
Jonathan Edmonds, Chair
Jennifer Traeger, Vice Chair
Janet Allanach
Tom Buchholz
Lori McLaughlin
Shelly Nealon
Ervin Stadel

SILVER FALLS SCHOOL DISTRICT 4J

SPECIAL MEETING

Scott Drue, Supt.
Dan Busch, Assistant Supt.
Dana Pedersen Spec. Svcs. Dir.
Jennifer Hannan, Teaching &
Learning Dir.
Steve Nielsen, Business Mgr.

Monday, July 1, 2019

7:00 PM

**Silverton Community Center
421 South Water Street
Silverton, OR 97381**

A G E N D A

1. Call meeting to order and note attendance
2. Administer Oath of Office to new Board members Janet Allanach, Lori McLaughlin and re-elected Tom Buchholz and Jonathan Edmonds
3. Discussion item
 - a. Process of hiring interim superintendent
4. Adjourn

The Silver Falls School District 4J, in compliance with the Americans with Disabilities Act of 1990 (ADA), will provide an assisted listening system (ALS) upon request. Please contact the District Administration Office at (503) 873-5303 forty-eight (48) hours in advance so arrangements can be completed.

VISITORS: Meetings of the school board are for the members to conduct official district business. All meetings are open to the public, except executive sessions which may be called according to Oregon law. Members of the public desiring to address the board are asked to contact the superintendent at least one week in advance of the meeting. If you wish to speak to the board, please give your name to the secretary, and the chairperson will provide you time under audience with visitors. Large groups are asked to designate a primary spokesperson.

*All items under consent agenda are adopted by a single motion, unless a member of the board or the superintendent requests that such item be removed from the consent agenda and voted upon separately.

Silver Falls School District 4J

Code: **BBBB**
Adopted: 9/08/97
Readopted: 3/13/17
Orig. Code(s): BBBB

Board Member Oath of Office

Any elected or appointed Board member must qualify by taking an oath of office before assuming the duties of office. The oath of office will be in the following form:

I, _____, do solemnly swear (or affirm) that I will support the Constitution of the United States, the Constitution of the state of Oregon and the laws thereof, and the policies of the Silver Falls School District. I will faithfully and impartially discharge the duties of the Office of School Board Member according to the best of my ability during the term for which I have been appointed.

END OF POLICY

Legal Reference(s):

[ORS 332.005](#)



June 26, 2019

Tom Buchholz, Board Chair
Silver Falls 4J School District
612 Schlador St
Silverton, Oregon 97381-1082

Re: Interim Superintendent Search – 2019

Dear Tom Buchholz and Board of Directors,

We are submitting this Proposal to the Silver Falls School District Board for an interim superintendent search with the position beginning work after August 1, 2019. This proposal is jointly submitted by **Oregon School Boards Association (OSBA)** and **NextUp Leadership** to work collaboratively to provide the search services. If OSBA and NextUp Leadership are hired for the permanent superintendent search, the cost of the interim search will be credited back to Silver Falls SD. For this search OSBA would take the lead and NextUp Leadership will provide support services. Included in this packet is a proposed interim superintendent search calendar and a joint proposal for the permanent superintendent search.

Interim Search Fees

The interim superintendent search service is based on hourly rates. The hourly rate is \$120/hour for professional services and \$32/hour for clerical services. In addition to the hourly rate, there would be mileage, paid at the current IRS rate, meal reimbursements and advertising costs. Below is a breakdown of the estimated hours, mileage and advertising costs:

- 90 miles (consultant mileage for 3 on site visits x 0.58) = \$52.20
- 3 meals (estimating \$20 each) = \$60.00
- 6 hours of professional time at \$120/hr. = \$720.00
- 10 hours of clerical time at \$32/hr. = \$320.00
- Advertising \$560.00 (Email distribution of electronic flyer, developed by us, to over 30,000 potential candidates and posting on OSBA's and COSA's website
 - o Additional advertising is available for an additional cost
- Total estimated costs= \$1,712.20
- We can set the cost not to exceed \$1,800.00 without approval from the board chair.

Salary range and benefit recommendations can be provided upon selection, see description during our first meeting on the proposed interim superintendent search calendar.

We would welcome the opportunity to attend your next meeting, at no cost, and answer any questions you may have.

Best Regards,

Steve Kelley
Director of Board Development & Executive Searches
Oregon School Boards Association

Greg McKenzie, Search Consultant
NextUp Leadership

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North Santiam SD

President-elect
Kevin Cassidy
Baker SD

Vice President
Scott Rogers
Athena-Weston SD

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Sherry Duerst-Higgins
Lane ESD/South Lane SD

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Oregon School Board
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Newberg SD

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Phoenix-Talent SD

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West Linn-Wilsonville SD

Lori Theros
Klamath Falls City Schools

Michelle Vo
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OAESD
Bob Moore

State Board of Education
Anthony Veliz

EXECUTIVE DIRECTOR
Jim Green

DEPUTY EXECUTIVE DIRECTOR
Mary Paulson

Silver Falls School District

Approved Interim Superintendent Search Calendar

| DATE | BOARD | CONSULTANT |
|-----------------------------|---|--|
| July 1 * | <ul style="list-style-type: none"> • Selection of OSBA to provide interim search services • Declare position vacant (required) • Approve search process calendar (required) • Discuss/adopt desired qualities/qualifications (required) • Review salary range recommendation <i>Public meeting</i> | <ul style="list-style-type: none"> • Facilitate board approval of search calendar • Facilitate staff and community input for interim superintendent qualities/qualifications. (Input to be gathered during the board meeting.) |
| July 2 - 3 | | <ul style="list-style-type: none"> • Develop professional electronic flyer • Develop notice of vacancy • Advertise position |
| July 3 | | <ul style="list-style-type: none"> • Begin accepting applications |
| July 3 – 16 | 13 days | <ul style="list-style-type: none"> • Receive applications • Recruit candidates / respond to inquiries |
| July 16 | | <ul style="list-style-type: none"> • Applications close • Review all applicant submissions; prepare for screening |
| July 17 * (7 pm) | <ul style="list-style-type: none"> • Attend screening training • Screen applications and submit rankings • Establish contract parameters <i>Public meeting/executive session</i> | <ul style="list-style-type: none"> • Train board on screening process, tools and timeline |
| July 24 * (5 pm) | <ul style="list-style-type: none"> • Select candidates to interview • Develop interview schedule • Develop interview questions • Establish contract parameters, continued <i>Public meeting/executive session</i> | <ul style="list-style-type: none"> • Facilitate selection of candidates to interview • Train board on interview and reference check processes • Provide interview questions for review and facilitate consensus on interview questions • Schedule initial interviews with candidates |
| July 24 – 29 | <ul style="list-style-type: none"> • Conduct in-depth reference checks | |
| July 29 – 30 * | <ul style="list-style-type: none"> • Conduct interviews <i>Public meeting/executive session</i> | <ul style="list-style-type: none"> • Facilitate board’s ranking of the candidates. |
| July 30 – Aug 5 | <ul style="list-style-type: none"> • Negotiate contract with “first choice” candidate | |
| Aug 5 | <ul style="list-style-type: none"> • Vote to hire candidate in public meeting • Announce selection <i>Public meeting</i> | <ul style="list-style-type: none"> • Develop press release, if needed |

*Consultant is on-site

Qualities and Qualifications for the Interim Superintendent - Approved
Silver Falls School District
(as per your policy CBA)

The superintendent will have the following personal and professional qualities:

Knowledge of:

- a. Elementary and secondary school instructional programs.
- b. Trends in elementary and secondary education.
- c. Program evaluation techniques.
- d. Personnel evaluation practices.
- e. Consultation and/or negotiation procedures.
- f. State standards for school buildings and grounds.
- g. State standards and regulations governing student transportation and school buses.
- h. Federal regulations and legislation pertaining to school programs.
- i. Budgeting and accounting procedures.
- j. Successful management techniques.

Skills including ability to:

- a. Effectively evaluate personnel.
- b. Write and speak fluently.
- c. Compile and summarize data.
- d. Meet and work effectively with a wide variety of people.
- e. Analyze statistical data.
- f. Interpret district policy and make appropriate decisions.
- g. Direct the activities of subordinates.
- h. Develop alternative solutions to problems.
- i. Solicit honest staff reactions to proposals.
- j. Analyze staff proposals for change.
- k. Accept adversity.
- l. Coordinate and plan.

Attitudes including willingness to:

- a. Adjust to new conditions and situations;
- b. Accept responsibility;
- c. Delegate responsibility;
- d. Attack difficult problems;
- e. Ask for and accept suggestions from staff;
- f. Accept and analyze suggestions for change;
- g. Engage in a continuous in-service training program;
- h. Accept direction and supervision;
- i. Promote the opportunity for exchange of ideas and information between schools and the community.

**Silver Falls 4J Salary Ranking
Enrollments Between 2,500 and 5,000**

| <u>District</u> | <u>Enrollment</u> | <u>Salary</u> | <u>PERS Adjusted</u> | <u>TSA</u> | <u>Total</u> |
|--|-------------------|----------------|--------------------------|------------|----------------|
| Ashland 5 | 2,879.1 | 158,100 | 167,586 | 2,500 | 170,086 |
| Coos Bay 9 | 2,945.2 | 138,000 | 146,280 | | 146,280 |
| Crook County | 2,698.6 | 143,388 | 151,991 | 0 | 151,991 |
| Dallas 2 | 2,845.9 | 131,969 | 139,887 | | 139,887 |
| Eagle Point 9 | 3,849.2 | 146,398 | 155,182 | 7,200 | 162,382 |
| Hood River County | 4,016.7 | 150,258 | 159,273 | 12,000 | 171,273 |
| Klamath Falls City Schools | 2,755.5 | 145,275 | 153,992 | 15,000 | 168,992 |
| North Wasco County 21 | 2,672.5 | 129,697 | 137,479 | | 137,479 |
| South Lane 45J | 2,590.2 | 130,000 | 137,800 | 4,800 | 142,600 |
| Three Rivers/Josephine CU | 4,450.5 | 139,915 | 148,310 | | 148,310 |
| AVERAGES: | 3,170.3 | 141,300 | 149,778 | | 153,928 |
| | | | | | |
| | | | | | |
| | | | | | |
| Silver Falls 4J | 3,693.3 | 139,300 | 147,658 | | 147,658 |
| | | | | | |
| | | | | | |
| Proposed Salary Range is 135,000 to 145,000 | | | | | |

Note: An asterisk (*) after the name indicates the 6% employee pickup is not paid by the employer.
Oregon School Boards Association - Jun 29, 2019