

MEETING MINUTES

VERNONIA SCHOOL DISTRICT BOARD of DIRECTORS Workshop Meeting – November 18, 2021

CALL TO ORDER: A Workshop of the Board of Directors of Vernonia School District 47J, Columbia County, Oregon was called to order at 6:33 p.m. MEETING CALLED TO ORDER

Board Present: Stacey Pelster, Susan Wagner, Javoss McGuire, Greg Kintz, Joanie Jones, Amy Cieloha and Scott Rickard. BOARD PRESENT

Board Absent: None BOARD ABSENT

Staff Present: Barb Carr, Administrative Assistant and Marie Knight, Business Manager STAFF PRESENT

Visitors Present: Steve Kelley, OSBA VISITORS

1. INFORMATION & DISCUSSION DINNER

Superintendent Search Calendar / Timeline: Steve Kelley shared a proposed calendar of the process. SUPT SEARCH CALENDAR DISCUSSED

A question was asked about what happens if a limited number of applicants are received. Does the application deadline get extended and how does this impact the July 1st hire date? According to Steve Kelley, there would be time to extend it if needed and still have adequate time to have someone on board by July 1st. At any point in the process the dates can be adjusted as necessary.

A comment of concern was expressed about passing on a candidate that applies in the hopes of extending the deadline in the hopes of receiving more applicants. During a competitive market this wouldn't be advised.

Superintendent Salary Range: Steve Kelley shared that they like to put a salary range in their marketing materials. He advised the Board to seriously consider the bottom number of the range. This is important so that during negotiations of salary with your selected candidate, you don't try and offer less than what you place in the marketing materials during negotiations. SUPT SALARY RANGE DISCUSSED and DETERMINED TO BE \$110K - \$130K FOR MARKETING MATERIALS

In reviewing the comparison salaries by region and by similar size districts, Steve Kelley, to start the conversation suggested a \$10,000 range from \$111,000 - \$121,000 annually. This is the base salary and does not include any T.S.A. funds offered. Most candidates would expect a full calendar of 260 days. The current superintendent calendar is substantially lower at 225 days.

Comments were made about going higher in the salary range to attract a larger candidate pool. Multiple suggestions were offered adjusting the range. Some Board members were in support of a higher range while others preferred to stay lower.

Marie Knight was asked what the District's budget would support. According to her, if the range was at \$120,000 - \$135,000 it would be an addition of approximately \$21,000 in payroll costs and this wouldn't break the budget. By the time she does budgeting for next year she'll have this range and can plan accordingly.

Concern was raised about offering a higher amount in salary when current needs in the classroom are not being met.

At the conclusion of discussion, Steve Kelley suggested an attractive salary range of \$110,000 - \$130,000. There was no disagreement from the Board and the consensus was to go forward and add this amount to the marketing materials.

Screening / Interview Committee Application: Steve Kelley shared the Screening Committee will have approximately 15 people in addition to the Board. The Board will select the committee from applications SCREENING COMMITTEE

received and should include approximately 1/3 community/parents and 2/3 a cross section of staff from all employee groups and grade levels. The sample Screening Committee application was shared for discussion. The District will distribute the application via website, email, social media, etc., and collect applications by the due date of December 3rd. Applications received will be part of the December 9th Board meeting discussion followed by the Board's discussion and decision during regular session to name people to the Screening Committee.

DEMOGRAPHICS
and APPLICATION
PROCESS
REVIEWED

The Board and the Screening Committee will receive training on how to review the applications in the OSBA online portal as well as what to look for in an application. This training is scheduled tentatively for January 27th. The Board and the Screening Committee will have a week to screen all applications received. It was noted that the list of applicants will be shared in executive session. On average, 22-28 applicants, are received. This year Steve is unsure how things will go.

SCREENING
COMMITTEE WILL
BE TRAINED

At a School Board workshop tentatively scheduled for February 8th the results of the screening will have been tabulated and Steve Kelley will share the candidate rankings. The Screening Committee is allowed to give feedback to the board at this time. When it is time to select those to invite for an interview, the Board makes this decision. Normally this would be 5-8 candidates. Steve would encourage inviting the Screening Committee to observe the interviews. The Board can ask the committee for input after the interviews are concluded. The Board will select the finalists.

BOARD WILL
SELECT INITIAL
CANDIDATE
INTERVIEW LIST
& FINALISTS

Scott Rickard asked if it would be appropriate to invite an administrator from another District with lots of superintendent experience to serve on the Screening Committee. According to Steve Kelley, the Board will want to select those to serve on the committee that have a vested interest in the District, and could if the entire Board wished and felt such an individual added value.

MISC.
DISCUSSION

Amy Cieloha asked for clarification as to what happens if the current Superintendent, who has given notice to retire on June 30, 2022, changes his mind and wants to stay until the end of his current contract date which is June 30, 2023. According to Steve Kelley, this would be a time that the Board would contact legal counsel for advisement.

Steve Kelley asked the Board to discuss and agree on the dates proposed on the Screening Committee application for required attendance. After discussion it was determined that the committee (including the Board) will meet virtually on January 27th for the initial training. This meeting will go from 6:00 – 7:30 p.m.

COMMITMENT
DATES OF
SCREENING
COMMITTEE
DETERMINED

The second required Screening Committee date will be February 8th from 6:00 – 8:00 p.m. This will also be a virtual meeting for the Screening Committee but the Board will meet in person. At 8:00 p.m. the Screening Committee will be done and the Board will stay to finalize the discussion.

Barb Carr asked for clarification regarding the online survey noted on the calendar. Steve Kelley explained that the survey is to go out to the community as well as staff to obtain information to develop the list of Qualities and Qualifications (Q&Qs) our District wishes to see in the new Superintendent. The survey will be available until December 6th. The Q&Qs need to be adopted by the Board, as well as take public comment, at the December 9th Board meeting. Steve Kelley will attend the meeting and will present the result of the survey to the Board.

ONLINE SURVEY
TO ASSIST IN
ADOPTING THE
QUALITIES &
QUALIFICATIONS
OF NEW SUPT.

2 ACTION ITEMS:

Superintendent Search Calendar: Greg Kintz moved to approve the Superintendent Search Calendar / Timeline as discussed. Joanie Jones seconded the motion. There was no further discussion. Motion passed unanimously.

SUPT SEARCH
CALENDAR
APPROVED

4. **OTHER ISSUES:** Stacey Pelster reminded the Board that a Doodle poll for setting upcoming data monitoring meetings went out today. Please respond.

ADJOURNED: Workshop adjourned at 7:54 p.m.

ADJOURNED

Submitted by Barb Carr, Administrative Assistant

Board Chair

District Clerk

11-18-2021