

MINUTES OF BOARD MEETING  
Manitowoc Board of Education  
December 3, 2012

A special meeting of the Board of Education was called to order by Board President Jim Protsman at 6:06 p.m. Members present were Ms. Karen Rohrer, Mr. Lee Braunel, Mr. J.J. Ploederl, Ms. Chrystal Myer, Ms. Catherine Shallue, Ms. Linda Gratz, and Mr. Jim Protsman. Also present were Superintendent Mark Swanson and Board secretary Rebecca McLafferty.

Discussion ensued regarding the superintendent search process. Director of Human Resources Andrea Holschbach provided an alphabetical list of potential search agencies, with rough fee estimates and basic services provided.

Jim Protsman instructed the Board that the goal of this meeting was to decide whether or not the Board wishes to hire a superintendent search firm.

Pros and cons of hiring a search firm were voiced. Andrea Holschbach explained that incurring candidate travel expenses would depend on the location of the candidate pool.

Answering an inquiry regarding a search for internal candidates to save the district money, Director Holschbach stated that both internal and external candidates would apply to the search firm. By screening internal and external candidates simultaneously, we would find the most qualified applicants.

Jim Protsman indicated that in a previous Superintendent search, many internal or local candidates were “eye openers”, submitting coffee stained applications, some addressed to wrong districts.

Answering Board member Chrystal Myer’s query regarding negative reasons to not use a search agency, Director Holschbach indicated that the Board would have to accomplish the recruitment process, which is extremely time consuming. They would need to find and screen candidates. Search agencies do the legwork, learning who is performing in respective district positions.

Board member Lee Braunel agreed. Having experienced four Superintendent searches, he is confident that a search committee is needed.

Linda Gratz concurred and stated that the district can “get in trouble” if they do something wrong. Consultants train school boards as to what should be asked and proper procedures to follow.

Jim Protsman agreed, saying that the Board needs experts to guide them through the process.

Karen Rohrer said this is the best route for the Board to go, stating “We’re volunteers. They do this for a living.”

Answering an inquiry, Director Holschbach stated that we would probably invite three search firms. Protsman said that at that time, the Board might request to “do a little more to save money,” and that “a search firm would expedite the matter and move the Board along.”

President Protsman said that they should invite three firms to come and make presentations at next Tuesday’s meeting. Superintendent Swanson added that there would be closed sessions before and after the meeting, so the Board could meet after the presentations.

Board President Protsman suggested that Andrea Holschbach go through the applications and choose three. If the three presentations weren’t satisfactory on Tuesday, they could pick three more to look at. After further discussion, Jim Protsman suggested that Board members could review the proposals tomorrow in the Human Resources office.

Assistant Principal Deb Knox said that WASB (Wisconsin Association of School Boards) conducted a Superintendent search in Mishicot when she was there. They met with the Board, community and staff, walking them through steps and were involved in the interview process.

JJ Ploederl stated that Executive Connection does have an expense cap. Director Holschbach indicated that most firms could have a cap if it was agreed upon.

Board President Protsman stated that, “We have agreed that we will hire a search agency, for the benefit of people coming here.”

Catherine Shallue moved that the District use a search agency to hire a superintendent. Lee Braunel seconded the motion, which passed unanimously.

With the Board Workshop beginning, the Board secretary left the meeting at 6:41 p.m.

The Board workshop ended at 8:20 p.m., with no motion to adjourn.

Respectfully submitted,  
Rebecca McLafferty, Secretary

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James Protsman  
Board President