

**NOTICE:** The school board meeting on February 16 will be open to the public in-person, via live broadcast on KRVM 1280-AM and 98.7 FM, audio livestream at [www.4j.lane.edu/stream](http://www.4j.lane.edu/stream), or video livestream at <https://zoom.us/j/97396578668?pwd=LzBRReEppqZ0JxRzVpaVdIQ3h5UFVzdz09>

Community members interested in attending the school board meeting in-person should submit a request in advance at <https://www.4j.lane.edu/board/attendance>, as seating is limited due to COVID-19. If more people request to attend the meeting in-person than can be accommodated, priority will be given to individuals who have not recently attended a board meeting in-person. Face mask requirements and physical distancing protocols will be in effect.

**5:30 PM**  
**5:30 p.m. Board Meeting (public meeting) and Executive Sessions (non-public)**

- I. **5:30 p.m. Work Session: Executive Leadership Appointment Practices** **3**  
 The board may recess to executive session to consider information or records exempt by law from public inspection, pursuant to ORS 192.660(2)(f).  
 Attachments:  
 \* Assistant Superintendent History  
 \* Board Member Standards of Conduct - Board Policy BBF  
 \* Qualifications and Duties of District Superintendent - Board Policy CBA  
 \* Interim Superintendent Employment Contract
- II. **Board Meeting**
- III. Call to Order, Roll Call
- IV. Items For Action
  - 1. Consider Calendar Dates for Training Retreat with Alma Advisory Group 12
  - 2. Discuss Timeline for Superintendent Selection Process 13
- V. Suggestions by the Board for Consideration of Items at a Future Meeting
  - 1. XIV.1. **2021–22 Board Meeting Dates:**  
**JULY:** ~~Thursday, July 1, 2021—Special Board Meeting~~  
**AUGUST:** ~~Wednesday, August 4 and Wednesday, August 18;~~  
**Board Retreat Dates:** ~~August 25 and August 28~~  
**SEPTEMBER:** ~~Wed., Sept. 1, Wed., Sept. 22 and Wed., Sept. 29~~  
**OCTOBER:** ~~Wed., Oct. 6; Wed., Oct. 13; Wed., Oct. 20; Wed., Oct 27~~  
**NOVEMBER:** ~~Wed, Nov. 3, Tuesday, Nov. 16, and Wed, Nov. 17; Tues, Nov. 23~~  
**DECEMBER:** ~~Wed, Dec. 1; Wed, Dec. 8; Wednesday, December 15~~  
**JANUARY 2022:** ~~Tuesday, January 4, 2022; Wednesday, January 12; Wednesday, January 19; Wednesday, January 26; Monday, January 31~~  
**FEBRUARY:** ~~Wednesday, February 2; Wednesday, February 9; Wednesday, February 16; Wednesday, February 23~~  
**MARCH:** ~~Wednesday, March 2; Monday, March 7; Wednesday, March 9; Wednesday, March 16; Wednesday, March 30~~  
**APRIL:** ~~Wednesday, April 6; Wednesday, April 13; Wednesday, April 20; Wednesday, April 27~~  
**MAY:** ~~Wednesday, May 4; Wednesday, May 11; Wednesday, May 18; Wednesday, May 25~~  
**JUNE:** ~~Wednesday, June 1; Wednesday, June 8; Wednesday, June 22~~
- VI. Recess to Executive Session
- VII. **Executive Session to follow the Public Meeting:**

with persons designated by the governing body to carry on labor negotiations," pursuant to ORS 192.660 (2) (d).

All matters discussed during this executive session are confidential and shall not be disclosed without authorization by the school board. Pursuant to ORS 192.660 (4) and board policy BCD Executive Sessions, members of the news media may not be present for an executive session to conduct deliberations with persons designated by the board to carry on labor negotiations.

Executive Sessions are not open to the public. All matters discussed during executive sessions are confidential and shall not be disclosed by any representative of the news media without authorization by the school board.

VIII. Adjourn

THIS MEETING WILL BE BROADCAST OVER KRVM-AM (1280)

INTERPRETERS FOR THE DEAF AND HARD OF HEARING:

To request interpreter services for this meeting, please call (541) 790-7850 or TDD (541) 790-7712 or the TDD Relay Number 1 (800) 735-2900



**ITEM FOR INFORMATION**

**Date**

February 16, 2022

**Title**

Board Work Session: Executive Leadership Appointment Practices

**Description:**

The board will hold a work session on the topic of district leadership appointment practices. The work session will include information from legal counsel on laws, policies and common practices for the selection of executive school district staff.

The board may recess to executive session to consider information or records exempt by law from public inspection, pursuant to ORS 192.660(2)(f).

## Assistant Superintendent History

Administrator	Position	Dates	Selection Process	Appointed By
David Piercy	Deputy Superintendent	1998-2001	Appointment	George Russell
Jim Slemp	Assistant Superintendent	2001–2003	Appointment	George Russell
Marilyn Clotz	Assistant Superintendent	2003–2005	Appointment	George Russell
Tom Henry	Assistant Superintendent	1999–2005	Appointment	George Russell
Tom Henry	Deputy Superintendent / Chief Academic Officer	2005–2009	Appointment	George Russell
Carl Hermanns	Assistant Superintendent / Chief Operations Officer	2008–2009	Application & interview process	George Russell
Carl Hermanns	Assistant Superintendent / Chief Academic Officer	2009–2011	Appointment	George Russell
Charis McGaughy	Assistant Superintendent for Instruction	2016–2021	Appointment	Gustavo Balderas
Cydney Vandercar	Assistant Superintendent for Administrative Services	Jan. 2018–2020	Appointment	Gustavo Balderas
Kyle Tucker	Chief Operations Officer	2019–current	Appointment	Gustavo Balderas
José Salgado	Assistant Superintendent for Instruction	July–Dec. 2021	Application & interview process	Cydney Vandercar
Brooke Wagner	Interim Assistant Superintendent for Administrative Services	July 2021–Feb. 2022	Application & interview process	Cydney Vandercar
Brooke Wagner	Assistant Superintendent for Instruction	Feb. 2022–current	Appointment	Cydney Vandercar

# Eugene School District 4J

Code:                   BBF  
Adopted:               8/02/17

## Board Member Standards of Conduct

A Board member will:

1. Comply with ethics laws for public officials;
2. Understand that the Board sets the standards for the district through Board policy. Board members do not manage the district on a day-to-day basis;
3. Understand that the Board makes decisions as a team. Individual Board members may not commit the Board to any action;
4. Respect the right of other Board members to have opinions and ideas which differ;
5. Recognize that decisions are made by a majority vote and should be supported by all Board members;
6. Make decisions only after the facts are presented and discussed;
7. Understand the chain of command and refer problems or complaints to the proper administrative office;
8. Recognize that the Board must comply with the Public Meetings Law and only has authority to make decisions at official Board meetings;
9. Insist that all Board and district business is ethical and honest;
10. Be open, fair and honest — no hidden agendas;
11. Understand that Board members will receive information that is confidential and cannot be shared;
12. Take action only after hearing the superintendent's recommendations;
13. Refuse to bring personal or family problems into Board considerations;
14. Give the staff the respect and consideration due skilled, professional employees;
15. Present personal criticism of district operations to the superintendent, when appropriate, not to district staff;
16. Respect the right of the public to attend and observe Board meetings;
17. Respect the right of the public to be informed about district decisions and school operations as allowed by law;

18. Remember that content discussed in executive session is confidential;
19. Use social media websites judiciously in a manner that does not violate Oregon's Public Meetings Laws;
20. When using social media websites, Board members will treat and refer to other Board members, staff, students and the public with respect;
21. Never post confidential information about students, staff or district business on any websites.

END OF POLICY

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**Legal Reference(s):**

ORS 162.015 to -162.035  
ORS 162.405 to -162.425

ORS 192.610 to -192.710  
ORS Chapter 244

ORS 332.055

**Cross Reference(s):**

BBFA - Board Member Ethics and Conflicts of Interest

# Eugene School District 4J

Code: CBA  
Adopted: 7/27/73  
Revised/Readopted: 6/16/75; 6/01/83; 3/07/84;  
11/04/98; 12/11/02; 8/02/17  
Orig. Code: CBA; 2200; 2220.4; 2220.6;  
2210; 2220; 2220.1; 2220.2;  
2220.3; 2220.5

## Qualifications and Duties of District Superintendent

The superintendent is hired by the Board as superintendent-clerk and as chief executive officer for the district. The superintendent provides leadership for the educational program and is ultimately responsible for all areas of the district's operation.

The superintendent shall have the following skills and abilities essential to educational and administrative leadership.

1. Commitment to be a highly visible advocate of children and public education.
2. Commitment to providing equitable, comprehensive, educational programs to maximize achievement for all students.
3. Commitment and skills necessary to develop and maintain community partnerships.
4. Integrity, courage and respect for others.
5. Vision and leadership to promote instruction.
6. Commitment to school-based decision making.
7. Accessibility to all constituents.
8. Outstanding skills in consensus building.
9. Leadership with local, state and federal governments.
10. Experience in educational leadership.
11. Understanding of and ability to direct strategic planning, fiscal management and collaborative collective bargaining.
12. Ability to lead the district given its size and complexity.
13. Commitment to ongoing personal and professional growth.
14. Excellent written and oral communication skills.
15. Earned doctorate or the equivalent training and experience.

16. Ability to obtain and maintain a state of Oregon administrative license with an authorization for all levels, a superintendent's endorsement or a transitional superintendent license.

The superintendent, with assistance of appropriate staff members, shall have responsibility to carry out the following duties:

1. Administrative

- a. Serve as the executive officer of the Board and be charged with the responsibility of implementing the policies of the Board.
- b. Serve as clerk of the district without additional compensation.
- c. Prepare the agenda for each board meeting in consultation with the board chair.
- d. Participate in all deliberations of the Board when such deliberations do not involve the employment of the superintendent.
- e. Administer the schools compliance with the adopted Board policies, the rules and regulations of the State Board of Education, the Oregon Department of Education and in accordance with state law.
- f. Develop administrative regulations and procedures for implementing Board policies and, with the staff, provide a continuous appraisal of all Board policies.
- g. Evaluate the administrative staff as defined by district policies and procedures.

2. Personnel

- a. Recommend to the Board, the appointment, renewal, contract extension, contract nonrenewal, contract nonextension or dismissal of licensed district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable.
- b. Appoint, promote, demote or discharge classified and nonrepresented employees as provided by state law, Board policy, collective bargaining agreements and meet and confer agreements, as applicable,
- c. Assign or transfer all personnel in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable.
- d. Receive and reply to grievances.

3. Curriculum and Textbooks

- a. Prepare and submit to the Board for approval the curriculum to be offered in the district's schools.
- b. Recommend textbooks for adoption. Establish procedures to appropriately involve directors, teachers, principals, supervisory personnel and representatives from student and community groups, as may be necessary, to ensure careful consideration for the preparation and selection of courses of studies, textbooks and other instructional materials.

4. Financial

- a. Submit financial and other reports to the Board to keep it informed of the current status of the district's fiscal and other affairs.
- b. Serve as executive officer of the budget committee as required by ORS 294.311.

5. Planning

- a. Develop recommendations to the Board for the improvement of the schools and their instructional programs.
- b. Determine the need for additional school facilities, recommend to the Board plans for meeting the need and work with architects selected by the Board to plan the additional required facilities.
- c. Identify any district facilities which have become surplus or obsolete and recommend to the Board plans for their disposition.
- d. Approve attendance boundary changes that are necessary as a result of the opening or closing of a school, or adjustments to balance enrollments between schools.

6. General

Attend, at the expense of the district, professional meetings of state and national scope and, within the limits of funds provided for this purpose, provide for attendance of other members of the district staff for the purpose of keeping informed of current progress in education.

END OF POLICY

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**Legal Reference(s):**

ORS 332.075  
ORS 342.143  
ORS 342.173  
ORS 342.175  
ORS 342.850

OAR 581-023-0006 to -0041  
OAR 581-023-0104  
OAR 581-023-0112  
OAR 581-023-0220 to -0240  
OAR 584-020-0000 to -0045

OAR 584-036-0035(1)  
OAR 584-046-0003 to -0024  
OAR 584-080-0151  
OAR 584-080-0152  
OAR 584-080-0161

**Cross Reference(s):**

CBG - Evaluation of the Superintendent

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**INTERIM SUPERINTENDENT EMPLOYMENT CONTRACT**

between

*Cydney Vandercar*

and the

**EUGENE SCHOOL DISTRICT NO. 4J**

THIS AGREEMENT is made and entered into this 20 day of May, 2020, by and between the EUGENE SCHOOL DISTRICT NO. 4J, hereinafter referred to as the "District," and Cydney Vandercar hereinafter referred to as "Interim Superintendent."

**SECTION 1. TERM:**

This Agreement shall commence on July 1, 2020, and terminate on June 30, 2021. This is a one-year contract. This Agreement is only for the term provided and may only be extended as provided herein; it shall not be renewed by any statutory automatic renewal provision.

**SECTION 2. DUTIES:**

In accordance with state law and the rules, policies and procedures as established by the Board, the Interim Superintendent shall: have charge of the operations and administration of the schools; be the chief executive officer and official secretary for the Board; carry out the administration and supervision of the District, including instituting reforms and systemic changes, such as curriculum and program offerings, as the Interim Superintendent finds necessary or expedient, in order to effect positive changes in the District; direct and assign teachers, principals, and other employees of the schools; organize, reorganize, and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the District; select, place, and transfer personnel; suggest policy deemed necessary for the well ordering of the District and reasonably interpret policies, regulations, rules and procedures as the Interim Superintendent deems necessary for the efficient and effective operation of the District; have responsibility for the overall financial planning of the District, including the preparation of the annual budget and the submission of the budget to the Board for review and approval; make administrative recommendations on items of business considered by the Board as the Interim Superintendent deems necessary for the efficient and effective operation of the District; act as a liaison between the District and the community and have responsibility for a program of public relations for the purpose of creating and maintaining a cooperative working relationship between the schools and the community; establish and implement a process, including means and time parameters, for keeping the Board up to date on developments, initiatives and issues in the District; stay abreast of educational trends and developments by reading widely, visiting other districts and participating in appropriate professional development and professional organizations at the local, state and national levels; and, in general, perform all duties incident to the Office of the Interim Superintendent, implement the District's policies and procedures and carry out such other duties, and directives as may be prescribed by the Board from time to time; all of the foregoing are subject to the approval of the Board to the extent required by law or as directed by the Board. The Interim Superintendent shall devote the Interim Superintendent's entire time, attention, and energy to the business of the District and related professional activities



**ITEM FOR ACTION**

**Date**

February 16, 2022

**Title**

Next Steps in the Superintendent Selection Process with Alma Advisory Group

**Presenter**

Judy Newman, Board Chair

**Discussion:**

The Board will discuss next Steps in the Superintendent Selection Process:

1. Consider Calendar Dates for Training Retreat with Alma Advisory Group;



**ITEM FOR ACTION**

**Date**

February 16, 2022

**Title**

Next Steps in the Superintendent Selection Process with Alma Advisory Group

**Presenter**

Judy Newman, Board Chair

**Discussion:**

The Board will discuss next Steps in the Superintendent Selection Process:  
2. Discuss Timeline for Superintendent Selection Process