



# GRANT SCHOOL DISTRICT #3

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## SUPERINTENDENT SEARCH WORK SESSION

WEDNESDAY, December 15 2021 • 5:30 P.M.  
DISTRICT OFFICE

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### MINUTES

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#### 1.0 PRELIMINARY BUSINESS

- 1.1 Call to order
- 1.2 Pledge of allegiance

Pursuant to notification of Grant School District 3 board of directors and news release to The Blue Mountain Eagle, KJDY and posted on the district web site. Haley Walker called the work session to order at 5:32 p.m. Other board members in attendance were Chris Labhart, Aaron Lieuallen, Kelly Stokes, Alicia Griffin, Dr. Colleen Robertson and Jake Taylor (via phone). Business Manager Heidi Hallgarth was also present.

#### 2.0 CAST VOTE FOR OSBA ELECTIONS

##### a. LPC Candidate

Robertson moved to vote on a candidate for the OSBA LPC committee. Robertson moved to vote for Patricia Morinaka. Griffin seconded it.

Lieuallen said that he felt the answers from the other candidate were more in-depth but he could support Morinaka if that is what the board chose to do.

The motion passed with 6 for and Labhart abstaining from the vote.

#### 3.0 PRESENTATION OF FINDINGS FROM FOCUS GROUPS AND SURVEY

Kathleen Rodden-Nord went over the results from the focus groups and survey with the board. A copy of this is on file at the district office. Lieuallen asked Rodden-Nord if she felt that they had a good cross-section of participation. Rodden-Nord said that she felt that they did and that she thought that they got great input overall. Lieuallen asked what the breakdown was between students and stakeholders. Rodden-Nord said that she did not calculate that but she could. Rodden-Nord told the board that the 8 focus groups ranged from 3 to 8 participants. Lieuallen asked what the ages were of the students that participated. Rodden-Nord said that they spoke with middle school and high school students.

#### 4.0 PRESENTATION OF DRAFT IDEAL PROFILE (Attachment A)

Rodden-Nord had the board read the Ideal Superintendent Profile and then discuss any deletions or additions that they felt needed to be made. They went over each bullet point individually. Hank Harris kept track of the changes and will get a final draft to the board tomorrow.

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#### BOARD OF DIRECTORS:

Chairman Haley Walker • Alicia Griffin • Chris Labhart • Aaron Lieuallen • Dr. Colleen Robertson • Kelly Stokes • Jake Taylor

## **5.0 CONFIRM ADVERTISING BUDGET (Attachment B)**

The board asked the consultants to see if Idaho had an available website to advertise on as well. The board approved spending up to \$450 to do this. Harris told the board that he would check to see if they could advertise in Idaho because some states limit their superintendent searches to their own state.

## **6.0 PARAMETERS FOR INTERVIEWS**

### **A. Confirm Search Calendar Dates (Attachment C)**

Rodden-Nord went over the search calendar with the board and reminded the board that they would have access to all of the applications as well. Harris told the board that the maximum applicants that he would suggest interviewing on February 10<sup>th</sup> is 7. Rodden-Nord asked the board to confirm that they are available on the dates in February. Taylor dropped off of the call so the board will still need confirmation from him on the dates. The rest of the board confirmed that the February dates worked for them.

### **B. Stakeholder Involvement Discussion (Attachment D)**

Rodden-Nord went over the community engagement panelists suggestions and told the board that the community would have to know that the meetings with the finalists would be confidential. Harris explained to the board how the lottery would work and then asked the board to discuss the suggestions a little bit and then have the board chair and vice chair make the final decision on what the committees would look like. The board discussed the different committees and made corrections/additions to the list.

## **7.0 SALARY/COMPENSATION PARAMETERS (Attachment E)**

Harris suggested that the board think about what their comfort level was and then go a little bit above that. Harris said that Human Capital Enterprises does not post a salary on their job postings so there doesn't need to be a decision tonight, just a general idea of the salary range so they can tell potential candidates. Labhart asked if there had been any retention bonuses discussed around the state. Rodden-Nord said that those were becoming more popular with superintendents as they negotiate their contracts. The board decided on a salary range of approximately \$130,000 to approximately \$160,000. Walker said that she thought that range along with a good range of fringe benefits would work.

## **8.0 QUESTIONS/OTHER THINGS YOU SHOULD KNOW/WE SHOULD KNOW?**

Stokes thanked COSA for putting everything together for the board.

Lieuallen also thanked them. Lieuallen asked if the board would be getting the final draft of the Ideal Profile. Harris said that he would get the updated draft to Hallgarth the first part of next week. Lieuallen asked if the board could get a copy of the focus group and survey findings. Rodden-Nord said that she would send those over to Hallgarth.

Griffin thanked COSA as well.

Labhart asked if the search consultants felt that the stakeholders were comfortable talking freely to them. Rodden-Nord said that YES they did. Labhart thanked COSA for their hard work.

Robertson thanked COSA and asked them to remind her how the board will have access to the applications that are turned in. Harris said that after the window closes he will send a link to the board members that will give them access to the system that Human Capital uses. Harris explained that it is a two-part access process and once the board clicks on the link then Harris will give them access to the applicant pool. Harris said that the board will be able to see how COSA ranked the applicants. Lieuallen asked if in the event that Harris sees that the district is not getting any viable candidates would Harris get ahold of the board and suggest making changes to entice more applicants. Harris said that he didn't think making changes in the middle of the process was a good idea. Rodden-Nord said that they would reach out and have conversations with viable applicants so she didn't think that the board should worry about a lack of applicants.

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Walker asked COSA to let the board know if there was anything that the district could do to be more attractive to potential candidates.

Robertson asked how the outgoing superintendent still helps the district with the transition to the new superintendent after they have left the district. Rodden-Nord said that the outgoing superintendent usually comes up with a plan of what is going on in the district and what is finishing up for the incoming superintendent. Rodden-Nord said that the board could talk to Bret and see if he would be willing to work back once his contract is over. Harris said that districts can essentially “borrow” the incoming superintendent for up to 10 days from their current district and pay the district they are leaving for the superintendent’s time.

Lieuallen asked how COSA finds out local concerns/situations about the area. Harris said that they talk to the board to get this sort of information. The board and Harris agreed that COSA reach out to Hallgarth as their liaison to direct traffic when questions come up.

Walker adjourned the meeting at 7:57 pm.

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Haley Walker  
Chairman’s Signature

January 19, 2022

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Bret Uptmor  
Clerk’s Signature

January 19, 2022