

**BOARD OF EDUCATION  
SPECIAL MEETING MINUTES**

**March 30, 2011**

The special meeting of the Board of Education of the Portage Public Schools held on Wednesday, March 30, 2011, was called to order at 4:04 p.m. by President Hollenbeck in the Community Room of the Administration Building, 8111 S. Westnedge.

Board Trustees Present: Kevin Hollenbeck, Melanie Kurdys, Rusty Rathburn, Bo Snyder, Randy Van Antwerp, and Joanne Willson

Board Trustees Absent: Geoff Howe

Administration Present: Tom Vance, Community Relations Manager

Guests Present: Craig Misner, Michigan Leadership Institute

**COMMENTS OR COMMUNICATIONS**

President Hollenbeck opened the comments and communications portion of the meeting and asked if there were any citizens who would like to speak to the Board. Seeing no one come forward, he closed this portion of the meeting.

**DISCUSSION ITEM**

Dr. Misner, Michigan Leadership Institute, provided tentative timelines for major activities related to the Superintendent search process planning. Trustee discussion pertained to the timeline of activities through this process, focus groups plans and collecting leadership profile information.

**ACTION ITEM**

**Motion offered by Mrs. Kurdys, seconded by Mr. Rathburn, that the Board of Education accept the contractual agreement between the District and Michigan Leadership Institute to provide services to conduct a search for an interim Superintendent, for an amount not to exceed \$4,900.**

**Motion carried unanimously.**

**DISCUSSION ITEM**

In order to develop a profile of leadership qualities for the interim Superintendent, Dr. Misner distributed a questionnaire that was completed by all Trustees.

Dr. Misner departed at 5:25 p.m.

President Hollenbeck led a discussion regarding priorities for the 2011/12 school year. All Trustees provided feedback for the top seven priorities for 2011/12 as follows:

**Top Priorities for 2011/12**

1. Implement comprehensive Human Resources system.
2. Maintain/develop strong relationship with staff.
3. District decisions based on data. Management by fact.
4. Continuous improvement for curriculum and instruction.
5. Responsible financial management.
6. Super-tier identification and initial movement(s).
7. Facilities - completion of new and long-term planning.

There being no further business to come before the Board, the meeting was adjourned at 6:00 p.m.

Respectfully submitted,

Edna Kent  
Recording Secretary