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Commitment, Excellence, Community

**SPECIAL SCHOOL BOARD MEETING
MINUTES**

**Monday, May 15, 2017, 7:00 p.m.
Pleasant Hill Community Center**

1.0 CALL TO ORDER

A Special meeting of the Pleasant Hill School Board was called to order by Chair Kevin Parrish at 7:01 p.m. Other board members in attendance were Wylda Cafferata, Curt Offenbacher, Barbara Orre and John Oldham by conference call. Others in attendance were Sheri Longobardo, Business Manager and assisting as Secretary.

Barbara Orre read the mission statement.

2.0 INTRODUCTION OF AUDIENCE

Darlene Baker, parent; Dana Parrish, parent; Jessica Wolpe, PHES Teacher; Laura Gerick, PHES Teacher; Jeff Bernardo, parent; Celina Ziolkowski, parent; Cindy Fitzpatrick, employee and parent; Tim Fitzpatrick, parent; Tammy Ellis, parent, and Steve Kelley, Oregon School Board Association, Director of Board Development, were present.

3.0 ADDITIONS OR DELETIONS TO THE AGENDA

Added to the agenda were item 6.102, Qualities and Qualifications, and item 6.103, Superintendent Salary Review.

4.0 REPORTS & DISCUSSION ITEMS

4.1 Superintendent Search, Steve Kelley, OSBA Executive Search Consultant

Chair Parrish turned the meeting over to Vice Chair Wylda Cafferata. Ms. Cafferata welcomed and introduced Steve Kelley, OSBA Director of Board Development. Mr. Kelley began his presentation by reviewing the superintendent qualities and qualifications sheet that he had shared with staff during meetings earlier today. He stated that there was very good attendance and participation by staff and it was obvious people cared about the school district. Mr. Kelley continued with his presentation by discussing the topics of Leadership Qualities, Administration/Education Experience, Communication Skills, Personal and Professional Character, and Additional Requirements. Further discussion took place regarding the criteria for the screening committee. Mr. Kelley handed out application forms and asked for interested parties to fill out and return the form to the District Office by Friday, May 19.

Mr. Kelley presented the proposed Superintendent Search Calendar. After some discussion, the Board requested to extend the application window an additional week and add an additional week for the hiring process. Mr. Kelley will prepare a revised schedule with these new dates. He proceeded to discuss the role and involvement of the screening committee. The Board decided by consensus to have the screening committee present during the interview

process. Board members will conduct the interviews, but screening committee members will have opportunities to give feed-back after each interview. The Board is responsible for the final decision. The make-up of the screening committee was discussed and the list below was created. Curt Offenbacher suggested required dates for screening committee be added to the screening committee application form.

Screening Committee Make-up

- 5 Board Members
- 1 Elementary Parent
- 1 Secondary Parent
- 1 Pleasant Hill Education Foundation Member
- 1 Pleasant Hill Booster Member
- 1 Pleasant Hill Elementary Organization Member
- 2 Community Members
- 1 Elementary Staff - Classified
- 1 Elementary Staff - Licensed
- 1 Secondary Staff - Classified
- 1 Secondary Staff - Licensed
- 2 Administrators (Principals/Assistant Principals)
- 1 District Office Staff
- 1 Incoming Board Member

Mr. Kelley presented information on the job offer document framework and salary comparison. He provided a salary comparison handout for superintendents of schools with up to 200 more and 200 less in ADM resulting in an average salary of \$122,310. He suggested that we consider a salary range of \$120,000 to \$135,000.

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).

No comments were made.

6.0 BOARD ACTION ITEMS

6.1 New Business

- 6.101 Superintendent Search Schedule
Discussed as part of item 4.1, Superintendent Search

Curt Offenbacher moved to accept the Superintendent Search Calendar with modifications discussed above in item 4.1, Superintendent Search. Kevin Parrish seconded the motion. The motion passed unanimously.

- 6.102 Qualities and Qualifications
Discussed as part of item 4.1, Superintendent Search

Curt Offenbacher moved to accept the Qualities and Qualifications with modifications discussed above in item 4.1, Superintendent Search. Barbara Orre seconded the motion. The motion passed by four, with one abstaining.

6.103 Superintendent Salary Review
Discussed as part of item 4.1, Superintendent Search

Curt Offenbacher moved to accept the proposed Superintendent salary range of \$120,000-\$135,000. Kevin Parrish seconded the motion. The motion passed unanimously.

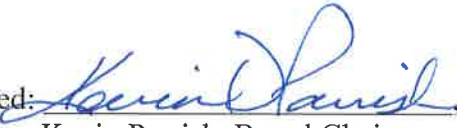
7.0 FUTURE BOARD MEETINGS

- Board & Budget Committee Meeting – May 22, 2017 7:00 p.m., Pleasant Hill Community Center
- Board & Budget Committee Meeting – June 5, 2017 7:00 p.m., Pleasant Hill Community Center

8.0 ANNOUNCEMENTS/OTHER

Ms. Cafferata thanked the audience for their interest and participation.

9.0 ADJOURNMENT – 8:55 p.m.

Signed:  this 22nd day of MAY, 2017.
Kevin Parrish, Board Chair