

SPECIAL MEETING OF THE BOARD OF DIRECTORS
IOWA CITY COMMUNITY SCHOOL DISTRICT, COUNTY OF JOHNSON, STATE OF IOWA
BOARD ROOM 509 S. DUBUQUE STREET
6:00 P.M., MONDAY, JANUARY 4, 2010
PRESIDENT PATTI FIELDS, PRESIDING

MEMBERS PRESENT: Toni Cilek, Michael Cooper, Tuyet Dorau, Patti Fields, and Sarah Swisher.

MEMBERS PRESENT VIA TELEPHONE: Gayle Klouda

MEMBERS ABSENT: Michael Shaw

President Fields called the meeting to order at 6:06 PM. Other officials present include Kirsten Frey, board counsel. President Fields welcomed those to the meeting and introduced the board, Board Secretary, and Kirsten Frey. It was noted that Director Klouda was participating in the meeting via telephone.

Personnel Action

Dr. Plugge submitted his letter of resignation effective June 30, 2010 as superintendent of the Iowa City Community School District as he has accepted a position at Green Hills AEA.

MOTION BY DIRECTOR SWISHER, SECONDED BY DIRECTOR CILEK WITH REGRET TO ACCEPT DR. PLUGGE'S LETTER OF RESIGNATION. MOTION CARRIED 5-0-1-1 WITH DIRECTOR KLOUDA NOT RECORDING A VOTE AS DIRECTOR KLOUDA WAS UNABLE TO HEAR THE MOTION OVER THE TELEPHONE.

Superintendent Search

President Fields stated that the board's goal during the Superintendent search process is for transparency and asked Kirsten Frey to advise the board on open and closed sessions. Ms. Frey stated there are two primary legal issues for the board to consider, that being open records and the open meeting law. These laws would also apply to any search committees that the board might create. Ms. Frey noted that the law generally favors openness, but does provide for an exception to go into closed session. Ms. Frey stated that superintendent applications can be accepted as a public record, but the law does provide an exception, however they are not subject to public inspection as provided under Chapter 22.7(18). Ms. Frey further stated that as a matter of practice, applications are not subject to public inspection. Ms. Frey did state however that the process can be public. In addition, Ms. Frey reviewed Iowa Code Chapter 21.5 and noted that candidates may request their application not be made public as individuals being evaluated and the candidate needs to request a closed session. Directors inquired if a candidate can attend an open forum. Ms. Frey stated that the candidate may request confidentiality until a point and then their candidacy may become public. Directors inquired how the community or a public committee would provide input yet remain the confidentiality necessary as requested by an applicant. Ms. Frey noted that any board advisory committee is still subject to the same confidentiality statutes that apply to the board. Ms. Frey did express a caveat regarding e-mails and board committee e-mails with regard to the open records law and how e-mails between board members, the search firm, and candidates may be handled. Ms. Frey recommended that one person on the district's administrative staff be a contact point to communicate to the applicants or the board and to function as one point of information. In addition, Ms. Frey reminded directors that any comments or consensus in closed session need to be recorded and repeated in open session. For example, Group A of the applicants are advanced for further

consideration while Group B is not advanced. Furthermore, Ms. Frey recommended that individual applicant names not be mentioned.

Director Klouda e-mailed comments and questions to the board and they are attached as part of the minutes. Director Klouda requested that the board have its own attorney represent its interests exclusively in the upcoming superintendent search and contract negotiations. In addition, it was suggested that board counsel review the superintendent contract in total prior to the board after offering a contract to the successful candidate and requested more detailed cost from each of the prospective consulting firms that might lead the superintendent search process. It was the consensus of the board to have Ms. Frey review the superintendent contract in full prior to an offer being made and Ms. Frey will represent the board. In addition, Ms. Frey will review on behalf of the board any proposed contract from a consultant. Director Fields noted that she and Vice-President Cooper had conversation with Ron Fielder, Grant Wood AEA Chief Administrator. Directors also discussed the need for the board to function as a complete board during the search process with all board members engaged. Director Cilek also asked the board to consider conducting the search process in house as opposed to hiring an outside consultant and requested some more specific details on exactly what services a consultant will provide. The board had consensus in the goal of having a new superintendent hired by July 1, 2010.

President Fields reported that she had contacted seven consulting firms and received four responses. The firms contacted but not responding were BWP Associates, Senergy Consulting, and G Tryon & Associates. Those firms responding were Ray & Associates with a fee of \$15,000 plus expenses, Hazard Young & Attea, \$20,000 plus expenses, ProAct at \$31,300, and McPherson who failed to provide a cost estimate and would rather meet with the board. Each director will contact other school districts who recently conducted a superintendent search inquiring about cost and satisfaction as well as how the search was conducted, i.e. consultant or in-house. Directors also discussed what other options might be available to the board beyond a consultant and reviewed the functions a consultant would perform based upon their marketing materials. In addition, directors will contact university communities similar to Iowa City to learn how those districts conducted their superintendent searches. Directors also identified standard questions that each director will ask the other school districts.

Director Shaw arrived at 7:27 PM.

President Fields will contact each of the four consulting firms that have responded to get additional detailed costs. Directors will report back and discuss their findings at the next meeting, January 12, 2010 and at that meeting will also narrow down the number of consulting firms to interview. It was determined that Tuesday, January 19 would be the date the board will conduct interviews with the consulting firms and individuals with the intent of making a final decision on who will lead the superintendent search process at the January 26, 2010 board meeting.

Budget Process

Directors discussed the board's role in the budgeting process given the superintendent search process. It was consensus for the Governance Committee to consider this as well as how personnel matters will be handled.

MOTION BY DIRECTOR SHAW, SECONDED BY DIRECTOR SWISHER TO ADJOURN AT 8:37 PM. MOTION CARRIED 7-0.

President

Board Secretary