



# Klamath Falls City Schools

100% Graduation is Our Expectation!

**MISSION: 100% GRADUATION IS OUR EXPECTATION**  
**VISION: Dedicated to helping all students do their best work and become their best selves.**

**AIMS**  
***(1) Best Work    (2) Best Selves    (3) Operational Excellence***

**DOCKET OF BUSINESS**  
**September 14, 2020**  
**Klamath Falls City Schools Lucile O'Neill Education Center Boardroom**  
**1336 Avalon Street**  
**Klamath Falls, Oregon 97603**  
**KFCS REGULAR MONTHLY BOARD OF EDUCATION MEETING**

1. **PRELIMINARY BUSINESS**
  1. Call to Order
  2. Roll Call
  3. Welcome & Public Comment
  4. Superintendent's Comments
  5. Gifts to the District
2. **CONSENT AGENDA**
  1. Approval of September 14, 2020 General Board Meeting Agenda
  2. Approval of August 10 2020 General Board Meeting Minutes
  3. Approval of August 25, 2020 Special Session Minutes
  4. Personnel Agenda
3. **REPORTS**
  1. Monthly Financial Report
  2. HYA Superintendent Search Proposal
  3. OSBA Superintendent Search Proposal
4. **NEW BUSINESS/ACTION ITEMS**
  1. Approval of Grade Level Change for Klamath Learning Center
  2. First Reading of New & Revised Policies
  3. Selection and Approval of Superintendent Search Firm
5. **OLD BUSINESS/ACTION ITEMS**
6. Approval of Language Modification to Section 2 Subsection B of the Superintendent's Employment Contract
7. **BOARD MEMBER COMMENTS**
8. **CLOSING COMMENTS FROM THE CHAIR**
9. **ADJOURNMENT**



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City Schools**

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***Dedicated to helping  
all students do their  
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# Superintendent Search Proposal

**September 14, 2020**

**HYA** | HAZARD  
YOUNG  
ATTEA  
ASSOCIATES



# About HYA

## Executive Search

- **30+ year history of 1200+ Executive Searches**
- **National recruiting network**
- **Full-time back office support**
- **Superior communication (Board portal, templates, reports)**
- **History of successful video engagement**
- **Our Equity Promise**



# HYA “walks the talk” of equity

## THE HYA COMMITMENT:

HYA commits to identifying, supporting, and placing school and district leaders of color and gender who have long been historically underrepresented in these posts. Moreover, every candidate we slate regardless of race, ethnicity, gender, or sexual preference must have recent, relevant, and demonstrated experience in successfully addressing opportunity gaps, leading with an equity lens, and advancing equity initiatives.

NABSE



<sup>4</sup> ALAS The logo features the word 'ALAS' in a large, serif font, with a stylized eagle in flight to its right.

Association of Latino Administrators & Superintendents

# A WINNING SIGNATURE SEARCH PROCESS



**Engage**



**Recruit**

5



**Select**

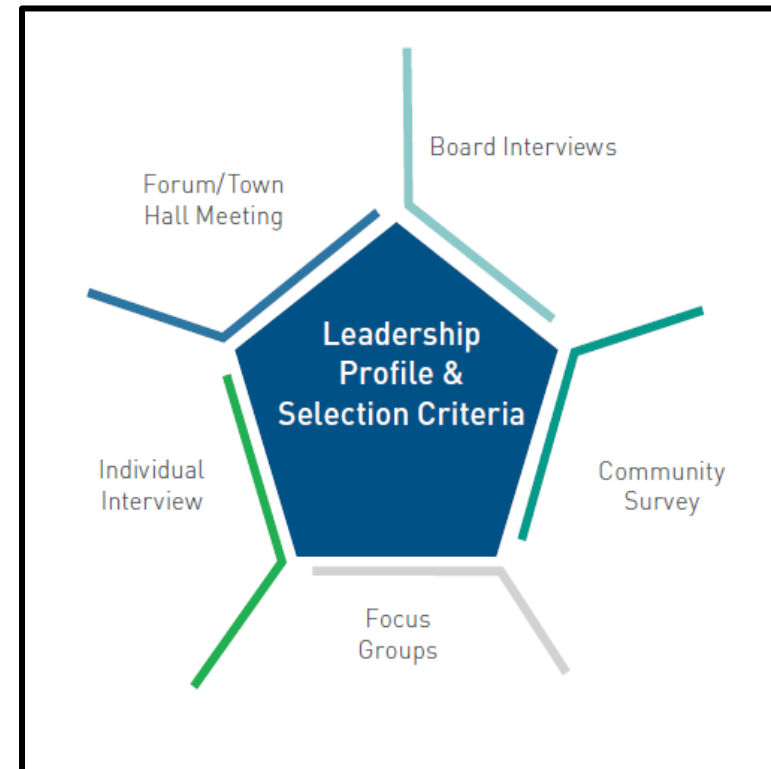


**Transition**



# INCLUSIVE Engage Phase

- **Develop search plan and application; finalize timeline**
- **On line survey (optional)**
- **Conduct individual interviews (up to 10), focus groups (up to 20), and two community forums (virtually and social distanced when needed)**
- **Present Leadership Profile and Desired Characteristics Report to Board and Community**





# AGGRESSIVE Recruit Phase

- **Advertise – national/local/state agencies, Twitter, LinkedIn, Facebook, journals, state and regional associations**
- **HYA Active Searches – [www.hyasearch.com](http://www.hyasearch.com)**
  - **Over 6,000 users and active alerts**
  - **Featured placement and content for HYA clients**
  - **Analytics on job posting**
- **Aggressive recruitment of fitting candidates**
- **Intensely screen, deeply interview, and thoroughly reference check**



# THOROUGH Select Phase

Using the Leadership Profile Report as a guide ...

- Present slate of qualified candidates
- Board portal – 24/7 access to notes, ALL applications, agendas, etc.
- Conduct board interview workshop – help prepare questions, rubrics, and “look fors”
- Facilitate board interviews and selection discussion
- Facilitate third party background checks



# Coping with Covid

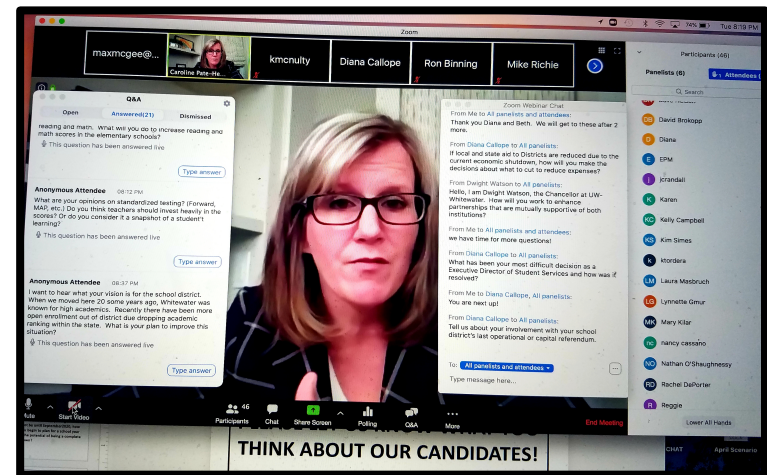
➤ PRE-Covid HYA had already been conducting Virtual Community Forums and focus groups for parents, staff, and alumni

➤ ALL HYA screening interviews are either face-to-face or via video

➤ We are now reporting via an array of video platforms at public school board meetings

➤ We have assisted boards in:

- *facilitating online board interviews with slated candidates;*
- *conducting a special public meeting for selecting a superintendent (pictured) with 164 community members online; and*
- *hosting candidate presentations and Q&A sessions with the ENTIRE community (pictured)*



<https://www.wwusd.org/page/3390>



# PERSONALIZED

## Transition Phase

- **Meet with appointed superintendent and board**
  - **Debrief process AND assist with superintendent goal setting and 100 day plan**
- **Optional Transition Services**
  - **Leadership coaching**
  - **Board Governance workshops**
  - **Superintendent evaluation**
  - **Strategic planning**



10

# DRAFT Timeline



**(Board and HYA  
develop timeline at  
planning meeting.)**

## **Engage Phase (September - October)**

- Planning Meeting
- Individual Board Member Interviews
- Presentation of Leadership Profile Report with recommended selection criteria

## **Recruit Phase (September - October)**

- Weekly reports and updates to Board
- 24/7 Board access to portal
- HYA deep screening, interviewing, reference checking
- Prepare interview questions and scenarios for first round interviews
- HYA presents slate of candidates and materials for board review

## **Select Phase (November – December/January)**

- Conduct first round interviews
- Narrow first round field to semifinalists
- Conduct second round interviews
- Narrow second round candidates to finalists
- Conduct finalist(s) interviews, forums, site visits (optional)
- Baker-Eubanks independent background check

## **Transition Phase (Spring 2021)**

- Develop (or review) governance and communication protocols
- Outline 100 day plan
- Draft superintendent goals



# Cost Structure

- > Fees for search service are \$22,500 (*inclusive of associate travel and one third party deep background vetting which includes transcript verification, court records, financial records and reports, and screening for multiple internet accounts, images, posts, and the like.*)
- > Additional costs may include:
  - National advertising
  - Third party background check(s) for any other applicants
  - Candidate travel for finalists



# The HYA Guarantee

- ***Fixed Price:*** HYA will continue the search until the Board is **completely satisfied**.
- ***Client Satisfaction:*** HYA will re-conduct the search at no additional costs, other than expenses, if the candidate or the Board ends the employment **within the first year** of employment for **any** reason – personal or professional.
- ***Non-Solicitation of Candidate:*** HYA will not present a candidate that has been placed with our assistance for a **period of three years**, unless we have the Board's permission.

# Summary of HYA

## Distinguishing Differences

1. National Reach – Local Focus
2. Inclusivity and transparency
3. Regular weekly updates to the Board
4. Board portal with 24/7 access
5. Broad and deep community engagement
6. Extensive experience and expertise conducting video interviews, focus groups, forums, and meetings
7. Aggressive recruiting
8. Thorough, responsible vetting
9. Interview supports for the board
10. Equity lens





Questions?

# Klamath Falls City Schools

Code: GBN/JBA-AR(1)  
Adopted: 9/14/2020

## Sexual Harassment Complaint Procedure - Staff

<sup>1</sup>Reports and complaints of sexual harassment should be made to the following individual(s):

Name	Position	Phone	Email
_____	_____	_____	_____
_____	_____	_____	_____

The district official receiving the complaint shall issue the required written notice as outlined under Oregon Procedures in Board policy GBN/JBA - Sexual Harassment.

**Step 1** The district official receiving the report or complaint shall promptly initiate an investigation using procedures and standards, including but not limited to, those identified in Board policy GBN/JBA - Sexual Harassment and will notify the complainant or reporting person, any impacted person who is not a reporting person (if appropriate), each reported person, and where applicable the parents of a reporting person, impacted person, or reported person, when such investigation is initiated. The official will arrange such meetings as may be necessary to discuss the issue with all concerned parties within 5 working days after receipt of the report or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings of the investigation shall be reduced to writing. The official conducting the investigation shall notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law within 30 days of receipt of the report or complaint.

A copy of the required written notice(s) and the date and details of notification of the notice of investigation and results of the investigation, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

**Step 2** If a complainant is not satisfied with the decision at Step 1, the complainant may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 1 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal within 5 working days of receipt of the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.

**Step 3** If a complainant is not satisfied with the decision at Step 2, the complainant may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The Board will review the decision of the superintendent or designee in a public meeting to determine what action is appropriate. The Board may use executive session

<sup>1</sup> Align with same positions identified in policy.

if the subject matter qualifies under Oregon law. Appropriate action may include, but is not limited to, holding a hearing, requesting additional information, and adopting the superintendent's or designee's decision. All parties involved, including the school administration, may be asked to attend a hearing for the purposes of making further explanations and clarifying the issues. The Board shall provide a written decision to the complainant within 30 working days following receipt of the appeal.

If the Board chooses not to hear the complaint, the superintendent's or designee's decision in Step 2 is final<sup>2</sup>.

The superintendent is authorized to amend these procedures (including timelines) when the superintendent feels it is necessary for the efficient handling of the complaint. Notice of any amendments will be promptly provided to the parties.

Complaints against the principal may start at Step 2 and may be filed with the superintendent or designee. The superintendent or designee will cause the required notices to be provided. The superintendent or designee will investigate the complaint and will notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. If the complaint remains unresolved within 10 working days of receipt by the superintendent or designee, the complainant may appeal to the Board in Step 3.

Complaints against the superintendent or a Board member (other than the Board chair) may start at Step 3 and should be referred to the Board chair on behalf of the Board. The Board chair will cause required notices to be provided. The Board chair shall present the complaint to the Board. The Board may use executive session if the subject matter qualifies under Oregon law. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, within 20 days, in open session what action, if any, is warranted. The Board chair shall notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law.

Complaints against the Board chair may start at Step 3 and should be referred to the Board vice chair on behalf of the Board. The Board vice chair will cause required notices to be provided. The Board vice chair shall present the complaint to the Board. The Board may use executive session if the subject matter qualifies under Oregon law. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, within 20 working days, in open session what action, if any, is warranted. The Board vice chair shall notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law.

Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries.

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<sup>2</sup> [If the Board chooses to accept the superintendent's decision as the district's final decision on the complaint, the superintendent's written decision must meet the requirements of OAR 581-022-2370(4)(b).]

Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099.

Additional information regarding filing of a complaint or report may be obtained through the principal, compliance officer or superintendent.

All documentation related to sexual harassment complaints may become part of the student's education record or employee's personnel file, as appropriate. Additionally, a copy of all sexual harassment complaints or reports and documentation will be maintained as a confidential file and stored in the district office.

The superintendent shall report the name of any person holding a teaching license or registered with Teacher Standards and Practices Commission (TSPC) or participating in a practicum under Oregon Administrative Rule (OAR) Chapter 584, Division 17, when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be made to TSPC within 30 working days of such a finding. Reports of sexual contact with a student shall be given to a representative from law enforcement or Oregon Department of Human Services, as possible child abuse.

**Klamath Falls City Schools**  
**1336 Avalon St., Klamath Falls, OR 97603 | 541-883-4700**

**SEXUAL HARASSMENT COMPLAINT FORM - STAFF**

Name of complainant: \_\_\_\_\_

Position of complainant: \_\_\_\_\_

Date of complaint: \_\_\_\_\_

Name of alleged harasser: \_\_\_\_\_

Date and place of incident or incidents: \_\_\_\_\_

Description of misconduct: \_\_\_\_\_

Name of witnesses (if any): \_\_\_\_\_

Evidence of sexual harassment, i.e., letters, photos, etc. (attach evidence if possible): \_\_\_\_\_

Any other information: \_\_\_\_\_

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**WITNESS DISCLOSURE FORM - STAFF**

Name of Witness: \_\_\_\_\_

Position of Witness: \_\_\_\_\_

Date of Testimony/Interview: \_\_\_\_\_

Description of Instance Witnessed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any Other Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_