

**MINUTES OF THE CANBY SCHOOL DISTRICT
BOARD OF DIRECTORS
SPECIAL BOARD SESSION
December 20, 2007**

1.0 CALL TO ORDER

Chair Andy Rivinus called the Special Board Session to order at 6:00 p.m. on Thursday, December 20, 2007 in the Canby School District office, Meridian room. Board members in attendance were Andy Rivinus, Rod Beck, Dr. Mike Harms, Diane Downs and Dick Adams. Board members Guy Gibson and Marty McCullough were absent from the meeting. Also in attendance were Linda Martin, Carol Meeuwsen, David Moore, Hank Harris, Betsy Miller-Jones, Donna Herron, Joel Stuart and Joel Sebastian.

2.0 INTRODUCTIONS

Everyone introduced themselves.

3.0 CHANGES TO AGENDA

Chair Rivinus noted a discussion item regarding an Education Week ad for the Superintendent vacancy has been added to the agenda.

4.0 PUBLIC FORUM / ANNOUNCEMENTS

None.

5.0 INFORMATION/DISCUSSION/ACTIONS ITEMS REGARDING SUPERINTENDENT SEARCH

5.1 Review and Approval of Qualities and Qualifications for Superintendent Search

Betsy Miller-Jones from OSBA introduced Donna Herron. Donna has done inside work with the OSBA for the last 15 years, but is now job shadowing for moving to outside work pertaining to superintendent searches.

Betsy complimented Carol Meeuwsen on the good job she did on the brochure. It is one of the nicest she has seen.

Betsy noted three different items for discussion; 1) OSBA owns the brochure being mailed tomorrow with modifications made this evening; 2) the screening process; and 3) the Education Week ad discussion. She distributed a summary of input from the meetings held December 4 and 5, 2007. From these meetings she drafted the qualities and qualifications for review, discussion and modification by the Board. She also gave the Board additional information on superintendent salary comparisons.

Andy Rivinus presented each line item for discussion by the Board. Diane Downs made several suggestions in regards to wording on several of the items. After input and Board discussion several changes were made. Dick Adams said

basically, the four headings capture what we are looking for in a superintendent. 1) a visionary educational leader; 2) someone with excellent communication skills; 3) an experienced administrator and educator; 4) someone with exceptional personal and professional standards.

MOTION: Rod Beck moved to approve the qualities and qualifications for the Superintendent search as amended. Dr. Mike Harms seconded the motion. Motion passed 5-0.

Betsy Miller-Jones, once again said Carol Meeuwsen deserves a huge thank-you for her fine work.

5.2 Review of Superintendent Search Brochure

Rod Beck and Diane Downs felt there were too many pictures on the brochure. Also, in an email send by Marty McCullough she felt there were too many pictures. Carol Meeuwsen explained she chose these pictures because they represented a good cross section of the district. Betsy agreed the pictures did show a good range reflecting the district. She felt the brochure was of extremely high quality. There was discussion on changing the site visits timeline from March 4-11 to early March and the announcement from April 3 to early April. Dick Adams pointed out the format for phone numbers needed to be consistent. Diane Downs wanted the wording omitted for non-education applicants, however, Betsy said due to legality issues they should remain. After discussion the Board agreed to all the changes on the brochure and Carol will send it tomorrow to OSBA for printing and distribution to the list of interested applicants. The brochure will also be added to the Canby School District website.

The Board asked Betsy Miller-Jones about some of the process regarding reference checks on applicants. Rod asked about doing reverse google checks which she said they did as well as out of state checks.

5.3 Summary of Screening Committee Process

Andy Rivinus summarized the decisions on the process made at a previous meeting as far as selecting the Screening Committee members who fit the criteria. Linda Martin will sort the applications by the specific groups and make copies for each Board member to review and determine their individual choices. The deadline for applications is January 15, 2008, therefore, the Board will need the applications immediately after the deadline. At the January 17, 2008 Regular Board meeting their individual choices will be given to a staff member to tabulate and the committee will then be announced that evening.

A question was asked about inviting people to apply. Betsy confirmed that would be appropriate, but remember they must meet the criteria and must attend the mandatory first meeting.

Rod Beck noted the Screening Committee members at the last Superintendent hiring were also included in the first round of the selection process. Betsy said

Oregon normally has the Board do the first round, but screeners were invited in discussion of the process. She said once the group is set--stick to it! We need consistency. Remember the Screening Committee provides input but the Board makes the decision.

Rod asked how many applicants are in the initial interviews. Betsy said usually six candidates with a couple of back-ups. There are no set plans yet on the Interview Committee, but all Board members should be on the committee. Dick Adams said we need to be sensitive that public and staff have input. He stated the Board needs to be clear on the process. At the January 17 meeting the Board will decide who actually will be on the Interview Committee.

5.4 Discussion on Next Steps of Search Process

Betsy Miller-Jones shared the draft ad for the Canby Superintendent search if the Board chooses to advertise nationally in the Education Week newspaper. She estimated the vacancy ad would cost \$1000.00. She noted we would definitely get a different list of candidates.

There was discussion on the look and wording of the ad. Hank Harris felt we need to have the District logo to draw the eye. Diane Downs felt if we do it, we must do it right. Andy Rivinus said we owe the community to advertise nationally. The rest of the Board agreed we must go national. The Board agreed to have Carol Meeuwsen and Hank Harris redesign the ad and get it published in Education Week. They agreed to the advertisement for the compensation package of \$120,000 to \$130,000 with the amount being negotiable.

The next steps are sending the packets to interested applicants by OSBA, advertising nationally and appointing the Screening Committee. Betsy said please call or email with any questions.

6.0 ADJOURNMENT

Andy Rivinus adjourned the meeting at 8:02 p.m.

Respectfully submitted,

Linda Martin
Board Secretary

Andrew P. Rivinus
Board Chair

Approved: