

**Meeting Minutes:** Superintendent Search Ad Hoc Committee**Date/Time:** December 11, 2024/11:30 a.m.**Location:** Executive Conference Room**Start:** 11:30 a.m.**End:** 12:25 p.m.**Committee Members Present:** Melissa Burkland, AnnMarie Campbell, Katie Christensen Mineer, Jeff McCanna, Robin Nelson**Non-Committee Members Present:** none**Committee Members Absent:** none

Agenda Item	Discussion – Conclusion	Recommendations/Actions
1. <b>Approval of December 2, 2024 Minutes</b>	Committee members reviewed the minutes of the December 2 committee meeting. Consensus was reached to approve the minutes as written.	Consensus was reached to approve the minutes as written. The minutes will be posted online.
2. <b>Update from Katie Christensen Mineer on Search Firm Contract</b>	<p>At the December 10 Board meeting, the Board approved selecting Ray &amp; Associates as the firm to contract with for the superintendent search process and directed President Christensen Mineer to negotiate and finalize the contract and timeline for the search accordingly. Mrs. Christensen Mineer shared that she reached out to Ray &amp; Associates that morning to notify them that they were selected and to set a meeting to negotiate and finalize the contract. AnnMarie Campbell indicated she will inform the other firms that they were not selected by the Board for their services.</p> <p>During the committee meeting, Mrs. Christensen Mineer received a reply from Ray &amp; Associates, which shared their excitement to work with the District on the search and offering times to meet with her.</p>	
3. <b>Interview Process</b> a. <b>Review of 2018 Interviews</b> b. <b>Discussion on 2025 Interview Process</b> i. <b>First Round Interviews</b> 1. <b>Interview Questions</b> ii. <b>Second Round and Onsite Interviews</b> 1. <b>Interview Schedule</b> 2. <b>Interview Groups</b> 3. <b>Interview Questions</b>	<p>The committee reviewed documents from the 2018 search regarding the first and second round interviews. AnnMarie Campbell shared that in 2018 the Board completed first round interviews with candidates via Skype. Per state law, they were held in executive session with all Board members attending and were conducted over a two-day span.</p> <p>Discussion occurred on whether the committee would recommend to the Board to again do a two-step interview process. Consensus was reached that the interview process will be dependent upon the applicant pool and would need to be determined by the Board in the future.</p> <p>The committee reviewed the finalist interview process, the schedule for the day and the groups to assemble for finalists. Documents from the 2018 search were reviewed. In 2018, each finalist was interviewed by six groups: School Board, administrators, cabinet, teachers, support staff, and community partners. In 2018, the ad hoc committee at the time brainstormed members for the community group and Ms. Campbell was able to</p>	Consensus was reached that the interview process will be dependent upon the applicant pool and would need to be determined by the Board in the future.

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	<p>secure representatives from the Chamber, Fargo Youth Commission, City of Fargo, GFMEDC, United Way, Park District, Police Department and PTAs. Each interview group completed a candidate impression form after each interview on the candidate, which was forwarded to the Board for their review and use in selecting the finalist. All groups asked the same questions of each candidate.</p> <p>In 2018, the Board interviewed the candidates at the beginning of the day in the Board Room, however the room was set up differently than a usual Board meeting. Discussion occurred on how the Board could interview in 2025. The interview will be a public meeting. Consensus was reached to use the Board Room, but use tables to set the interview panel in a different way than using the dais.</p> <p>Discussion occurred on interview questions. Ray &amp; Associates will have sample questions for the Board to use as well. Consensus was reached for Ms. Campbell to solicit interview question ideas from Board members.</p> <p>Consensus was reached to have the same interview groups and schedule as 2018.</p> <p>The committee discussed when finalist interviews could occur. It was noted that the FPS spring break is March 17-21, the NSBA conference is April 4-6, and Easter Break is April 17-21. Consensus was reached to speak to Ray &amp; Associates to have finalist interviews the first week in March, March 3-7.</p>	<p>Consensus was reached to use the Board Room, but use tables to set the interview panel in a different way than using the dais.</p> <p>Consensus was reached for Ms. Campbell to solicit interview question ideas from Board members.</p> <p>Consensus was reached to have the same interview groups and schedule as 2018.</p> <p>Consensus was reached to speak to Ray &amp; Associates to have finalist interviews the first week in March, March 3-7.</p>
<p><b>4. Set Next Meeting Date, if needed</b></p>	<p>Discussion occurred on the next meeting date for the committee. Consensus was reached to schedule the next meeting on December 17 at 7:30 a.m. in the executive conference room. Katie Christensen Mineer will discuss with Ray and Associates about possibly joining the meeting if needed.</p>	<p>The committee set its next meeting for December 17 at 7:30 a.m.</p>