Alsea School Board Meeting

Tuesday, January 17, 2023 6:00 PM
Alsea School Library, 301 South 3rd Street, Alsea, OR 97324

1. **Call to Order**
2. **Flag Salute**
3. **Approval of the Agenda**
4. **Training for Superintendent Search Screening Committee Training**
    - **A. How Bias Shows up in Search Processes.**
    - **B. How to Navigate and Review Applications.**
    - **C. Search Do's and Don'ts.**

Alsea School District

Proposed 2022 Executive Search Calendar

DATE	BOARD	CONSULTANT
***Sep 22**	• Declare vacancy • Approve executive search process calendar *Regular public meeting*	• Facilitate board approval of search calendar
Sep 28 – Oct 19	Online survey available	• Facilitate staff and community input for new executive qualifications
***Oct 27 (Scheduled Meeting)**	• Discuss and adopt desired qualities and qualifications • Set dates, times and location of screening committee training • Identify potential screening committee members • Create salary range for posting *Regular public meeting*	• Present public input report to board • Facilitate conversation on screening committee and salary range
Oct 28 – Nov 2		• Develop professional recruiting electronic flyer • Develop notice of vacancy • Advertise position
Nov 3		• Begin accepting applications
Dec 15 (Scheduled Meeting)	• Select screening committee members *Regular public meeting*	
Nov 3 – Jan 16	10 Weeks	• Receive applications • Recruit candidates respond to inquiries
Jan 16		• Applications close • Review all applicant submissions; prepare for screening
***Jan 17**	• Attend screening committee training • Review list of candidates • Establish contract parameters *Special public meeting/executive session*	• Train screening committee on screening process, tools and timeline
Jan 18 - 24	• Screen applications and submit rankings	• Assist with ranking process as needed

***January 24**	• Select candidates to interview • Develop interview schedule • Develop interview questions • Establish contract parameters *Special public meeting/executive session*	• Present screening committee/board ranking results; facilitate board's selection of candidates to interview • Train board on interview procedures • Train board on proper internet & social media check protocols • Provide interview questions for review and facilitate consensus on interview questions
Jan 25 – Feb 6	• Conduct internet & social media checks on upcoming interviewees	• Schedule initial interviews with candidates • Assist with internet & social media checks, as needed.
***Feb 7-11 (T.B.D.)**	• Debrief results from internet & social media checks • Conduct interviews • Select finalists *Special public meeting/executive session*	• Attend last interview and facilitate selection of finalists • Train board on conducting in-depth reference checks and site visits
Feb 12-19	• Conduct in-depth reference checks and site visits	• Schedule finalists' interviews • Assist with reference checking and site visits as needed
***Feb 20-21 (T.B.D.)**	• Hold finalists forum/"Day in the Community" • Debrief reference checks and site visit information • Conduct final interviews *Special public meeting/Executive session*	• Develop finalist forum schedule, if needed • Moderate community Q&A as needed • Attend final interview and facilitate consensus on "first choice" candidate
Feb 22-26	• Negotiate contract with "first choice" candidate	
Feb 27	• Vote to hire candidate/approve contract in open public meeting • Announce selection *Special public (virtual?) meeting*	• Develop press release, if needed
Before July 1	• Create transition plan for new executive and board	• Meets with the new executive & board to create transition plan
July 1	• New executive begins	
After July 1	• COSA mentoring program provided to the new executive	Acts as a liaison between school district/executive and COSA as needed. OSBA provides part of the content for this mentoring program.

* Consultant is in attendance (may be virtually).

From:	Vincent Adams
Cc:	Shirley Koetz; Sarah Herb; Jennifer Nelson
Bcc:	"cantrelllogging65@yahoo.com"; "foster@peak.org"; "olsencrew06@gmail.com"; "impulsoren@yahoo.com"; "cheryl.doe@alsea.k12.or.us"; "heather.shunk@alsea.k12.or.us"; "tim.france@alsea.k12.or.us"; "eric.clendenin@alsea.k12.or.us"; "catherine.ellis@alsea.k12.or.us"; "david.fricke@alsea.k12.or.us"; "skip.lynch@alsea.k12.or.us"; "mary.obrien@alsea.k12.or.us"; "anna.dubord@alsea.k12.or.us"; "keenan.elbers@alsea.k12.or.us"; "nicole.davis@alsea.k12.or.us"; Vincent Adams
Subject:	UPDATE: Executive Search - Alsea SD Screening Committee Info
Date:	Tuesday, January 3, 2023 4:17:16 PM
Attachments:	Alsea SD Search Electronic Flyer - REVISED.pdf Alsea SD Confidentiality Agreement 2022-23.pdf

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Hello,

Thank you again for agreeing to serve on the Alsea School District Superintendent Search Screening Committee. There have been some important updates to the search calendar and screening process since my last email to you sent on December 27th. The original closing date for applications was extended from December 29, 2022, to **January 16, 2023.** This will change some of the activities and dates for the search and screening process. Please see the updated dates highlighted in yellow below.

As the Executive Search Consultant for your district, I will be working with you to review applications and make an advisory recommendation to the school board regarding candidates to interview. An electronic flyer for the position was revised and is attached for your reference.

As a screening committee member, your responsibility is to commit the time to attend an orientation meeting, read each file, ***and*** maintain strict confidentiality. Plan on spending one to two hours at the orientation meeting plus approximately 30-60 minutes to read each candidate file (10-15 applications on average).

The committee orientation meeting originally scheduled for January 5th will now be held on **Tuesday, January 17, 2023, starting at 7:00 pm and will be conducted virtually.** The board will review and approve the revised search calendar to reflect the new application deadline and the screening committee will *no longer be required to attend the board meeting on January 5th*. In the meeting on January 17th, I will explain the screening process and provide guidance on how to rate each candidate's files. Please set aside time to read files between **January 18-23** until you have completed a thorough review of each candidate's file. Your completed rankings will be due no later than **midnight on Monday, January 23rd**. The results of the rankings will now be delivered to the screening committee on **Tuesday, January 24, at 7:00 pm, the location and meeting format is to be determined.** I will explain the process for submitting your rankings at the screening orientation meeting on January 17.

I cannot stress enough the extremely confidential nature of the screening process. If you have not done so already, attached is a copy of a confidentiality agreement that you are required to sign and email back to Jenn Nelson at jnelson@osba.org, prior to the orientation meeting to participate in the screening. It is imperative that we receive a signed copy, from each board and screening committee member, prior to the screening committee meeting on January 17, where we will go into Executive Session to discuss the candidates and their applications. Please print a copy, sign it and either scan it or take a picture of it and email it directly to Jenn at jnelson@osba.org.

If you are not comfortable with this confidentiality requirement, or if you have conflicts with the new dates requiring your attendance, please consider withdrawing from the process and let School Board Chair Risteen Follett, risteen.follett@alsea.k12.or.us, know you are unable to serve.

Again, thank you for agreeing to assist the board with this most important task!

I look forward to working with you all soon.

Take care,

Vincent Adams | he-him-his
Board Development Specialist
Oregon School Boards Association
e. vadams@osba.org | m. 541.240.4055

DEADLINE EXTENDED - Superintendent vacancy

OREGON SCHOOL BOARDS ASSOCIATION

Executive Search Services

NOTICE OF VACANCY OPPORTUNITY

DEADLINE EXTENDED!

Application deadline is now January 16, 2023

Superintendent Vacancy

ALSEA OREGON SCHOOL DISTRICT

The **Alsea School District Board of Directors** is seeking a highly qualified candidate with a proven record of positive experiences in teaching and administration to serve as Superintendent beginning July 1, 2023. The successful candidate must have outstanding communication skills, unquestionable integrity, be a dedicated team leader committed to education, and understand and desire a position with a small, rural school district.

Location: Alsea, Oregon | **Enrollment:** 543 students
Salary: $120,000 to $135,000 annually, plus benefits

The District is an equal opportunity employer and educator.

Closing Date: January 16, 2023 | Start Date: July 1, 2023





The Position

The successful candidate must **hold or qualify for an Oregon superintendent's license**.

The successful candidate will also have the following personal and professional qualities:

- High degree of integrity/honesty with strong core values; culturally competent; respectful of all groups.
- Effective communication and listening skills.
- Proven ability to make tough decisions when necessary and effectively communicate the reasons (transparency).
- Puts KIDS first; is committed to serving all kids.
- Is personable/approachable while keeping an open mind; good sense of humor.
- Understands Oregon school finance, demonstrates sound fiscal management and strong budgeting skills; is well organized.
- Background in teaching and building administration, preferably in small rural areas; an instructional leader with strong academic credentials.
- Ability to build and sustain strong, effective family/community/business partnerships that impact student success.
- Highly visible in our community and schools.

The District





The **Alsea SD** serves approximately 543 students PK-12. About 248 attend in-person at the combined elementary/MS/HS campus, and about 295 attend in their online Learn from Home program. Both programs are charter schools. The

District employs a staff of 26 licensed employees, 20 classified employees and four administrators. Parents, students and teachers are pleased that students can often receive individual attention because the average class size is fewer than 20 students.

The District has a general fund budget of about $12.9 million and passed a capital improvement bond of $3.84M in 2020 with a state matching fund grant of $1.74M.

To learn more about the District, visit
Alsea SD website

The Community

Alsea is a rural community located in the forested hills of the Coast Range of Oregon about 25 miles west of Corvallis. The Alsea River, with its interlacing network of feeder streams, is renowned for its fish runs and scenic beauty. The river flows beside the town itself, which is nestled among hills and agricultural fields. Only 20 air miles from the coast, the area is known for its fresh marine air, which ensures a mild climate year-round. A scenic road follows the river 40 miles to the coast.

The local economy was largely dependent upon the timber industry. The drive to the mid-Willamette Valley is reasonable, however, many residents now commute to jobs in Philomath, Corvallis and Albany. Residents still share a strong sense of family and community. Local

Search Calendar

January 16, 2023
Close Applications (extended from December 29, 2022)

- **Jan 18-24**
  Review Applications
- **Jan 25-Feb 6**
  Begin background checks
- **Feb 7-11(TBD)**
  Conduct initial interviews
- **Feb 20-21 (TBD)**
  Finalist Forum in District
- **Feb 27**
  Announce selection

July 1, 2023
Begin employment

efforts have resulted in the town's own medical clinic, an excellent childcare facility and preschool, a retirement home and a strategic action plan to help chart the community's future. Alsea residents have a long tradition of working hard to maintain or improve the quality of their lives.

For more information about the area visit:
Benton County, Oregon website

Application Requirements

- Completed Application form
- Current resume
- Cover letter of interest
- 3-5 current letters of reference
- Copy of administrator license or proof of eligibility to obtain one
- A statement about how you meet the qualities and qualifications set by the Board (in narrative form, no longer than 500 words)

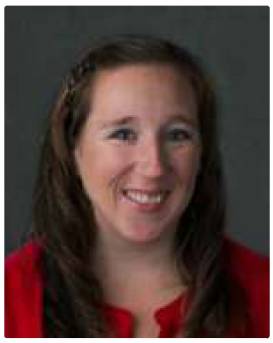
How to submit an application

Application packets are submitted at the link below.
All applicants will submit a candidate profile (completed when you create your Revelus account) and a completed application, as well as upload the other application material documents to the application portal.

The application packet must be submitted by 5pm on the closing day.

Click here to submit your Alsea SD Supt Application

More information regarding the position and the



application process, contact:

Sarah Herb, Executive Search and Events Specialist
sherb@osba.org | 503.400.3047 | 800.578.6722

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5. **Executive Session**
   To consider the employment of a public officer, employee, staff member or individual agent. (ORS 192.660(2)(a))
6. **Return to Open Session**
7. **Adjourn**
8. **Important Happenings**
   January 17, 2023 Fireside Chat
   January 17, 2023 Special Board Meeting
   January 17 – 27, 2023 J Term
   January 20, 2023 School in Session
   January 27, 2023 School in Session