

March 4, 2024 TTSD School Board Work Session Minutes

Tigard-Tualatin School District, 23J

The minutes are official after Board approval and will be posted at www.ttsdschools.org

Board Members Present:

Tristan Irvin, Chair
David Jaimes, Vice Chair
Kristen Miles
Jill Zurschmeide
Crystal Weston

Briana Castellanos Zuniga, Student Representative, THS
Cleon Cox, Tigard Community Member
Vince Adams, OSBA Consultant
Victoria King, Parent, Tualatin
Anna Murphy, Parent, Tigard
Bill Dewey, Parent
Kristi Baker, Parent, Templeton ES, Tigard HS
And

Members of the Community via the Internet

Others Present:

Patty Roberts, Executive Assistant
Lisa Burton, Community Relations Manager
Stace Shillitto, Safety & Security

I. WORK SESSION ~ 5:30 PM

This Board work session was streamed live and can be found on the [TTSD YouTube Channel](#), ([03, March.04.2024 TTSD Board Work Session](#)).

(Please access the online video of this work session for full verbiage in its entirety, see Timestamp beside each title below)

CALL TO ORDER ~ Time: 5:30 PM

Chair Tristan Irvin convened this Board work session of the Tigard-Tualatin School District Board of Directors to order at 5:31 PM at the Tigard-Tualatin School District HIBBARD Administration Building, at 6960 SW Sandburg St., Tigard, OR 97223. This Board work session will be posted on the [TTSD YouTube Channel](#). Chair Irvin noted that the purpose for this Special Board Work Session is to start to outline a plan for the process of selecting/hiring a new Superintendent.

A. Search Process for New Superintendent – Presenter: Chair Irvin ~ Time: 5:31 PM (1:20 Timestamp)

Chair Irvin shared that it has been several years since TTSD has conducted a search for a new Superintendent, and she noted that several Board Members have changed since the last search was conducted. Chair Irvin introduced Vince Adams, OSBA Board Development Specialist, and she noted that Director Zurschmeide has participated in a couple of previous superintendent searches and we also have Director Miles who is well versed in this search process.

Mr. Adams shared the legal requirements for a Superintendent Search, including:

- Referenced utilizing [Board Policy CBB – Recruitment and Appointment of the Superintendent](#) for consideration, as it references the following four (4) steps for what is required, including;
 - Declare the vacancy, something the board does by a vote;
 - Adopt a process, that will require a calendar to determine what actions will be taken by what date, keeping the process clear for Board member, staff and the public;
 - Take public comment on the qualities and qualifications of a new superintendent. Also in an Interim situation, the Board is within their rights to use your current [Board Policy CBA – Qualifications and Duties of the Superintendent](#), for their criteria;
 - With the public comment input the Board will adjust policy CBA, readopt it and use it for the criteria of selecting a new Superintendent;
 - Once these four actions are complete, the Board is allowed to go into executive session, so to keep candidates identities confidential and private.
- Search Process: TTSD can market the position announcement or hire a consultant to market it.

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- Application Process
- Full Search Process vs Interim Search Process, Mr. Adams explained that these are two separate processes. There was detailed discussion regarding the two separate processes.
- Mr. Adams suggested that the Board consider an interim process, this spring, due to the lateness in the season for the search, and then begin a full search beginning in October, 2024.
- Shared a proposed template search calendar. [Link found here.](#)

Board members discussed:

- Full Search Process Details
- Interim Search Process Details
- Sample Search Calendar

The Board discussed detailed information to be included on the March 11, 2024 Board meeting agenda, including:

- Action items:
 - To declare vacancy;
 - Determine Board member to be Search Coordinator;
 - Search calendar with flexible dates;
- Can we have a separate public comment on 3/11/24 for the Superintendent Search Qualities and Qualifications?
- Can we extend for another meeting with a work session to include public comment, maybe on 3/18?
- Could also hold a virtual meeting on April 1st to re-adopt Board Policy CBA.

IX. ADJOURN ~ Time: 6:54 PM (1:14:36 Timestamp)

Board Chair Irvin adjourned the Board work session of the Tigard-Tualatin School District Board of Directors at 6:54 PM.

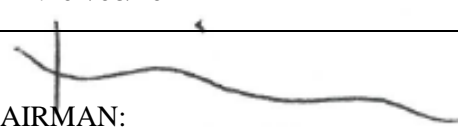
This Board Meeting was streamed on the [TTSD YouTube Channel.](#)

APPROVED BOARD MEETING

DATE: 04/08/2024

CHAIRMAN:

CLERK:




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