1.0 CALL TO ORDER
A Special meeting of the Pleasant Hill School Board was called to order by Vice Chair Wylda Cafferata at 6:03 p.m. Other board members in attendance were Curt Offenbacher, Barbara Orre and John Oldham. Also in attendance was Becky Johnson, Board Secretary.

Wylda Cafferata read the mission statement.

2.0 INTRODUCTION OF AUDIENCE
Mike Bova, PHES Teacher; Michelle Banks, parent; Devery Stoneberg, PHES Principal; Carrie Jackson, PHHS student; Faith Huff, PHHS student; Phoebe Vanis, PHHS student; Ruth Huff, parent; Jeff Bernardo, parent; Jim Dienstel, PHSD Maintenance Lead; Tammy Ellis, parent; Steve Stone, parent; Sherry Stone, parent; Jessica Wolpe, PHES Teacher; Laura Gerick, Teacher; Descrae Anderson, parent; Marissa Smith, parent; Darlene Baker, parent; Dana Parrish, parent; Celina Ziolkowski, parent, and Steve Kelley, Oregon School Board Association, Director of Board Development, were present.

3.0 ADDITIONS OR DELETIONS TO THE AGENDA
There were no additions or deletions to the agenda.

4.0 REPORTS & DISCUSSION ITEMS
4.1 Superintendent Search, Steve Kelley, OSBA Executive Search Consultant
Ms. Cafferata welcomed and introduced Steve Kelley, OSBA Director of Board Development. Mr. Kelley provided an overview of the screening process. There are 17 applicants applying for the Superintendent position with a spread of experience. Mr. Kelley presented the following:

Search Calendar
- June 21 – Present candidates
- June 27-29 – Initial interviews, select finalist, the board may choose to invite non-board members of the screening committee to attend the executive session.
- After initial interviews – reference checks and site visits
- July 19 – Finalist Forum – campus tours, meet community and final interviews by the Board.
- Make offer to candidate

Superintendent Search Brochure – this brochure was provided to all applicants and references the qualifications that will be used when screening applicants.
Confidentiality Agreement – This agreement must be signed before candidate information is provided in executive session. Mr. Kelley stressed the importance of confidentiality during and after a candidate is chosen.

Rating Sheet – This is the form will be used as applications are reviewed. He continued explaining that applications are provided on a thumb drive that is password protected and printing and/or sharing the information is not allowed. Screening committee members are to sue this sheet as a summary page for each individual candidate.

Qualities and Qualifications – Use the rubric provided to make a determination if the candidate meets the qualifications. Notes may be made in the margins.

Materials – all notes must be kept and returned along with the folder containing the thumb drive. All materials will be returned to the District where they will be kept for 3 years after the process is complete.

Survey – tomorrow you will receive a survey via Survey Monkey to select up to 10 top candidates in order of your preference. This survey needs to be completed by Tuesday, June 20th.

Mr. Kelley offered suggestions for screening applicants, stressing the importance of the following items: Do not contact any of the candidates or their references; Do not google candidates on the internet; Work individually; Review each application thoroughly; Don’t try to figure out how old they are, keep discrimination neutral. Mr. Kelley provided samples and further information on viewing cover letters, letters of reference and how to read the application. He completed his training by providing contract information for himself and his assistant should any questions arise while screening the applicants.

5.0 PUBLIC FORUM – During this portion of the Board Meeting, members of the public are specifically invited to present items of commendation and/or concerns. At the discretion of the Board Chair, further public participation may be allowed at the time specific agenda items are under consideration by the Board (District Policy BDDH).

PHHS Parent, Sherry Stone shared her love for the district and culture. She believes that the culture was built from the top down and hopes this will be an important aspect when looking for a new superintendent. Ms. Stone continued to share a concern, but was immediate stopped by Vice Chair Cafferata as personnel issues are not be discussed in this type of meeting by law.

6.0 RECESS TO EXECUTIVE SESSION - ORS 192.660 (2)(a) - To consider the employment of a public officer, employee, staff member or individual agent.

7.0 RETURN TO PUBLIC SESSION - 7:20 p.m.

8.0 BOARD ACTION ITEMS
  6.1 New Business
     6.101 Superintendent Search
     The Board invited the screening committee to attend the first and final round of interviews. They requested that it committee members attend all interviews if possible. The exact dates will be depend on the number of interviews. Mr. Kelley thanked the screening committee for taking the time to be a part of a very
important process, stating that he believes that the Board is committed to finding the best person.

6.102 Interim Superintendent

Mr. Kelley and the Board discussed options for selecting an interim superintendent and hiring process. It was decided the earliest one of the current candidates could start if selected would be July 26th which means that an interim is needed at least for July and likely August. Since Superintendent Scurto’s time may be limited during this period the Board would like to look into finding an interim for a month-to-month contract, maybe with a retired superintendent or reaching out to Lane ESD for support. Mr. Kelley discussed potential hiring options. It the Board decides to hire a long-term interim superintendent for the year it was recommended to hold a more formal process and then re-conduct the superintendent search mid-year. If a short-term interim is decided then the Board could move forward with the offering the position. In either choice the Board would need to work with the interim to designate expectations.

7.0 FUTURE BOARD MEETINGS

- Special Board Meeting, Superintendent Search Committee, June 21, 2017, 7:00 p.m., Pleasant Hill Community Center
- Board Meeting - Budget Hearing and Adoption, June 26, 2017 7:00 p.m., Pleasant Hill Community Center

8.0 ANNOUNCEMENTS/OTHER

There were no other announcements.

9.0 ADJOURNMENT – 8:55 p.m.

Signed: __________________________, this ______ day of __________, 2017.

Wylda Coferata, Board Vice Chair