

Office of the Superintendent  
SHEBOYGAN AREA SCHOOL DISTRICT  
Sheboygan, WI 53081

**BOARD OF EDUCATION  
SHEBOYGAN AREA SCHOOL DISTRICT  
Sheboygan, Wisconsin  
SPECIAL SESSION MINUTES  
Tuesday, May 17, 2016**

A Special Session of the Board of Education was held on Tuesday, May 17, 2016, at 6:00 p.m. in the Board of Education meeting room, 2<sup>nd</sup> floor, of the Administrative Offices, 830 Virginia Avenue, Sheboygan, WI 53081.

- I. President Reinthaler called the meeting to order at 6:03 p.m.
- II. Board Members Present: Mr. David Gallianetti, Ms. Mary Beth Martin, Ms. Jennifer Pothast, Ms. Marcia Reinthaler, Mr. Ryan Burg, Mr. Larry Samet, Dr. Susan Hein

Excused: Ms. Barbara Tuszynski and Mr. Mark Mancl

- III. Moved by Dr. Hein, seconded by Ms. Martin to approve the agenda as presented. All ayes. Motion carried unanimously.
- IV. Ms. Reinthaler introduced Dr. Birchbauer, WASB Search Services and Organizational Planning Director and noted that the discussion will be to talk about characteristics of a superintendent and that no names should be discussed. Ms. Reinthaler clarified that the plan is to manage the search internally and not use an outside party.

Dr. Birchbauer talked about the services that WASB provides and talked about the various aspects of their service. As the school boards works to put a candidate profile together his tip was to try and look for 70-80% match for the qualities the school board is looking for in an individual candidate. He added that it is important to grow together with the school board.

Dr. Birchbauer shared with the school board questions to formulate a superintendent candidate profile as well as demographic and expertise rubrics. Discussion also took place with regards to the type of leadership style, specialized skills and personal characteristics the school board members preferred.

The next step will be to receive information from Dr. Birchbauer based on this evening's discussion and have another school board meeting to digest all of the information from the profile and survey discussions along with receiving input from Dr. Sheehan.

There will be an additional step added into the timeline which will be communicated out to staff making it clear that at this point the calendar/timeline is fluid until the posting comes out.

The board members thanked Dr. Birchbauer for a productive evening and the consensus with board members is that they are in alignment as to what they are looking for in the next superintendent.

V. Moved by Dr. Hein, seconded by Ms. Pothast to adjourn at 7:30 p.m. All ayes. Motion carried unanimously.

A handwritten signature in black ink that reads "Joseph M. Sheehan". The signature is written in a cursive style with a large, sweeping initial "J".

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Joseph M. Sheehan, Ph.D.  
Superintendent & Secretary of the Board

JMS/jjh