

**School District No. 1J, Multnomah County, Oregon  
Board Special Meeting of September 28, 2016**

**INFORMAL MINUTES**

A Special Meeting of the Board of Directors came to order at 3:04pm 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 (via phone)  
Mike Rosen  
Aliemah Bradley, Student Representative

Staff:

Amanda Whalen, Chief of Staff  
Lisa Gardner, Interim Deputy Chief Human Resources Officer  
Caren Huson-Quiniones, Board Clerk

Chair Koehler stated that the goal of the meeting was to select a search firm to assist with the Superintendent hiring. On August 4<sup>th</sup>, the Board adopted Selection Criteria for the next Superintendent, and last week, the Board reviewed all Search Firm proposals received as a result of an Informal Request for Proposals. Three firms were selected for interviews, and those interviews would occur during the Special Meeting. Lisa Gardner, Interim Deputy Chief Human Resources Officer, served as facilitator during the meeting.

The following seven questions were asked by the Board to each Search Firm. Answers appear below from each firm.

1. Describe how you conduct community processes around superintendent searches, in particular, how do you engage historically underserved communities?
2. How do you ensure that your recruitment is in alignment with the Board and District vision and priorities?
3. Describe the last three big district superintendent searches your firm did and what the final candidate pool looked like in terms of experience, results, and diversity? What strategies do you use to recruit candidates and in particular ensure that you have diverse candidates? Can you please tell us how you define diversity?
4. Give us your 30 second pitch that you would make to candidates about this position?
5. How do you address candidates' needs for confidentiality with a transparent community process?
6. How do you communicate with the Board to provide feedback and updates throughout the recruitment and hiring process? Describe the process your firm would use to involve all members of the Board in the interviews, selection, and hiring of the new Superintendent.
7. Who would be the primary point person for this recruitment from your firm?

3:15 to 3:55pm

*Hazard, Young, Attea and Associates (HYA)*

*Presenters: Dr. Hank Gmitro and Dr. Carolyn McKennan*

Use a four-phase process and customize the search to the client's needs. Very inclusive when conducting interviews with stakeholders, both internally and externally. Very involved in diversity and they reach out to constituents and go where they are and have on-line surveys in multiple languages. Conducted the last two superintendent searches for Beaverton, and also recruited for Los Angeles and Houston. Pre-screen candidates so that there are no surprises. They will gain insight from Board members and the value system of the organization. They will communicate with the Board on a weekly basis and want the entire Board involved in the entire process.

4:00 to 4:40pm

*McPherson and Jacobson*

*Dr. Steven Lowder and Steve Joel (via Skype)*

Performed Vancouver, Bend, Las Vegas, and Charlotte NC superintendent searches. 80% of the superintendents that get placed are there for 5 years or more. Wants to give the Board a sense of ownership. They have a 5-phase model: 1) establish the characteristics of new superintendent; 2) stakeholder input meetings; 3) vet the candidates; 4) assist in developing interview questions and process customized to meet client needs; and, 5) work with the client during the first year of the new superintendent and conducts a retreat with team building activities. They have performed over 600 searches. Experience with diversity and they will meet with external stakeholders once they are identified by the Board. Very familiar with urban districts. Board would receive update every three weeks and they will speak with the Board Chair weekly.

4:45 to 5:25pm

*Ray and Associates*

*Gary Roy and Tony Apostle*

Performed superintendent searches for Salem, Lake Oswego, and OSBA; they know Oregon and the northwest. Will customize profile of future superintendent, and they aggressively recruit. They do not collect applications or run ads. They will recruit to the profile and have a great track record of getting highly qualified candidates. Will go out into the community and have a multiple language survey on-line. They will provide a matrix of the candidates which assists the Board in picking the top candidate. Will assist in developing interview questions. Would like to have one Board contact who will be the District contract.

At 5:25pm, the Board took a five minute break.

Chair Koehler asked for any public comment. Roger Kirchner stated that however the Board proceeds, to not rush to a decision. If you don't like the first group of firms, then go out and seek others.

Board members shared the information they obtained from reference checks on the three firms. All three firms received positive comments and their clients were all satisfied with their work. Chair Koehler asked Board members to provide their choice for a top firm. Directors Anthony, Kohnstamm, Buel, Rosen and Koehler all thought HYA would be the best choice. Director Esparza Brown stated that Ray and Associates seemed to understand the crucial importance of having a native speaker work with the communities so that you really receive their input. She also liked their proposal of video interviews. Director Knowles indicated that she was split between Ray and HYA.

Director Knowles moved and Director Anthony seconded the motion to authorize staff to move forward with negotiating a contract with HYA. The motion passed unanimously by a vote of 7-0.

**ADJOURN**

Chair Koehler adjourned the meeting at 6:17pm.

Submitted by:

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Caren Huson-Quiniones, Board Clerk  
PPS Board of Education