

## Special Board Meeting

Wednesday, January 22, 2025 5:30 PM

Board of Education Office, 1619 S. Old Hwy 75, Sabetha, KS 66534

Phillip Buessing: Present  
Todd Grimes: Present  
Stan Keim: Present  
Kathy Lippert: Present  
Doug Renyer: Present  
Jim Scoby: Present  
Leslie Scoby: Present

### 1. Call Meeting To Order

**Discussion:** The purpose of the Special Board meeting was to meet with Dr. Michelle Hubbard, KASB Leadership Representative to gain information regarding the Superintendent Search process.

Board Member Todd Grimes joined by phone. Also in attendance were Superintendent Todd Evans, Board Clerk Deb Damman, and those listed on the attached sign-in sheet. The meeting was broadcast on YouTube for the public.

### 2. Superintendent search process

**Discussion:** Dr. Michelle Hubbard, Kansas Association of School Boards' Leadership Representative introduced herself and shared her background. Dr. Hubbard provided handbooks and a tentative schedule (attached to these minutes) to the Board and gave an overview of the Superintendent Search Process.

Board Member Todd Grimes joined the meeting in person at 5:52 p.m.

The consensus of the Board was to gain feedback from stakeholders and the community by using on-line surveys and focus groups. The online survey will be between Jan 29 and Feb. 8. Each of the four schools will have a focus group with a variety of representatives such as site councils, students, certified, and classified staff. Each district member will submit to Mr. Evans three names or people from the community who would be invited to a fifth focus group. The Focus Groups will meet on February 10, with results presented to the Board at 4:30 (Special Meeting), prior to the regular board meeting. Completed applications are due to Kansas Association of School Boards (KASB) on Feb. 16. The Board will meet to hear the screening committee's report on Feb. 26th at 5:00 p.m. (Special Meeting,

Executive Session). Candidate interviews will be held during Executive Session at Special Meetings, to be scheduled between March 3rd and March 7th, with the time to be determined later. The goal is for the Board to approve the contract at the March 10 meeting.

The Board will review survey questions and provide feedback, and provide 3 names to Mr. Evans as soon as possible. Mr. Evans will send out deadlines tomorrow. Monday mornings was suggested as the deadline.

KASB will have a salary comparison to present at the next meeting.

3. **Adjourn**

**Action(s) :**

I make a motion to adjourn. This motion, made by Kathy Lippert and seconded by Todd Grimes, Carried.

**Voting Detail:**

Phillip Buessing:	Yea
Todd Grimes:	Yea
Stan Keim:	Yea
Kathy Lippert:	Yea
Doug Renyer:	Yea
Jim Scoby:	Yea
Leslie Scoby:	Yea

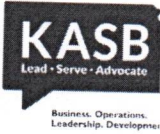
**Voting Summary:** Yea: 7, Nay: 0

**Discussion:** Meeting adjourned at 6:30 p.m.

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Board Secretary





# SUPERINTENDENT SEARCH TIMELINE



Please work with the board members and clerk to confirm the key dates for your school district's superintendent search. These dates will allow all parties involved to plan accordingly.

Potential Dates	Confirmed Dates	AGENDA
1/15/25		The Board announces its intention to seek a new superintendent.
1/15/25 - 1/22/25		Marketing materials are developed to announce the opening officially and to provide details about the application process. Marketing materials will be circulated to the educational placement offices of the colleges and universities in the Midwest, the School Superintendent Association, and on the KASB website.
2/3/25 - 2/12/25		An online survey will be distributed to stakeholders before the characteristics committee meetings below. All stakeholder feedback will be used to identify desired superintendent characteristics for screening and interviews.
2/10/25 or 2/13/25		KASB meets with focus groups to identify suggested characteristics of your new superintendent. The search consultant will meet with the board and superintendent search committee to gather their input regarding desired characteristics.
2/10/25 @ 4:30 or 2/13/25 @ 5:00		Characteristics report to the Board of Education – refined from survey and focus groups
2/16/25		Completed applications are due to KASB.
2/25/25 or 2/26/25		The Board of Education will meet to hear the screening committee's report. KASB's practice is to present three to five names and one alternate to the Board. After the Board has deliberated on the finalists, the board president should call the candidates to schedule an interview. (A suggested interview schedule will be provided.)
3/3/25 – 3/7/25		The Board will schedule interviews. KASB strongly recommends that no more than one candidate be interviewed daily. Interviews should be scheduled as soon after the screening as possible.
3/10/25		Board approves superintendent contract.
<p><b>At the conclusion of the interviews, the Board should reach a consensus on its first and second choices. The first choice should be called, and a time for a school district visit should be arranged. If the results of the visit are positive, the individual should be offered a contract immediately. Please review the resource book for specific steps.</b></p>		

**KASB – Search Team**

Dr. Michelle Hubbard, Leadership Services Specialist, [mhubbard@kasb.org](mailto:mhubbard@kasb.org)  
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