

**Board Meeting Minutes**  
**April 10, 2014**  
**Board Special Session and Executive Session**  
**Meeting Location: Canby School District Office, Meridian Room**

**Board members in attendance** were Brendan Murphy, Kristin Downs, Mike Zagyva, and Andrea Weber. Board members absent from the meeting were Angi Dilkes Perry and Tom Scott. Also in Attendance were Dr. John Steach (Superintendent), Kamela Davis (Board Secretary), Greg McKenzie (Windows to Leadership Consultant), Pat Johnson, Kimie Carroll, John Ogden, Susie Strangfield, Joe Morelock, Cindy Bauer, Joan Flora, Sondra Strong, Mary Knigge, Tim Oberg, Sam Thompson, Andy McKean, Angie Navarro, Cherie Switzer, Christine Taylor, Jennifer Turner, Kris Millar, Tom O'Connor, Joe Minson, and Stacy Fulks.

**WORK SESSION**

**1.0 CALL TO ORDER**

Board Chair, Brendan Murphy, called the Board Work Session to order at 6:00 p.m.

**2.0 INTRODUCTIONS**

Audience members introduced themselves to the Board.

**3.0 CHANGES TO AGENDA**

No changes to the agenda.

**4.0 PUBLIC FORUM/ANNOUNCEMENTS**

Chair Brendan Murphy opened the floor for public comments. No comments were made.

**5.0 INFORMATION/DISCUSSION/ACTION ITEMS**

Potential Superintendent Search and Director of Achievement Opening

Chair Brendan Murphy explained that an open session was called to talk about a potential superintendent search and the Director of Student Achievement opening. He introduced Greg McKenzie, search consultant from Window To Leadership, L.L.C., who consults with districts on this process.

Brendan Murphy asked about an interim versus a permanent superintendent search. He reiterated that we would not know anything official until next Tuesday, April 15<sup>th</sup>. The community has a right to know about the potential search.

Mike Zagyva expressed a concern regarding the pool of applicants if we start this late in the year.

Greg McKenzie stated that it is more advantageous to start a search in January, February, or March. However, it can be done later. April 15<sup>th</sup> is the latest he believes a district should wait to begin a full search for a permanent superintendent. This year there is a good pool of about 25 plus applicants.

Mike Zagyva asked what the pool is like based on searches done this year.

Greg McKenzie stated the pool looks good. There are veteran superintendents leaving and very good people without superintendent experience are next in line. There are some experienced superintendents as well.

Brendan Murphy asked if the position is posted as interim or permanent, will that discourage one or the other?

Greg McKenzie does not believe it will.

Brendan Murphy asked about the order of involving the community in relation to the posting.

Greg McKenzie explained that the order can be done in various ways and although it is preferable to involve the community in developing the literature, they can have a voice in other ways.

Mike Zagya asked about the anticipated timeline.

Greg McKenzie stated two and a half months on a compressed scale but in a perfect world three to four months. Another thing to consider is that it is difficult to do reference checks while districts are preoccupied with spring budget and bargaining.

Diane Downs asked if the current pool of interim candidates is strong and what the usual period of interim time is.

Greg McKenzie stated that there are strong interim candidates and the time varies from 9 months to a year and is flexible. Retired superintendents often apply to be an interim superintendent and in Oregon there is a limitation on the number of hours they can use. Total hours allowed is 1,039 calendar hours. July through December is one calendar year and January through June is another calendar year. Retired superintendents from California and Washington do not have the same limitations.

Brendan Murphy asked about a recommended salary.

Greg McKenzie stated that a base salary for an area like Canby would range from \$125,000 to \$145,000. In addition, the benefit burden would range from 30-40%.

Brendan Murphy asked about the district's attractiveness to applicants.

Greg McKenzie believes that because Canby is located in the Portland-Metro area and that the district has a good reputation, applicants will easily be attracted to Canby.

Brendan Murphy asked about the timing of posting the Director of Achievement position and the potential superintendent position.

Greg McKenzie recommended staggering the posting by at least 10 days so that potentially, the new superintendent would have input in the hiring process.

Brendan Murphy asked about the cost estimate for both searches.

Greg McKenzie stated an estimate for both searches including fees and advertising would be less than \$15,000. The company's goal is to help find a permanent person so the package includes hiring an interim, if needed.

Diane Downs stated that she was involved in the last two searches and that Greg McKenzie helped in the last search. Several other bids were given but were more costly and did not involve the Board in the process to the level they wanted. She feels comfortable with using Greg McKenzie's company again.

Mike Zagya asked if there was a required number of bids and Mary Knigge, Director of Finance, said there is no required number.

Brendan Murphy added that we have the benefit of history with Greg McKenzie and we don't have to re-invent the wheel.

Kristin Downs asked about the time frame for the potential posting.

Greg McKenzie stated that after a meeting to plan a calendar and chart a course the posting could be done in the next couple of days.

Brendan Murphy asked to set a potential meeting that could be cancelled if needed.

A tentative planning meeting was set for April 17<sup>th</sup> at 4:00 p.m. in the Meridian Room at the District Office. Participants will no more than three Board members, Kamela Davis, Board Secretary, and Greg McKenzie. At the meeting a plan will be developed and a proposal presented by Greg McKenzie to the Board at the Board Work Session at 6:30 p.m. that evening.

Brendan Murphy asked for feedback from the administrative team regarding opening the position as an interim and/or permanent.

Sam Thompson and Jennifer Turner expressed that offering an interim and permanent position would broaden the search and once we see the pool of candidates a more definite decision can be made.

Brendan Murphy stated that he believes that the administrative team would like to move forward with the hiring process for the Director of Achievement and not wait a year.

The administrative team is in agreement.

#### **EXECUTIVE SESSION**

Brendan Murphy exited the Board from the Board Work Session and entered into an Executive Session at 6:55 p.m. to conduct deliberation with persons designated by the governing body to carry on labor negotiation, pursuant to ORS 192.660(2).

Board members in attendance were Brendan Murphy, Mike Zagya, Andrea Weber, Kristin Downs, and Tom Scott. Board members absent from the meeting were Angi Dilkes Perry. Also in attendance were Dr. Steach (Superintendent) and Kamela Davis (Board Secretary), Tim Oberg (Director of Human Resources), and Mary Knigee (Director of Finance).

It is requested that information discussed in the Executive Session not be disclosed and information discussed in the Executive Session shall not be made public by the news media.

Brendan Murphy exited the Board from the Executive Session and reentered the Work Session at 7:40 p.m.

#### **WORK SESSION**

#### **8.0 ADJOURNMENT**

Brendan Murphy adjourned the Work Session at 7:40 p.m.

Respectfully Submitted:

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Kamela Davis  
Board Secretary

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Brendan Murphy  
Board Chair