ADM Community School District, in partnership with our communities, is committed to engaging all students in a challenging and supportive learning environment that ensures individual student success as measured by a comprehensive system of assessments.

"Experiencing Success Today, Achieving Dreams Tomorrow"

NOTICE OF PUBLIC MEETING

You are hereby notified that the Board of Directors of the Adel DeSoto Minburn Community School District will meet in special session at 7:00 a.m. on the 21st day April 2014, in the Board Room, Adel, Iowa.

The tentative agenda is as follows:

BOARD MEETING AGENDA — April 21, 2014
BOARD ROOM — 7:00 A.M.

OPENING:

7:00	Call to order Roll call

ACTION ITEMS:

7:05	Tryon and Associates - Facilitate Search Process for Activities Director/ Assistant Principal

ADJOURNMENT:

8:00	Adjournment

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT
801 Nile Kinnick Drive S.
Adel, Iowa 50003
(515) 993-4283

Nancy Gee
Secretary
Board of Directors

Adel DeSoto Minburn Board of Education
Special Meeting – Monday, April 21, 2014
7:00 a.m. @ ADM MS Board Room

Attendance:

Present:	Absent:
Bart Banwart	
Kelli Book	
Tim Canney	
Rod Collins	
Kim Roby	
Superintendent Greg Dufoe	
Secretary Nancy Gee	

Call to Order/Roll Call: President Tim Canney called the meeting to order. Roll call was taken. Present were Kelli Book, Bart Banwart, President Tim Canney, Rod Collins, and Vice President Kim Roby.

Tryon and Associates – Facilitate Search Process for Activities Director/Assistant Principal: Gaylord Tryon, President of G. Tryon & Associates presented a proposal to facilitate the search process for the Activities Director/Assistant Principal position with an emphasis on the Activities Director role. It was moved by Book, seconded by Roby to approve the contract with G. Tryon and Associates to facilitate the search process at a fee of $3,450. Motion carried unanimously.

Adjournment: It was moved by Roby, seconded by Collins to adjourn. Motion carried unanimously. At 7:36 a.m. President Canney declared the meeting adjourned.

_____ _____

Minutes approved as Tim Canney, President

_____ _____

Dated Nancy Gee, Secretary

DRAFT

GENERAL AGREEMENT
ACTIVITIES DIRECTOR/ASSISTANT HIGH SCHOOL PRINCIPAL SEARCH
ADM COMMUNITY SCHOOL DISTRICT
April 21, 2014

G. Tryon & Associates will facilitate the search process to select a new Activities Director/Assistant High School Principal. This service will include:

A. Posting information about the district on our web site and notifying individuals of this opening. Information will be up on our web site no later than Wednesday, April 23. The district will be responsible for placing the ad in the DM Register and on the Teachlowa web site. Applicants will need to be reminded to use the application form on our web site—not the application form on the Teachlowa web site.

B. Receiving and processing all applications.

C. Conducting one-on-one meetings with the superintendent and high school principal to discuss issues and desired characteristics. Meeting with the administrative team, varsity head coaches, and a group of about 5-6 individuals (representing athletics and the fine arts) to discuss desired characteristics to be used for screening and interviewing purposes; summarizing these preferred characteristics and presenting that information to the superintendent for final approval).

D. Working with the superintendent and high school principal to develop a timeline and a final list of selection criteria.

E. Screening of applicants and conducting reference calls.

F. Presenting all completed applications to the superintendent and high school principal; working with Mr. DuFoe and Mr. Griebel to narrow the field to three finalists.

G. Working with the superintendent to finalize an interview schedule—consisting of three groups: (1) administrators (e.g., superintendent, high school principal, middle school principal; (2) varsity head coaches; and (3) presidents of athletic and activity booster clubs, and three teachers from the fine arts areas.

I. Being present for interviews with each of the three selected finalists (assuming these interviews will all take place on the same day).

FEES AND EXPENSES

1. Contracted fee of $3450—which includes:
    a. General search process (as described above)
    b. Being present for final interviews (maximum of three candidates) assuming these interviews all take place on the same day)
    c. All telephone, fax, postage, and copying expenses.
2. The contracted fee for G. Tryon and Associates is payable in two installments:
    a. One-half upfront to begin the search process
    b. One-half following the appointment of the new Activities Director/Assistant High School Principal.
3. Additional consultant expenses will include mileage (federal rate of .56 per mile).
4. All costs related to advertising the position (e.g., advertisements in newspapers/education publications), interviews, travel expenses of the candidates, and site visits will be the obligation of the school district.

Gaylord Tryon, President, G. Tryon & Assoc.

Tim Canney, Board President, ADM

DRAFT

ADM COMMUNITY SCHOOL DISTRICT
ACTIVITIES DIRECTOR/ASSISTANT PRINCIPAL SEARCH
(As Presented on April 21, 2014)

ACTIVITY	TIME AND DATE
1. Board meeting—concur on process; set timeline	Monday, April 21 (7:00 a.m.)
2. Advertise (DM Register, GT data bank, Teach Iowa, GT web site)	Teachlowa April 23; DM Register April 26
3. Meet with Superintendent; HSP; three focus groups	Tuesday, April 29 (2:00-6:00)
4. Receive/process applications	April 23-May 5
5. Meet with Superintendent and HSP to establish selection criteria; finalize interview schedule	Thursday, May 1 (2:00-3:00)
6. Screen/make reference calls	May 5-May 16
7. Applications presented to superintendent and high school principal; select three candidates for final interviews	Monday, May 19 (2:00-4:00)
8. Interview three finalists	May 22
12. Finalist announced	May 23
13. Consultants inform/thank applicants	May 27

POSSIBLE INTERVIEW SCHEDULE FOR MAY 22

	2:00-3:00	3:15-4:15	4:30-5:30
ADMIN. TEAM	Interview Candidate A	Interview Candidate B	Interview Candidate C
VARSITY HEAD COACHES	Interview Candidate B	Interview Candidate C	Interview Candidate A
ATHLETICS AND FINE ARTS GROUP	Interview Candidate C	Interview Candidate A	Interview Candidate B