

**School District No. 1J, Multnomah County, Oregon
Board Work Session of June 26, 2017**

INFORMAL MINUTES

A Work Session of the Board of Directors came to order at 6:02pm at the call of Vice-Chair Amy Kohnstamm in the Wy'east Conference Room at the Blanchard Education Service Center, 501 N. Dixon Street, Portland, Oregon, 97227.

There were present:

Board of Directors:

Tom Koehler, Chair - *absent*
Amy Kohnstamm, Vice-Chair
Pam Knowles - *absent*
Paul Anthony
Steve Buel - *absent*
Julie Esparza Brown (via phone)
Mike Rosen
Scott Bailey, Board Elect
Rita Moore, Board Elect

Staff:

Jim Harris, General Counsel
Stephanie Harper, Senior Legal Counsel
Ryan Dutcher, Interim Chief Financial Officer
Harry Esteve, Strategic Communications Director
Sharon Reese, Interim Chief Human Resources Officer
Rosanne Powell, Board Office Manager

Ms. Brim-Edwards announced that the District has received 40-50 recommendations for the Superintendent position, adding that she and Vice-Chair Kohnstamm had talked to some candidates in-depth. Hank Harris, representing the search firm HYA, stated that a lot of time is spent vetting candidates, and that conversations had been happening through the month of June.

Mr. Harris asked the Board what the Superintendent Search process should look like. Confidentiality is an issue and candidates have been asking how confidential the search would be. Ms. Brim-Edwards commented that she was not comfortable with the Board just meeting a candidate once and maybe something other than a panel interview could occur. The Board discussed the following outline of the process: 1) first interview with seven candidates and the Board only; 2) narrow down to 3 to 4 candidates for second round interviews which would include an interview with the Community Panel and informal interviews with Board members; 3) the Board would receive feedback from the Community Panel background checks and contracts would be performed; and, 4) Board would interview the top 2-3 candidates and make their selection.

Mr. Harris commented that he usually works with one liaison with the Board, and so far that has been Ms. Brim-Edwards.

Regarding Superintendent compensation. Director Anthony and Mr. Bailey had performed research on compensation. A market-based compensation range was needed. Ms. Brim-Edwards stated that the Search Committee had looked at the top six districts in the State of Oregon and the entire state of Washington (narrowed down to 20 districts). Benefits, salary, etc. were reviewed. Ms. Brim-Edwards added that the candidate would be required to have a straight-forward contract with PPS and very few negotiations. The base salary range is proposed to be between \$240,000 and \$335,000. Vice-Chair Kohnstamm asked if we would want to offer a retention incentive. Ms. Brim-Edwards responded that that was something that could be

negotiated. Director Anthony stated that he would want to look at the cost of housing from where the candidate would be coming from.

Vice-Chair Kohnstamm mentioned that the goal was for the new Superintendent to live within the PPS District; Ms. Brim-Edwards concurred, adding that she had seen residency clauses in other Superintendent contracts.

The Board reviewed their calendars for dates when they were available for interviews.

Ms. Brim-Edwards reported that the contract with HYA expires on June 30th, so legal counsel has been asked to prepare an addendum to extend the date to September 30, 2017.

ADJOURN

Vice-Chair Kohnstamm adjourned the meeting at 7:55pm.

Submitted by:

Caren Huson-Quiniones, Board Clerk
PPS Board of Education