

The Board of Directors of the Burlington-Edison School District No. 100 met on Monday, November 14, 2022, at 4:30 p.m. at 927 E. Fairhaven Avenue, Burlington, WA 98273.

Board Members attended: President Roger Howard, Vice – President Troy Wright, and board members, David Lowell, Holly Nielsen, and Rich Wesen.

Staff members present: Superintendent Laurel Browning; Assistant Superintendent Dr. Bryan Jones, Director of Finance & Operations, Valori Smith; Executive Director of Student Support Services, Jeff Brown; Executive Director of Learning & Communications, Todd Setterlund; Director of Human Resources, Jen Whitney and Deputy Board Secretary, Jennifer Dalton.

Call to Order

President, Roger Howard, called the meeting to order at 4:30 p.m.

Northwest Leadership Associates Proposal

Dr. Mark Venn and Dr. Wayne Robertson from Northwest Leadership Associates consultant firm presented their proposed B-ESD Superintendent Search Plan contract and Superintendent Search calendar to the board. Both representatives are retired superintendents. Mr. Venn from Sedro-Woolley and Dr. Robertson from Conway are very familiar with the area. They stated that they believed B-ESD would see some strong candidates for the Superintendent position. They broke down the search into four phases. Phase one is the hiring and approval of the timeline from Northwest Leadership Associates. Phase two are focus groups and an online survey. Phase three is to advertise the position through an electronic brochure. Information on the pamphlet would include characteristics the district would like to see in a new superintendent from results from an online survey and focus groups. Plus salary information, a small narrative about the district, and the district's mission statement. Phase four is reviewing and background checks on the preliminary interview candidates. Phase four is the final interview phase.

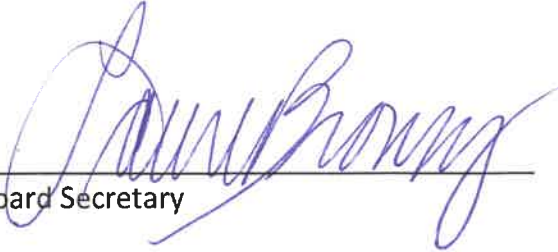
The three final candidates will spend a day in the district and then have dinner with the board at the end of their day. The firm will do all background and criminal records and help with announcements and the contract. The firm also offers a two-year guarantee, and if the candidate doesn't work out, they will come back and search again for free. The cost of using Northwest Leadership Associates is \$18,800. Northwest Leadership Associates will conclude the final interviews in early March and the board will approve the contract in April.

Rich Wesen moved to approve Northwest Leadership Associates as the consultant firm and their proposed B-ESD Superintendent Search Plan and the motion carried.

At approximately 5:35 p.m. there being no further business before the Board, the meeting was adjourned.



Board President



Board Secretary