

**TO:** School Board Members  
**FROM:** Brent Seaks, Board President  
**SUBJECT:** Agenda Background  
**DATE:** April 12, 2018

- I. **Call to Order** – Board President Seaks will call the meeting to order.
- II. **Public Participation** - Any person wishing to address the Board may do so by completing a written request prior to the meeting. The request must be within the guidelines of Board Policy BCBA, Public Participation at Board Meetings.
- III. **Interview Candidate #4 for the Superintendent Position (Executive Session Anticipated)** – School Board members anticipate going into executive session to interview candidates for the position of superintendent of schools. The legal authority for closing this portion of the meeting is North Dakota Century Code § 44-04-19.2 and § 44-04-18.27. The topic or purpose of this executive session is to Interview a Candidate for the Superintendent Position.
- IV. **Discussion of Final Candidates to be Interviewed for the Superintendent Position (Executive Session Anticipated)** - North Dakota Century Code (N.D.C.C) § 44-04-18.27 states, “The applications and any records related to the applications which contain information that could reasonably be used to identify an applicant are confidential, except records related to finalists are open to the public after the finalists are designated.” School Board members may review confidential employment information in executive session. The legal authority for closing this portion of the meeting is North Dakota Century Code § 44-04-18.27. The topic or purpose of this executive session is to Discuss Final Candidates to be Interviewed for the Superintendent Position. Mr. Mike Collins, a representative with Ray and Associates, may be contacted for consultation.
- V. **Selection of Final Candidates to be Interviewed for the Superintendent Position** – After all candidates for the superintendent position are completed, Board members may select the individuals the Board would like to interview as finalists. Mr. Mike Collins, a representative from Ray and Associates, may be contacted for consultation. Action will be required to designate individuals to be interviewed as finalists for the position of Superintendent of Schools. Sample motion: **“I move to invite the following individuals as finalists to interview for the position of Superintendent of Schools for Dickinson Public Schools:**  
  
\_\_\_\_\_  
  
\_\_\_\_\_”
- VI. **Finalize Interview Schedule** – After the School Board has identified the finalists to be interviewed, a timeline will be set for the interviews. The interviews will be held during a Special School Board Meeting; therefore, a motion would be appropriate. *Sample motion for each interview:* **“I move to schedule a Special School Board Meeting(s) on \_\_\_\_\_ (date) at \_\_\_\_\_ (time) to be held at the Central Administration Offices in the Board room.”**
- VII. **Finalize Interview Questions for Finalists for Superintendent Position** – School Board members may discuss the questions they will ask the finalists interviewing for the superintendent position.
- VIII. **Adjournment**