

# MEETING MINUTES

## VERNONIA SCHOOL DISTRICT BOARD of DIRECTORS Workshop Meeting – January 27, 2022

<b>CALL TO ORDER:</b> A Workshop of the Board of Directors of Vernonia School District 47J, Columbia County, Oregon was called to order at 6:03 p.m. by Stacey Pelster, Chair.	MEETING CALLED TO ORDER
<b>Board Present:</b> Stacey Pelster, Javoss McGuire, Joanie Jones, Scott Rickard, Amy Cieloha and Greg Kintz. Susan Wagner attended virtually.	BOARD PRESENT
<b>Board Absent:</b> None	BOARD ABSENT
<b>Screening Committee Present:</b> Brandi Abney, Kim Bernardi, Barb Carr, Janice Cockrell, Brett Costley, Glenda Delemos, Jennifer Draeger, Camrin Eyrrick, Courtney Ferguson, Joanie Jones, Marie Knight, Jim Krahn, Robin Manning, Timothy McLeod, Brittanie Roberts, Juliet Safier, Kendra Schlegel, Jana Swedo, Dylan Taylor, Nate Underwood, and Rachel Wilson.	STAFF PRESENT
<b>Visitors Present:</b> Steve Kelley and Vincent Adams, OSBA.	VISITORS
<b>1. Superintendent Application Screening Training:</b> Steve Kelley with OSBA introduced himself. He is the lead consultant on our Superintendent search however he is working with his colleague, Vince Adams, who is joining the meeting tonight. Mr. Adams shared his background. Introductions by the committee members were given.  Discussion was held on the different types of bias that can come into play when reviewing applications. Bias is something all people have whether it is explicit or implicit in nature. The committee was made aware of certain bias examples and asked to be mindful of these when reviewing and screening applications.  The posting for a new Vernonia Superintendent was reviewed highlighting the District Qualities and Qualification desired.  The Superintendent search calendar was reviewed. <u>January 28 – February 6:</u> Screening Committee screens all applications <u>February 8:</u> Special Public Meeting with Executive Session to review the results of the committee screening. Board will select candidates to interview, develop the interview schedule (in-person or virtually) and interview questions.  The committee was reminded that there is to be no discussion of the candidates with anyone. The committee is not to contact candidates or any of their references. All personal notes taken by committee members during the screening process are to be collected and turned in to Barb Carr in the District Office.  Some items to consider when screening an application: <u>Resume:</u> Look at work history paying attention to any gaps or jumps in employment. A typical Superintendent contract runs from July 1 to June 30.  <u>Cover Letter.</u> Did the candidate do their homework about the District? Did they explain any issues, show their personality, did they follow directions and do what was asked?  <u>Letters of Reference:</u> Were they recent? Anything older than two years old is not appropriate to include. What is the overall tone of the letter? Letters can sometimes be a letter of warning about what they don't say.  <u>Additional Questions:</u> Pay attention to this section in the online portal.  At this point of the process the only things that can be used to evaluate a candidate is what is provided in their application. If a candidate is known, that relationship or knowledge of them outside of their application is not something that can be considered.	OSBA CONDUCTED SUPT. SEARCH TRAINING to SCREENING COMMITTEE MEMBERS  TYPES OF BIAS DISCUSSED, JOB POSTING REVIEWED  SEARCH CALENDAR REVIEWED  CONFIDENT- IALITY OF PROCESS REVIEWED  HELPFUL HINTS IN REVIEWING THE APPLICATIONS

Confidentiality was reviewed. When in an Executive Session all things discussed stay there. Nothing discussed during this time can be discussed afterwards. The committee was reminded to not contact any of the candidates, do not talk to their references, do not Google them. There is a place and time in the process for these things to take place. If approached by someone, just kindly say you can't talk about this with them or outside of the executive session. The only thing that can be shared is the number of applicants. Questions may come up about men vs women applicants, in state or out, ethnicity, age, etc. all of which are not to be discussed.

CONFIDENTIALITY REVIEWED AGAIN

The Revelus Online portal was reviewed. The link for access is: [Oregonschoolboards.myrevelus.com](http://Oregonschoolboards.myrevelus.com)

SCREENING PROCESS OUTLINED

Suggested process for screening:

1. Review applications taking notes on separate paper. Do not put comments into the online portal.
2. Complete the provided screening sheet for each candidate. Save all notes, as these will be collected at the end of the interviews. The District must maintain all materials related to the search for three years.
3. After all applications have been screened and notes taken put them into a yes or no pile for interview.
4. Rank them in order of personal preference 1 – 10.
5. Note order of preference at the top of each screening sheet
6. Put ranking into the online portal and save. No duplicate rankings or ties.

NEXT STEPS AFTER APPLICATION SCREENING IS COMPLETE

After the screening is complete, the top 5 or 6 candidates will be shared with the Board. The Board can discuss any applicant further if they wish. The Committee is allowed to give input to the Board on the screening results. The Board will select who they wish to interview. The Committee is allowed to observe during the interviews and will have an opportunity to give additional input to the Board regarding strengths or concerns during the interview.

After the initial interviews are held the top three candidates will be announced in a press release. Local media will be given the information, it will be emailed to staff and put on the District website. A "Day in the Community" will be announced so that the community can join a candidate night, etc.

**2. Recess to Executive Session under O.R.S. 192.660 (2)(a) at 7:40 p.m.**

RECESSED TO EXECUTIVE SESSION

The same individuals were in attendance.

The applicant pool was reviewed.  
The Veteran's Preference was shared.

**3. Return to Workshop at 8:02 p.m.**

RETURN TO WORKSHOP

Everyone's account in the online portal will be available and live by 9:00 a.m. tomorrow. Please try to log in to make sure you can access your account and the applications.

All rankings are due by midnight on February 6<sup>th</sup>.

Steve Kelley stressed the time sensitive nature to the end of the process. Many Districts are vying for top candidates. It is important that the Board be ready to begin negotiations as soon as a selection is made. The following items should be discussed by the Board sooner than later. It was recommended to the Board to start now. The Board's legal counsel should review the District's Supt. contract prior to presentation to a candidate.

CONTRACT PARAMETER DISCUSSION

Contract Negotiations Checklist.

1. Discuss / establish salary range
2. Designate one board member to begin the negotiation process at the designated time
3. Review and discuss a sample contract
4. Discuss contract parameters that will guide the initial phase of negotiations  
Length of contract, benefits (health insurance, PERS, vacation days/personal days/holidays, relocation expenses, termination of contract provision, travel stipend/reimbursement, cell phone

stipend/reimbursement, etc.

5. The Board's negotiator may begin verbal discussions with the candidate to determine some of the key provisions of the contract prior to presenting the written contract. Length of contract is normally 2 to 3 years.
6. The Board's negotiator can't sign any contract, just provide guidance to the process. The Board as a whole hires and develops the contract. All discussion must happen in a public meeting.

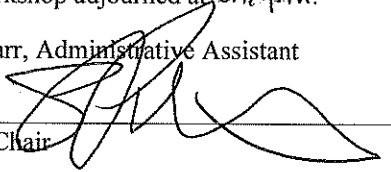
4. **Next Meeting:** Tuesday, February 8, 2022. The Board and Steve Kelley will attend in-person, the Screening Committee will attend virtually. NEXT MEETING

**ADJOURNED:** Workshop adjourned at 8:13 p.m.

ADJOURNED

Submitted by Barb Carr, Administrative Assistant

Board Chair



District Clerk

