

**MINUTES OF THE
CANBY SCHOOL DISTRICT
BOARD OF DIRECTORS
SPECIAL BOARD MEETING**

NOVEMBER 1, 2007

1.0 CALL TO ORDER

Andy Rivinus called the Special Board Meeting to order at 6:02 p.m. on November 1, 2007 in the Canby School District office Meridian room. Board members in attendance were Andy Rivinus, Dr. Mike Harms, Diane Downs, Dick Adams, Marty McCullough and Guy Gibson. Rod Beck was absent from the meeting. Also in attendance were Linda Martin, Carol Meeuwsen, Betsy Miller-Jones, Hank Harris, Lou Bailey, Joel Sebastian, Jennifer Turner and Diane Berthoin-Hernandez.

2.0 INTRODUCTIONS

Board Chair, Andy Rivinus introduced Betsy Miller-Jones from OSBA to the audience. Attendees introduced themselves.

3.0 CHANGES TO AGENDA

No changes

4.0 PUBLIC FORUM / ANNOUNCEMENTS

None

**5.0 INFORMATION/DISCUSSION/ACTION ITEMS REGARDING
SUPERINTENDENT SEARCH**

5.1 Review the draft calendar/process, make changes and ask the board to vote to approve the calendar

Betsy Miller-Jones reviewed the draft calendar and explained the process involved for each of the dates. There was Board discussion on each item. November 15 is not on the draft, but is a scheduled Board Workshop and Regular Session. An additional meeting will be posted on December 20 for board review and approval of qualifications. The results of the three questions for the Qualities and Qualifications will be an agenda item for that meeting as well as deciding meeting dates of the screening committee meetings during the week of February 12-18, 2008. Betsy will send samples of the Qualities and Qualifications questions to the Board to use as tools for establishing their questions.

MOTION: Diane Downs moved to adopt the target calendar for the hiring process for the Canby School District Superintendent Selection with the added date of the previously scheduled November 15, 2007 regular board meeting. Marty McCullough seconded the motion. Motion passed 6-0.

5.2 Review the draft vacancy announcement and brochure details

The board discussed the draft vacancy announcement and brochure details. Chair Rivinus and Hank Harris highly recommended Carol Meeuwsen be

involved in helping with the draft of these two items. The vacancy will be approved at the November 15 meeting and the brochures will be finalized at the December 20, 2007 special board meeting.

5.3 Get agreement on a date or dates for Qualities and Qualification meetings and a process for invited people to attend. Stress the need to promote these and invite attendees

The board agreed to set meetings December 4-7, 2007 for OSBA to facilitate staff and community input for new executive qualifications and the search process. Once the dates are set they will be announced on the school and district websites, the school buildings, Canby Herald and Oregonian newspapers. Forms will also be available for input if you are not able to attend any of the meetings. The three questions for the qualities and qualifications will be discussed by the Board at the November 15, 2007 board meeting.

5.4 Contact person on the board for OSBA

The contact person for the Board of Directors for OSBA will be Chair Andy Rivinus or if unavailable, Vice-chair Marty McCullough. Any questions on the job posting should be referred to OSBA.

5.5 Internal Candidates

The Board decided internal employees, if qualified, and have completed all information required will be granted an interview. It is imperative there be no discussion on candidates. If asked, inform people you can not discuss.

5.6 Screening Committee or Search Committee members and process to nominate them. Will the search committee do the paper screen only, or will they participate in interviews?

At the November 15, 2007 regular board meeting there will be discussion on the process and draft of letter to solicit applications for the Screening Committee. It should also stress the time commitment involved as well as confidentiality.

The Board decided on the "target" Screening Committee to consist of:

Board	3 members
District Admin/Supervisors	3 members
Building Admin	4 members
Certified	5 members
Classified	3 members
Parents	5 members
Community	3 members

The Screening Committee will be chosen at the January 17, 2008 Regular Board meeting.

The letter of interest will be available on the district website, in buildings, the listservs. We will also advertise in the Canby Herald and Oregonian. Announcements could also be made at various community meetings.

5.7 Confidentiality of candidate information

It is imperative we remain confidential due to legal and ethical issues. Members of the Board will be assigned the duty of calling on references. Also, a signed confidentiality agreement will be required of the people involved in the search.

5.8 Communication during the process

Betsy Miller-Jones will email the board before each stage of the process. It is important to remember to not cross-reference other board members. Also, remember to direct any inquiries to OSBA.

5.9 Role of Superintendent in the search process

The only role at this point in time for Superintendent Sommer is to "talk up" the district to other superintendents if the opportunity arises.

Betsy also shared information on salaries for Districts with enrollments between 3, 300 and 6,300 students. Dr. Harms asked for more salary information from the Districts in our surrounding area.

6.0 QUESTIONS

A question was asked as to what is appropriate for administrators and others when questioned about the opening. You should respond with positive comments, encourage them to apply and make no promises. Contact OSBA if you have a name and would like application information send to them.

7.0 ADJOURNMENT

Andy Rivinus adjourned the meeting at 8:29 p.m.

Respectfully submitted,

Linda Martin
Board Secretary

Andrew P. Rivinus
Board Chair
Approved : November 15, 2007