

**School District No. 1J, Multnomah County, Oregon
Board Work Session of October 25, 2016**

INFORMAL MINUTES

A Work Session of the Board of Directors came to order at 4:08pm at the call of Chair Tom Koehler in the Mazama Conference Room of the Blanchard Education Service Center, 501 N. Dixon Street, Portland, Oregon, 97227.

There were present:

Board of Directors:

Tom Koehler, Chair
Amy Kohnstamm, Vice-Chair
Paul Anthony
Steve Buel
Julie Esparza Brown
Pam Knowles
Mike Rosen

Guests:

Hank Gmitro
Carolyn McKennan

Absent:

Aliemah Bradley, Student Representative

Staff:

Bob McKean, Interim Superintendent
Amanda Whalen, Chief of Staff
Rosanne Powell, Board Office Manager
Caren Huson-Quiniones, Board Clerk

Chair Koehler stated that he was very excited to being the Superintendent Search process and introduced Hank Gmitro and Carolyn McKennan of HYA Associates, the firm hired to perform the search.

Mr.Gmitro stated that the purpose of the Work Session was to discuss the search, determine the calendar and plans, and make as any decisions as possible at this time. The firm would be in the planning phase for the next 4-6 weeks (including community meetings), and they would then present the Board with a leadership profile for the next Superintendent, followed by the screening of candidates. Following the screening, the Board would then be in the Selection Phase when they interview candidates.

Candidate Confidentiality

Director Buel stated that he would like the process to be confidential up until the time when the Board is choosing between 2-3 candidates who would then interview with the public. Director Knowles commented that the District had lost candidates before doing the process as Director Buel described. Chair Koehler concurred with Director Knowles, adding that he likes the second confidentiality option as provided by HYA. Director Kohnstamm mentioned that the community would be involved during the building of the leadership profile and that she would like to know more about the third option. Mr.Gmitro responded that the third option had been used in the past and that committees had kept all information confidential. When you set up the rules for a committee, you need to be very clear if you want them to give you a recommendation or just provide their feedback. In terms of public members, you want to choose those who are in contact with large groups. Director Esparza Brown stated that you could also do parallel Community and Board committees who come together in the end and discuss the candidates; both groups would interview the same final candidates. Mr. Gmitro informed the Board that will need to make a decision on confidentiality by the time they reach the Selection Phase. If you go with a Community committee, it must be very clear that they would be acting in an advisory capacity

only. Director Buel commented that the Community committee could make a recommendation. Director Anthony stated that he would like to see transparency in the process, but fears the loss of candidates because somebody might slip and announce the final candidates. He does not want to see the process re-set. Mr. Gmitro mentioned that he has never seen an open process where the candidates are made public and the community all comes to agreement on one candidate. It was suggested that the Board hold an additional Work Session with HYA on November 14, 2016, to further discuss confidentiality.

Search Calendar

The Board agreed on the following calendar for the Superintendent Search:

- Week of November 14th: Board Member interviews and focus groups/community meetings, with the week of November 28th as a back-up
- December 13, 2016: Leadership Profile presented by HYA at the Regular Board Meeting
- End of January 2017: target for presenting candidates to the Board
- February 3 and 4, 2017: candidate interviews
- February 2017: two week for background checks
- February 21-23, 2017: final three candidates interviewed by the Board
- February 24, 2017: Board chooses final candidate.
- March 2017: Board conducts candidate site visit
- Late March 2017: public announcement of new Superintendent
- July 2017: New Superintendent on board

Background Checks

Mr. Gmitro stated that HYA will vet each candidate before they share candidate information with the Board. At the semi-finalist/finalist phase, HYA recommends a third-party perform a background check. The Board agreed that a third-party background check should be performed on the top three candidates.

On-Line Survey

Mr. Gmitro presented a new survey that was developed and which would be presented to the community. Director Esparza Brown commented that she did not see any questions on the survey that related to equity. Mr. Gmitro responded that he would draft something that incorporates the Board ideas on equity. Directors Buel and Esparza Brown will review the revised survey, along with Chief Equity Officer Lorenzo Poe. Mr. Gmitro indicated that he would send the revised survey to all Board members for their review.

Advertising

The Board agreed to go with Package Two as described by HYA. Mr. Gmitro advised the Board to begin thinking about salary and fringe benefits for the next Superintendent, as he will need to know if there is a threshold that the Board does not want to go above.

ADJOURN

Chair Koehler adjourned the meeting at 5:35pm.

Submitted by:

Caren Huson-Quiniones, Board Clerk
PPS Board of Education