prior to the candidates being presented for review on June 6.
- Dave reviewed questions that possible candidates will likely ask of him, such as, if there are internal candidates, information about the salary package.
- The first interview will be scripted and the second interview will be questions developed from each candidates first interview
- Bonnie Leininger and Laura Nye will meet with Belinda Shaffer to review and discuss a salary package.
- New board members may listen in on the interview and offer feedback, however, the current Board will make the decision to hire
- At the second interview, audience members may ask questions. Questions will be written and given to Mr. Killips who will check for redundancies and legalities.
- The Board asked about receiving the applicants prior to the June 6 meeting. Mr. Killips indicated that it’s an OMA violation to look at the candidates outside of the closed session.
- Mr. Killips indicated that MLI does not request reference letters, but do prefer to do their own reference checking.

- Laurie Brandes asked if BoardBook could be used to organize the applicants.

Brandes/Gutowski to schedule a board meeting on Thursday, June 6, at 3:00 PM.

Ayes: All      Nays: None      ***Carried***

Nye/Brandes to schedule board interview dates of June 11, June 12, June 18, and June 19 if needed, at 6:00 PM.

Ayes: All      Nays: None      ***Carried***

### **OTHER MATTERS**

There were no other matters.

### **GENERAL COMMENTS FROM GUESTS**

Linc Miller commented that an issue of significant relevance was addressed in regard to the potential of three new board members being in place and the discussion on postponing the search until the new board was in place. Mr. Miller commented that the new board could be different in context and perception.

Debby Kerr thanked the Board for their transparency and seeing the process through. Ms. Kerr questioned the status of the candidates that have already applied.

President Leininger responded to Debby Kerr by stating that each candidate had been notified and given the opportunity to re-submit.

### **ADJOURNMENT**

Gutowski/Brandes to adjourn at 6:59 PM

Ayes: All      Nays: None      ***Carried***

Respectfully Submitted,  
Kim Svacha