

# **JENKINS INDEPENDENT SCHOOL DISTRICT**

## **Special Meeting**

**March 22, 2016 6:30 PM**

**Jenkins Middle High School**

## **MINUTES**

### **Attendance Taken at 6:30 PM:**

#### Present Board Members:

Ms. Sara Brown

Mrs. Brenda DePriest

Mr. Tracy Goff

Mrs. Eileen Sanders

Ms. Paulette Sexton

### **1. Call to Order**

### **2. Initial meeting for superintendent selection**

#### Discussion:

Discussion:KSBA Consultant, Tim Eaton, met with board members to discuss the overall search plan for the Superintendent of Jenkins Independent Schools. Mr. Eaton stated that the main purpose of this initial meeting was to set a timeline and to finalize advertisement materials. After some discussion and reviewing the ad used for the last Superintendent search, the board agreed that the criteria for this Superintendent was the same. KSBA will do all advertising and recruiting. KSBA will place the ad on the KSBA website and in the local papers this Thursday, March 24, 2016.Mr. Eaton stated that there will be a six-member screening committee established within the district. The following members will make up the committee: (1) Board Member, (1) Principal, (2) Teachers, (1) Classified Staff, (1) Parent, and (1) Minority Parent ( if 8% or more )which does not apply to our school district.Mrs. Mary Niece of JIS will be the board contact person.Mr. Eaton stated that he would meet with the screening committee after the advertised dates are up. There will be a joint meeting between the screening committee and the board after the closing date of April 24th. The tentative date is set for Monday, May 2, at 6:00 p.m. However, this date may need to be changed after the screening committee has been selected. During the joint meeting of the Board and Screening Committee, the Board will give the specific criteria of what they want in a candidate. Then, Chairman Tracy Goff will issue that Charge to the Screening Committee. After all the applications have been received, the Screening Committee will begin a series of meetings with KSBA Consultant, Tim Eaton, to narrow down the prospects. The Screening Committee will do all the legwork of doing background and reference checks.The Board will request that the Screening Committee give them their top 3-5 applicants. A tentative date of May 23rd has been set to receive Committee recommendations. All the applicants' files and notes will be turned over to

the Board. Mr. Eaton stated that if the board is not satisfied with the candidates supplied by the Screening Committee, they can request more applicants. The Board has established a date of June 15, 2016 to begin Board interviews with the candidates. It is the desire of the Board to have the new Superintendent in place no later than July 1, 2016.

### **3. Adjournment**

Discussion:

Since there was no more discussion the meeting was adjourned.

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Board Chairman

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Board Secretary