

**MINUTES OF THE  
CANBY SCHOOL DISTRICT  
SPECIAL BOARD MEETING  
March 30, 2011**

**1.0 CALL TO ORDER**

Board Chair Dick Adams called the special session focused on a superintendent search process to order at 6:30 p.m. in the Canby High School, Omni room. Board members in attendance were Dick Adams, Tom Scott, Diane Downs, Andy Rivinus and Kristin Downs. Ty Kraft arrived 6:35 p.m. Marty McCullough was absent from the meeting. Also in attendance were Superintendent Rose, Linda Martin, David Moore, Carol Meeuwsen, Pat Johnson, Tim Oberg, Marilyn Jeli, Conni McNamee, Christine Taylor, Betty Rivinus, Joe Minson, Betty Crawford, Sam Thompson, Angie Navarro, Jennifer Turner, Cindy Bauer, Marilyn Wood, Sondra Strong Joel Sebastian, Kevin Norene, Greg McKenzie and Peggy Savage.

**2.0 INTRODUCTIONS & FLAG SALUTE**

Dick Adams opened the session by welcoming those attending to hear about the upcoming process to select a new superintendent. Everyone introduced themselves and Kristin Downs led the flag salute.

**3.0 CHANGES TO AGENDA**

None

**4.0 PUBLIC FORUM/ANNOUNCEMENTS**

Joe Minson and Betty Crawford, representing the two employee associations, shared statements on the upcoming process. They urged the board to conduct this search similar to the previous time in an open and involved participatory way that includes the employee associations, employees, parents and community.

**5.0 INFORMATION/DISCUSSION ITEMS/ACTION ITEMS**

**5.1 Superintendent Resignation**

Superintendent Rose submitted his resignation to the Board effective June 30, 2011 and noted his decision to leave this leadership position in Canby was very hard and he will always hold this community in a special place in my heart.

He shared his perspective regarding concerns expressed about the possibility of losing Canby's positive momentum in his absence. He doesn't think that's going to happen because there are so many leaders who make our work happen. The board also provides the leadership. Everyone is part of the process here, it's not based on an individuals, but a collective 'we'. He feels that regardless of the challenges to come, Canby will continue to move forward and he thanked everyone in the room who will make that happen.

**MOTION: Andy Rivinus moved to approve the resignation of**

**Superintendent Jeff Rose as provided in Addendum 5.1. Diane Downs seconded the motion. Motion passed 6-0.**

## **5.2 Superintendent Search Consultant**

Andy Rivinus, Marty McCullough and Dick Adams met earlier with search consultant Greg McKenzie. Mr. McKenzie is very experienced in working with other districts and was present to share his proposal for Canby's selection process. He shared he is a search consultant as a small business and has conducted 30 or more superintendent searches. He presented information on how Canby's search might look and other helpful information.

McKenzie said there is time for a full search by starting immediately, including community engagement. He provided an overview that outlines the planning, qualifications, advertisement, recruitment, screening, interview and selection phases. The Board will make the final selection but broad participation will occur. The proposed calendar of activities indicates a final selection by June 2. There will also be a chance for the public to offer comments during this process but the list of applicants will be confidential until we reach the final two or three.

An online survey link will be posted on the district website and emailed to staff, parents and community to offer their comments. The position will be posted April 1 and on April 7th the Board will adopt criteria as collected through the survey. An electronic brochure will be shared that describes the finalized qualities and qualifications as well other details of the search. Greg proposed closing applications on April 25, leaving three or more weeks to complete the remaining activities in the process.

All Board members are invited to participate in the screening process and then an additional 15 people will also participate. Greg screens all applications for completeness but does not exclude any applications from the screening committee. He expects approximately 15 to 21 applicants.

Greg McKenzie's fee of \$8,500 includes finding a permanent superintendent and, if necessary, finding an interim and then coming back in the fall for a new search. Other fees for expenses out of pocket will be included.

**MOTION: Andy Rivinus moved to engage Greg McKenzie and Window to Leadership, LLC as the Canby School District Search Consultant. Ty Kraft seconded the motion. Motion passed 6-0.**

**MOTION: Andy Rivinus moved to declare the Canby School District Superintendent position vacant as of July 1, 2011. Diane Downs seconded the motion. Motion passed 6-0.**

## **5.3 Calendar for Hiring Superintendent**

The Board discussed the proposed hiring timeline as submitted including firm

dates and then more flexible timelines later in the process. The date of the screening training was changed from April 28 to April 26 as well as the start date to screen applications.

**MOTION:** Andy Rivinus moved to adopt the calendar timeline as presented with modifications made during the meeting and with the understanding the later dates are subject to change as the process unfolds. Diane Downs seconded the motion. Motion passed 6-0.

**Planning:** The open position will be posted before the end of this week and advertised throughout the western United States through e-newsletter services, colleges of education, prospects from previous candidate fields, and more. McKenzie recommended that the Board give him authority to post on the online EdZapp site and then post to those locations known to be most effective. All EdZapp applications will go to McKenzie for confidentiality purposes. An informational brochure will be posted as a pdf on the district website or emailed. The calendar, vacancy notice and application will be available on the district website as well.

**Salary Range:** McKenzie researched current levels through COSA to start the discussion about the salary using several in the general geographic vicinity and also in a similar attendance level category. The board needs to discuss and select the range for flexibility to work with. Board Chair Dick Adams said there is to be a public discussion at the April 7th board meeting.

**Recommendation:** McKenzie recommended selecting a screening committee that represents the community, administration, teachers, and classified staff and to maintain balance between the groups. The screening group will also be invited to participate in other elements of the process beyond the screening. Also, information for the qualities and qualifications meetings and survey will be compiled and shared with the board at the April 7<sup>th</sup> board meeting.

## **6.0 ADJOURNMENT**

Chair Adams adjourned the meeting at 8:24 p.m.

Respectfully submitted,

Linda Martin  
Board Secretary

Richard Adams  
Board Chair

Approved:

