

CULPEPER COUNTY SCHOOL BOARD
Minutes
March 4, 2015

A meeting of the School Board of Culpeper County was held March 4, 2015 at Eastern View High School, 16332 Cyclone Way, Culpeper, VA 22701. Present were Robert Beard (East Fairfax District); Nathaniel “Nate” Clancy (Catalpa District); Robert A. Houck (West Fairfax District); Elizabeth Hutchins (Stevensburg District); Anne Luckinbill (Salem District); Michelle North (Jefferson District); Elizabeth “Betsy” Smith (Cedar Mountain District); Executive Director of Finance/Clerk Jeff Shomo; and Deputy Clerk Pearl Jamison.

At 7:04, Ms. Hutchins called the meeting to order.

On motion of Ms. Luckinbill seconded by Mr. Beard, the School Board approved the agenda. Motion carried 7-0 by voice vote.

Review stakeholder input and report

Mr. and Ms. Dean shared with the Board the input they have received from the stakeholder meetings that were held the past two days. He said the Board will be presented with a formal report at the next meeting.

Advertisement

Mr. Dean noted that the position has been advertised on the following websites:

- McPherson & Jacobson, LLC
- Indeed.com
- K12jobspot.com
- Simplyhired.com
- AASA
- Education Week
- Culpeper Schools
- VASS

He shared with the Board that 94 applicants have viewed the vacancy. He noted that he actively recruited for the position at the AASA conference last week and McPherson & Jacobson actually spoke to three individuals at the conference about the position. He said the superintendent search survey is on the Culpeper Schools website and five surveys have been completed.

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Ms. Dean noted that Virginia School Boards Association will not list the vacancy on their website unless they are conducting the search and the Virginia Department of Education does not list superintendent vacancies on their site.

Mr. Clancy asked how long the superintendent search survey will be online. Mr. Dean said until March 20.

Ms. Luckinbill asked which stakeholder meetings had the most participants. Ms. Dean responded community members, principals/assistant principals, students, and secondary teachers.

Ms. North asked if the stakeholder report will be compiled by group or altogether. Ms. Dean said by group.

Determine Interview Questions

Ms. Dean distributed suggested interview questions. Members were asked to rank the questions by characteristics. She noted that Ms. Hutchins will ask the final interview question. Members were asked to email Ms. Jamison if they had any other questions they would like to be included.

Discuss Compensation Package

Mr. Dean reminded members that at their meeting on February 12th they agreed on a salary range of \$155,000 to \$185,000 plus additional non-salaried benefits. He said to help with recruiting the Board needed to define a tighter salary range.

Mr. Dean distributed a spreadsheet outlining the superintendent salary in other counties with similar student populations and counties that offered salaries within the range proposed at the last meeting.

Ms. Smith asked why a specific county was not listed. Mr. Dean said they did not meet the criteria established.

Members agreed to advertise a base salary of \$170,000 - \$185,000 plus additional non-salaried benefits.

Develop Interview Master Calendar

Ms. Dean said they will provide the Board a shortlist of candidates at the next meeting.

Ms. Smith asked when the applicant(s) list will become public. Mr. Dean said when interviews are scheduled.

The Board set the following meetings/times:

- April 22nd at 6 p.m. at the School Board Office – Meet with McPherson and Jacobson to select candidates
- April 23rd through May 1st – Conduct Interviews
- April 27th Work Session moved to April 20th at the School Board Office

Interview Schedule

Ms. Dean shared with the Board a suggested interview schedule. Mr. Dean said each group would be involved in the interview process and one spokesperson from each group would ask the questions.

Overview of Next Steps in Process/Recruiting and Screening

Mr. Dean stated he will be recruiting heavily over the next several weeks.

Board members discussed how internal candidates would be treated. Discussion ensued. It was agreed that internal candidates will be handled the same as all other candidates.

Mr. Dean said the screening and vetting process for applicants will start when the application is completed. He said they will conduct an internet search on the individual and look at Facebook and newspapers. They will also talk to references and attempt to talk with someone who may not have always gotten along with the applicant.

Mr. Clancy asked if the salary is open source. Mr. Dean said yes.

On motion of Mr. Beard seconded by Ms. Luckinbill, the School Board voted to adjourn at 8:47 p.m. Motion carried 7-0 by voice vote.

JEFFREY R. SHOMO, CLERK

ELIZABETH S. HUTCHINS, CHAIR