

Agenda of Special Meeting

The Board of Trustees Van Buren ISD

A Special meeting of the Board of Trustees of Van Buren ISD will be held January 25, 2021, beginning at 12:00 PM in the Van Buren Conference Center
490 S Paw Paw Street
Lawrence, MI 49064.

All Board of Education meetings will be held *virtually* until further notice to comply with the *Michigan Safe Start Plan* and the Michigan Department of Health and Human Services Epidemic Order under MCL 333.2221.

The public is welcome to call into the Van Buren Intermediate School District Board of Education meetings by dialing the number below at no cost. If you require accommodations to access these meetings or would like to provide input or ask questions on any business that will come before the Van Buren Intermediate School District Board of Education at the meeting, please contact Jeff Mills at jmills@vbisd.org.

Public Phone Number: 1- 415-655-0001

Access code: **1 802 185 053** **Please sure to include the access code.*

- I. SPECIAL MEETING
 - A. Roll Call of Board Members
 - B. Public Comments
- II. INFORMATIONAL ITEMS

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VAN BUREN INTERMEDIATE SCHOOL DISTRICT

TITLE: Superintendent

REPORTS TO: Board of Education

JOB GOAL(S):

The primary job goal of the Superintendent is to maintain an intermediate school district operation which assists local school districts in delivering services to students and which provides services directly to students in appropriate specialty areas.

QUALIFICATIONS:

Education:

Possession of a Master's Degree.

Certification:

State of Michigan Administrator's Certification or working towards this certification

WORK EXPERIENCE:

Ten years of professional experience, including at least five (5) years as a building or central office administrator preferred.

Skills:

Additional qualifications or alternatives to the above as the Board shall find appropriate

ESSENTIAL JOB FUNCTIONS:

- Implement Board of Education policies.
- Implement rules and regulations of the Michigan Department of Education.
- Implement state laws as required by statutes of the State of Michigan.
- Implement federal laws as required by statutes of the federal government of the United States.
- Organize and allocate personnel, including administrative, supervisory, instructional and supportive in order to meet the needs of the district.
- Hire, assign, transfer, and when necessary, dismiss non-certified personnel in accordance with established procedures and appropriate state law.
- Recommend for employment, assign, transfer, and when necessary, recommend for dismissal certified personnel in accordance with established procedures and appropriate state law.
- Make final arrangements for hiring all personnel.
- Recommend to the Board of Education, the personnel to be employed.
- Prepare all required local and state education reports.
- Meet with the local school administrators and the Parent Advisory Committees to keep them informed of the latest trends, laws and rules pertaining to the intermediate school district.
- Ensure records of materials and equipment are kept by the appropriate personnel.

- Implement program rules and regulations as required by the Michigan Department of Education and the federal government.
- Prepare legally required annual special education plan and reports in cooperation with advisory committees and the constituent districts' superintendents.
- Provide a sense of direction for the district and leadership in a continuously evolving strategic plan for district development.
- Be aware of educational trends and guide the district through necessary changes.
- Prepares and submits to the Board reports and recommendations relevant to matters requiring Board action.
- Ensures that the Board receives information required to allow the Board to make informed decisions in all areas of District business.
- Delegates authorities and/or duties to other staff of the District, while retaining full responsibility for any action taken under such delegation.
- Develops and implements instructions and regulations pertaining to the use and care of District facilities and properties.
- Ensures the maintenance of such personnel, pupil accounting, business, and other records required by laws, rules, regulations, or Board policy.
- Represents the District in its dealings with other school systems, agencies, and community organizations.
- Exercises authority and discretion in acting upon matters not covered by Board policy or guidelines.
- Performs such other tasks and assumes such other responsibilities as may be assigned by the Board.

TERMS OF EMPLOYMENT:

As per agreement and provisions established by the Van Buren ISD Board of Education.

Application deadline January 21, 2021.

HOW TO APPLY:

Please submit letter of intent and resume to:

Frances Sage, VBISD Board President
 Van Buren Intermediate School District
 490 S Paw Paw Street
 Lawrence, Michigan 49064

It is the policy of the Van Buren Intermediate School District that no discriminatory practices based on race, color, religion, national origin, sex (including sexual orientation or transgender identity), disability, age, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category (collectively, "Protected Classes"), be allowed in its programs and activities, including employment opportunities. Inquiries regarding the non-discrimination policies should be directed to Barbara Matthews, Director of Finance & Operations or Dave Manson, Assistant Superintendent, 490 S. Paw Paw Street, Lawrence, MI 49064, 269-674-8091.

- A. Review Letters of Interest for Superintendent Vacancy
- B. Review Interview Questions and Next Steps

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SUPERINTENDENT INTERVIEW QUESTIONS

Below are possible questions for the Superintendent interview

General Questions

1. What makes this job interesting to you?
2. What is your educational preparation for this superintendency?
3. What are your professional experiences?
4. What do you know about our community and school district?
5. What do you consider to be your weaknesses as a potential superintendent?
6. What do you consider to be your greatest strengths as a potential superintendent?
7. What do you do for recreation? How do you relax?
8. What are the methods you will use to keep yourself and this board “current” on important matters?

Questions Regarding Board-Superintendent Relations

1. What are the standards you use for judging whether or not a board of education is doing its job?
2. Can you clearly define the role of the board and role of the superintendent?
3. What should a board member do when contacted by a parent with a school problem?
4. Have you ever written any or worked on school board policies?
5. How do you feel about teachers, administrators, and school board members attending professional meetings?
6. How would you orient new administrative staff members, teachers, and board members

Questions Regarding Personnel

1. What is your philosophy on delegating authority? How do you then maintain accountability?
2. What can a school district do about a marginally effective teacher and/or administrator? What will you do about a marginally effective teacher and/or administrator?
3. In your judgment, what are the principle things a good school principal does?
4. Describe how you would work with principals in a district this size.
5. Is it possible to dismiss a weak teacher? Have you done this? How would you do it?
6. What do you see as the chain of command in a district this size, including the board of education?

Questions Regarding Professional Negotiations

1. Define the roles in the negotiation process of the principals, superintendent, and board of education.
2. In the district negotiations process have you ever been involved in:
 - developing a teachers' salary schedule?
 - costing a boards' contract position?
 - costing a teachers' contract position?
 - direct negotiations of a school employees contract?

Questions Regarding Public School Finance

1. Are you familiar with the financial accounting system used in this state?
2. Have you ever built or had a role in building a complete district budget?
3. What is your philosophy on surpluses in your school building budgets? How much is needed?
4. Are there ways a school district can increase state funding for
 1. special education,
 2. vocational education,
 3. general programs, and
 4. others?
5. Do you know the financial condition of this district? How would you describe our situation?
6. Have you ever conducted a capital project campaign and vote?

Questions Regarding Curriculum

1. Do you believe a school district has responsibility for improving the instructional effectiveness of its teachers?
2. How can this community and this board know they have an effective school program?
3. How do a superintendent and board of education encourage good teaching?
4. How would you initiate curriculum change?
5. How would you organize this district, curriculum-wise, so that you can guarantee student academic improvement?
6. What is the role of the superintendent and board of education in curriculum development and/or innovation?

7. Have you had experience in dealing with federal programs?
8. How do you feel about Title IX?
9. What is the staff's role in curriculum development?
10. Have you developed a School Improvement Plan?

Questions Regarding Maintenance, Transportation, and Food Service Programs

1. What experience have you had with a transportation program?
2. How would you organize this district's custodial services?

Questions Regarding School/Community Relations

1. How would you go about establishing good public relations in this district?
2. What's the most important "first steps" a superintendent should usually take in a new district?
3. What is the board's role in school/community relations with respect to school-community committees in the district?
4. What communication methods would you use between the district and the community?
5. How do you feel about the community using district facilities? Equipment?
6. What is your position on field trips for students into the community? Outside of the community?

PRE-EMPLOYMENT INTERVIEW QUESTIONS

Asking an applicant questions prohibited by the Equal Employment Opportunity Act during pre-employment interviews could open the door for a job candidate to take legal action against the ISD. The following guideline outlines the questions which are appropriate and those which should be avoided.

YOU CANNOT ASK:

1. any question that would indicate race or color;
2. any question that would indicate gender, unless job related;
3. if a woman is Miss, Mrs, or Ms or to request applicant to give maiden name or any previous name he/she has used;
4. applicant's age or age group or request birth certificate or baptismal record;
5. applicant's religion or religious customs and holidays, recommendations from church officials;
6. if applicant, spouse, or parents are native-born or naturalized, date of citizenship, or for other proof of citizenship before hiring;
7. marital status before hiring, the number and age of children, who cares for them, and if applicant plans to have more;
- C 8. to see military service records, about military service with any country other than the U.S. or to ask type of discharge from military;
9. nationally, racial, or religious affiliation of school attended;
10. how foreign language ability was acquired;
11. inquiries about arrests (as contrasted with convictions), except pending charges (see back of page, #6);
12. listing of all clubs to which the applicant belongs or has belonged;
13. that a candidate provide a photograph before hiring or that one be taken during an interview;
14. height and weight or physical/mental characteristics which do not relate directly to the job specifications;
15. whether applicant has a disability or the nature and severity of their disability or whether applicant lives with a disabled individual (whether related or not);
16. whether applicant plans to marry or plans to have a family;

17. whether applicant has any military obligations.

PRE-EMPLOYMENT INTERVIEW QUESTIONS

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YOU CAN ASK:

1. for applicant's current and previous address, phone number;
2. whether applicant is eighteen (18) years of age or older;
3. whether the applicant is a U.S. citizen, is lawfully authorized to work in the U.S. or if spouse is a U.S. citizen;
4. if applicant has served in the U.S. armed forces including branch of service and rank attained, job-related experience acquired in the military;
5. academic, professional, or vocational school attended, language skills such as reading and writing, foreign languages, grades, degrees, majors, etc.;
6. criminal convictions, any pending felony charges, any misdemeanor charge related to sexual conduct or assault or abuse of a child;
7. personal and professional and other work references not relating to race, color, religion, gender, national origin, or ancestry;
8. professional and social organization membership, as long as affiliation does not identify and is not used to discriminate on the basis of gender, race, national origin, or ancestry;
9. "Are you able to perform the tasks of this job with or without an accommodation?" If the applicant indicates that he/she can perform the tasks with an accommodation, you may ask, "How would you perform the tasks, and with what accommodation(s)?"
10. willingness to work required work schedule and under prescribed working conditions.
11. names of prior and current employers, together with positions held, name of supervisor, dates of employment, and reason for leaving. (Compare with information on application for consistency)

III. ACTION ITEMS

A. Interview Candidate Selection for Superintendent Vacancy **(Roll Call Vote)**

IV. OTHER BUSINESS

A. Adjournment

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated on the agenda."

It is the policy of the Van Buren Intermediate School District that no discriminatory practices based on race, color, religion, national origin, sex, age, height, weight, marital status, disability, genetic information or any other status covered by federal, state, or local law be allowed during any program, activity, service, or in employment. Inquiries regarding the non-discrimination policies should be directed to Barbara Matthews, Director of Finance & Operations or Dave Manson, Director of Special Education, 490 S. Paw Paw Street, Lawrence, MI 49064, 269-674-8091.