

**DRAFT**

**Horseheads Central School District  
Special Meeting of the Board of Education  
Multi-Media Center(High School South Wing)  
April 9, 2015**

**Present:** Apgar, Conklin, Jacobus, Johnson, Lynch, Sadler, Strollo

**Also Present:** Bracy, Buzzetti, Christiansen, Donahue, Kelly, Marino, McDonough, Patterson, Scaptura, Sechrist, Sotero, Williams

**Absent:** Boulas, Brinthaupt

**Call to Order:** Board President Brian Lynch called the Special Meeting of the Board of Education to order at 4:00 PM.

**Agenda Changes**

Board President Brian Lynch stated there are no Agenda Changes and the purpose of tonight's meeting is to start the process of the Superintendent Search. Brian stated that GST BOCES District Superintendent James Frame will present the Superintendent Search Process Review followed up with Board Discussion and a Resolution to Retain GST BOCES District Superintendent James Frame to Conduct the Horseheads Superintendent Search.

**Questions/Comments from the Public**

There were no Questions or Comments from the Public.

**Presentation: Superintendent Search Process Review**

GST BOCES District Superintendent James Frame presented the Board with the Superintendent Search Process Review including an outline of the Search Process and the Options the Board has. James reviewed the Four Phases of the Search which includes District Assessment and Survey, Recruitment, Evaluation and Selection. James reviewed the Considerations/Tasks for the Board of Education emphasizing that maintaining the confidentiality of the candidates until the agreed upon time in the process is of vital importance. The Cost of the Search to the Board of Education using the District Superintendent/BOCES as Consultant will include printing the brochure, newspaper and outline (internet) advertisement (If the Board desires to have the vacancy notice published in the newspaper/internet), dinner meetings with the finalists and travel expenses/lodging for the finalists. The Outline of District Superintendent Services for the Superintendent Selection, Suggested Items for the Vacancy Notice, Suggested Procedure for Receiving Applications and the (School) Central School District Superintendent Search, the Timeline for filling the Position, Interview Sample Questions, the Interview Process, Contract Terms and Application Information was reviewed.

James stated that it is important to think about the Timeline as it is very aggressive as we want to have a Superintendent in place by September 14<sup>th</sup>. James stated as we go forward it is imperative for the Board not to speak with an applicant individually. If someone is contacted by an applicant, refer the candidate to him. James stated there is a lot of information in the notebook that outlines the process along with a sample brochure and applications. James stated that he is working on the survey for the community residents which will be sent via email and telephone to let the community know it is available for review.

Board President Brian Lynch thanked GST BOCES District Superintendent James Frame for a very thorough presentation. Brian stated tonight the Board needs to think about the timeline that was mentioned as it is very aggressive as we want to have a Superintendent in place by mid-September with the appointment in mid-July; therefore, we have a lot of work to do between now and mid-July. The potential could be to hire an Interim or a Permanent Superintendent. We could look at BOCES to assist us for July and August. Brian stated personally he feels we should hire a full-time Superintendent at this point.

Board Member David Sadler stated he agrees with Board President Lynch. David stated hiring a full-time Superintendent is the best option, as long as we are able to make it happen and leave the possibility of an Interim open in case it is necessary. David thanked GST BOCES District Superintendent James Frame for a very thorough, concise presentation and putting together the notebook for the Board as it will be a very valuable asset throughout the Superintendent Search.

Board Member Warren Conklin inquired if there is a downside to being so aggressive. GST BOCES District Superintendent James Frame stated that when he uses the word, "aggressive," the true meaning is being very organized. He does not want people to think that we are moving too fast. James stated it will be a very quick, but very focused Search and truly believes that due to Horseheads being a premier District in New York State, it will be an attractive opportunity for a leader and believes there will be plenty of interest based on the standing of the District and its' academics, therefore, there will be a large field of candidates.

Board Member Doug Johnson stated that he agrees that we need to hire a full-time Superintendent at this point as we have two major Studies occurring at the same time and we need a Superintendent in place to lead them. Doug stated we need to have someone who is on equal footing with both Horseheads and the Elmira Heights School Districts as we want the best quality person at the helm.

Board President Brian Lynch stated the Board is in full agreement to hire a full-time Superintendent.

Board Member Jim Jacobus inquired if we want to waive the Residency Requirement or continue with it as it is. Board President Brian Lynch stated he would prefer to keep it. We had talked about it as a Board years ago and it is nice to have the person who leads our District as a member of our community as he will have a true understanding of the Horseheads Community.

Board Vice-President Pam Strollo stated she believes that it is important for the Superintendent to be a member of our community so that he will understand the dynamics of our community, what is occurring and why.

Board Member Doug Johnson stated he is on the fence as he does not think that it needs to be a requirement as Horseheads is a highly desirable and attractive community for a Superintendent to move to. Doug stated he would prefer to just leave it open and believes that the candidate would make the best choice that would benefit him and his family.

Board Member Warren Conklin stated that he would prefer to see a residency requirement as he feels this would be another vote in the community for the School Budget and that this person would also be the head of our organization, showing that our highest paid employee is also a community member of the District and is offering their support. Therefore, Warren stated it is important to live within the Horseheads District.

Board Member David Sadler stated having been a victim of the residency rule, and assuming the new Superintendent would have children and would want them to attend one of our schools. David stated that he would agree either way as he is able to see both sides of the issue.

Board Member Rose Apgar stated she agrees with Board Vice-President Pam Strollo and would want the Superintendent to live in our District.

Board Member Jim Jacobus stated he understands where Board Member Doug Johnson is coming from and is still torn with the residency requirement and realizes that it is important to make a decision before the brochure goes out as it would limit the number of candidates.

Board President Brian Lynch stated that we will bring this back to the Board at its' April 22<sup>nd</sup> Board meeting for further discussion. Presently, it is a fifty/fifty split and the best approach is to have more Board input at the April meeting in order to make a final decision.

The Board discussed the Timeline/Schedule of the Search as being very aggressive as we want to have a Superintendent in place by September 14<sup>th</sup>. Board Member Doug Johnson stated he would like to see someone hired by the first of September and stated he realizes there is a period of time that the person would have to give to their current job, however, there would be a lot of contact with the person over the summer which would make this date practical.

Board President Brian Lynch stated he will see if we can back it up to September 1<sup>st</sup>, Selection would have to be done by July 1<sup>st</sup> and we will see if we can make it work

Board Member Jim Jacobus stated if we have the entire month of August and does not see why we cannot have someone in place by September 1<sup>st</sup> without changing the other dates.

GST BOCES District Superintendent James Frame stated depending on the candidate they might have be bound by a contract and you may find you have someone who may be able to start in August.

Board President Brian Lynch stated there is usually a grace period for people who need to relocate. James stated there is a middle ground where we would give the person the grace period to find a home and relocate.

**Resolution To Retain GST BOCES District Superintendent James Frame To Conduct The Horseheads Superintendent Search**

Moved by Jacobus, seconded by Strollo.

RESOLVED, that the Board of Education of the Horseheads Central School District does hereby appoint James Frame, District Superintendent of the Schuyler-Steuben-Chemung-Tioga-Allegany Board of Cooperative Educational Services (Greater Southern Tier BOCES) as the Superintendent Search Consultant.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
Apgar			Boulas Brinthaup
Conklin Jacobus		Johnson	
Lynch Sadler Strollo			
MOTION CARRIED			Cont'd

Board President Brian Lynch brought the Resolution to Retain GST BOCES District Superintendent James Frame to Conduct the Horseheads Superintendent Search to the Board for Board action. Brian stated this is necessary so that Mr. Frame is able to proceed with the Search Process and send the survey out tomorrow, work with the Planning Committee to select a schedule, etc.

Board Member Doug Johnson stated as a BOCES employee he will abstain from voting.

Board President Brian Lynch thanked everyone for attending tonight's Special Board Meeting.

Moved by Jacobus, seconded by Sadler.

RESOLVED, that the Horseheads Central School District Board of Education adjourn from its' Special Meeting of the Board of Education at 4:27 PM.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
Apgar			Boulas Brinthaup

Conklin  
 Jacobus  
 Johnson  
 Lynch  
 Sadler  
 Stollo  
 MOTION CARRIED

Respectfully submitted by:

*Candy L. Maine,*

Candy L. Maine,  
District Clerk