

**St. Helens School District #502**  
**Board of Directors**  
**Work Session/Regular Board Meeting**  
**April 15, 2015**

The St. Helens School District Board of School District #502 convened in a Work Session/Regular Board Meeting at 5:30 p.m. in the District Office Board Room of the District, County and State on April 15, 2015.

**PRESENT**

Those present were:

Gordon Jarman, Board Chair  
Bill Amos, Board Vice Chair  
Kellie Smith, Board Member  
Ray Biggs, Board Member  
Jeff Howell, Board Member  
Mark Davalos, Superintendent  
Jessica Pickett, Business Manager  
Kristi Ward, Interim Executive Assistant  
Kathi Gobel, Executive Assistant  
Laura Jackson, Human Resources

**CALL TO ORDER**

Gordon Jarman called the Work Session/Regular Board Meeting to order at 5:30 p.m. followed by the flag salute. Gordon Jarman asked for adjustments to agenda; none were made.

**AGENDA APPROVAL**

Bill Amos entered a motion to approve the agenda as presented. Kellie Smith seconded. The motion to approve the agenda as presented carried unanimously.

**REPORTS AND DISCUSSION**

- Gordon Jarman stated that the main goal of the meeting is to designate a hiring committee for the Superintendent Search.
- Gordon Jarman explained the intent of the confidentiality waiver.
- Bill Amos stated that a standard search timeline typically contains too much down time, and thought the hiring timeline could be accelerated.
- Jessica Pickett stated that the district will purchase the OSBA Self-Search binder if the Board wishes to conduct a self-search.
- Mark Davalos provided clarification on hiring selection processes.
- Discussion about “full search –vs- interim search” ensued. Gordon Jarman asked if the distinction of the two search methods and selection of one of them should be added to Action Items.
- Gordon Jarman suggested providing information to Laura Jackson and utilizing HR in a self-search.
- Bill Amos suggested Mark Davalos be formally invited to assist with a self-search.

- Board members stated they will feel more comfortable making a decision about going forward with a district-led-search or moving to an interim hiring process after reviewing applicants.
- Board consensus at this time is to go forward with a full district-led-search with a closing date of April 24.
- Discussion regarding or about creating criteria for selection;
  - OSBA documentation from the 2010 superintendent search was reviewed.
  - Gordon Jarman stated a very important criterion to include is knowledge of Oregon school funding.
  - Bill Amos agreed but does not want to exclude candidates.
  - The 2010 public criterion input was reviewed, and Gordon Jarman asked if the Board would like to utilize that criteria.
  - Jeff Howell expressed concern about the short timeline.
  - Ray Biggs suggested moving to an interim selection process now if a district-led-search does not begin soon.
  - Kellie Smith asked the following be added to criteria:
    - Knowledge of current standards
    - Knowledge of local special education needs
    - Familiarity with the budget process
  - Bill Amos asked the following be added to criteria:
    - Selected candidate lives within a residency radius that allows awareness of the local community
    - Evidence of active participation in schools and community
  - Bill Amos suggested creating a 10 item rubric, and recommended the next steps be selecting committee members, signing confidentiality agreements, creating a rubric, and setting application screening times.
  - Jeff Howell asked if the entire hiring committee was to be included in the setting of the criterion.
  - Board members asked to review hiring criteria on April 22 – to be prepared by Laura Jackson.
  - Public forums will be included in the process.
- Discussion regarding or about selection of hiring committee;
  - Ray Biggs suggested the hiring committee be smaller in number. Bill Amos, Kellie Smith, and Gordon Jarman agreed.
- Discussion regarding or about reviewing applications;
  - Reviewers must sign a confidentiality waiver prior to review.
  - Set criteria must be in place prior to reviewing applicants.
  - Kellie Smith expressed concern about setting criteria prior to reviewing applications.
  - Gordon Jarman reiterated that the committee could revert to an interim search if the candidate pool was unsatisfactory.
  - Gordon Jarman asked for clarification on pre-screening applicants.
  - Laura Jackson stated you cannot instruct a screening committee on the process until after closing date.
- Superintendent Search Hiring Timeline:
  - Carol Dowsett agreed to act as deliberation facilitator
    - 4/22 List of Criteria
    - 4/24 Close application
    - 4/29 Screening Training of Board and screen applications (Executive Session?)

- 4/30 Entire Hiring Committee receives interview training and signs waiver
- 5/6 First round interviews; deliberation
- 5/13 Sight Visits - tentative
- 5/20-22 Second Interviews with public forums
- 5/22 or 5/27 Executive Session - Motion to Offer

**PUBLIC PARTICIPATION REGARDING AGENDA ITEMS**

- No comments

**ACTION ITEMS**

***5.1 Superintendent Search Hiring Timeline***

Dates are set with verbiage to be finalized at a later date. Special note that the May 13 sight visit date is tentative.

- Search/Hiring Timeline:
  - 4/22 List of Criteria
  - 4/24 Close application
  - 4/29 Screening Training of Board and screen applications (Executive Session?)
  - 4/30 Entire Hiring Committee receives interview training and signs waiver
  - 5/6 First round interviews; deliberation
    - Carol (SHMS principal) volunteered to act as deliberation facilitator
  - 5/13 Sight Visits - tentative
  - 5/20-22 Second Interviews
  - 5/22 or 27 Executive Public Session – Motion to Offer

Item#	Motion	Board Member	Yes	No	Notes
5.1	Moved to adopt timeline as created in meeting	William Amos	X		With updates
5.1	Second to motion	Ray Biggs	X		With updates
5.1		Jeff Howell	X		With updates
5.1		Gordon Jarman	X		With updates
5.1		Kellie Smith	X		With updates

***5.2 Superintendent Search Hiring Committee***

Jessica Pickett asked to be removed from consideration for the hiring committee.

Selected members: Gail Martyn, (Keith Meeuwsen or Michelle Johnson), Dustin Salisbury, BG Aguirre, Lori Thompson, Kristi Ward, Trinity Monahan, Joe Strandjord, Lisa Tyler.

Alternates: Brie Allen, Julie Farrell, Melody Killens  
 Carol Dowsett acting Facilitator

Item#	Motion	Board Member	Yes	No	Notes
5.2		William Amos	X		
5.2		Ray Biggs	X		
5.2		Jeff Howell	X		
5.2		Gordon Jarman	X		
5.2		Kellie Smith	X		

- Board members signed confidentiality waivers.

### **UPCOMING MEETING INPUT**

April 22 Board Work Session/Regular Meeting Agenda Items:

- SHHS ASB
- SHHS Robotics Team Presentation
- Superintendent Search Update
- Budget Update
- School Updates: CCEC, CRYC
- Grade Level Reports: McBride/Lewis and Clark – Response to Intervention
- QZAB Resolution : Execution & Delivery, Authorized Representative, Selecting Counsel, Placement Agent and Purchaser (Paraphrased)
- District Utilization of Intermountain ESD/AEPA Agreement for Procuring Synthetic Field
- Publish Request for Proposal : Middle School Reroofing Project
- Columbia County Education Campus : Campus Improvements with \$50,000 Contingency Funds

### **ADJOURNMENT**

Gordon Jarman adjourned the Regular Board of Directors Meeting at 7:55 p.m.

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Gordon Jarman, Board Chair

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Mark Davalos, Superintendent