

Greater Albany Public School District 8J
718 Seventh Avenue SW
Albany, Oregon 97321-2399



SPECIAL BOARD MEETING

February 4, 2015 6:30 p.m.

Minutes

Maria Delapoer, Superintendent

CALL TO ORDER

Board Chair Boehme called the special meeting of the School Board to order at 6:30 p.m.

Jerry Boehme	Board Chair
Micah Smith	Board Vice Chair
Frank Bricker	Director
Sandi Gordon	gave advance notice of her absence
Lyle Utt	Director

A list of others present at the meeting is filed with the original minutes. It was noted that a quorum of the Board was present. Persons present also included members of the Superintendent Screening Committee

PLEDGE OF ALLEGIANCE

Board Chair Boehme led participants in the Pledge of Allegiance.

PUBLIC SESSION

Board Chair Boehme said that the purpose of the special meeting was for Board Members and members of the Superintendent Screening Committee to receive training in the application review procedures by Window to Leadership consultants Greg McKenzie and Susan Waddell. He turned the session over to Mr. McKenzie and Ms. Waddell.

Mr. McKenzie said that he would discuss the procedures for reviewing applications for the position of Superintendent. He said that the conclusion of that training, all would transition to an Executive Session of the Board and actually begin reviewing those applications. He said that because of the volume of the work, he would set a timetable for Board members and committee members to come to the district office during the next three days and examine applications on their own schedule.

He asked committee members to introduce themselves. Members did so.

Mr. McKenzie handed out packets to each individual and explained that the packets included all of the tools they would need review the applications.

He said that South Albany High School principal Brent Belveal had to withdraw from the Screening Committee but he had nominated South Albany High School assistant principal Julie

Foster-Teeter to take his place. Mr. McKenzie asked if that replacement would be acceptable to the School Board. Board members nodded in agreement.

Mr. McKenzie reviewed the packet contents. He said that all of the notes committee members might take and any observations they might record needed to stay in the folder. He said that all of the applications and all of the work packets needed to stay at the district office in the charge of executive assistant Jim Haggart.

He explained that review of the documents could only occur during executive session and that the executive session would continue through the remainder of the screening process. He said that the box would be considered “confidential,” the room in which they were reviewing the applications would be “confidential” and all of the screener notes would be “confidential.”

Mr. McKenzie said that the left-hand side of the packet was the information side which included a memorandum which everyone should have received. He thanked everyone for their willingness to participate. He said that the packet included a listing of screening committee members and noted that Ms. Foster-Teeter had replaced Mr. Belveal.

He said that the packet also included a calendar of the entire superintendent search process. He noted that the application period ended February 2, 2015. He said that committee members would have several hours that day to review applications as well as February 5, 6 and 7. He said that the Board and committee members would get back together at 5:00 p.m. on February 9. He said that the Board and committee members would review their recommendations at that session. He emphasized that the committee would not be picking the superintendent. He said that they would be picking candidates that they would like to be interviewed.

Mr. McKenzie said that the packet also included the application invitation. He said that the application requirements also included a “Mentor Questionnaire.” He said that in the past, he asked applicants to describe their leadership style and 100% of the time, applicants described their leadership style as “collaborative.” He said that he now asks candidates to tell him of their professional mentor, describe what they learned from that person, and what they want people to learn from you. He said that response would give others a better understanding of what the candidate values about leadership.

He said that the application would include a statement of educational philosophy which was essentially a writing sample and anything else the candidate wished to include. He explained that he moved away from online applications because the online format did not allow for creativity.

Mr. McKenzie said that the left side of the packet also contained screening instructions. He requested that committee members give each application the attention it was due. He said that people organize and present in different ways. He asked that people compare the applications against the requirements established by the Board. He acknowledged that it would be a tough thing to do. He explained that upward mobility was not a bad thing. He said that sometimes people criticize a candidate because he or she changed jobs every two years. He said that was not bad if every time the person moved it was to a job of greater responsibility. He reminded the committee that they were choosing candidates to be interviewed, not candidates to be hired.

He said that the completeness of the application should be a consideration as well as the person's writing skills for accuracy and clarity. He suggested that screeners look at what was presented and how it was presented. He emphasized that the district was looking for the right fit, not the perfect resume.

Mr. McKenzie directed committee members not to discriminate against any candidate for any reason. He reviewed the categories that were statutorily prohibited from discrimination. He also instructed committee members not to contact any candidate or any reference listed by a candidate. He said that the committee's role was to review the paper, not investigate their background. He also instructed committee members not to discuss the applicants or any of the application materials outside of the executive session. He said that the applicant should not be evaluated based upon information obtained from other sources. He instructed the committee not to further investigate the candidates by any method.

He reviewed the confidentiality agreement and asked each committee member to sign the document. Committee members did so. He emphasized the information in the applications represented the professional careers of many people.

Mr. McKenzie asked each screener to prioritize his or her top ten candidates. He emphasized that he wanted ten candidates and not fewer.

Committee member Jennifer Ward asked if committee members would have access to the candidate qualification recommendations gathered during seminars with students, parents, employees, and community members. Mr. McKenzie replied that the skills were summarized on the screening worksheets.

He said that the field of candidates included 24 applications which was a higher number than similar sized districts received. He said that several applications were incomplete but the district still received 20 solid applications. He said that he received other applications which he considered too weak to bring to the Board.

Mr. McKenzie noted that the School Board had requested a national search and he received applications from people with experience in California, Colorado, Connecticut, Delaware, Idaho, Kentucky, Louisiana, Massachusetts, Montana, New York, Oregon, Pennsylvania, Texas, Vermont, Washington, and Wyoming.

He emphasized that what was discussed in the room must stay in the room. He said that the reply one must give to questions was "I can't comment."

Mr. McKenzie asked Board Chair Boehme to conclude the special meeting and take the Board and committee into executive session in accordance with Oregon Law, 1972, ORS 192.660,2(a) and (7).

ADJOURNMENT

Board Chair Boehme adjourned the Special Board Meeting at 7:07 p.m. and noted that an Executive Session to consider superintendent applications would immediately follow.

Jerry Boehme, Board Chair

(Recorded by Jim Haggart)

Business and Report Items - Document Reference (filed with original minutes)