



2021-22 Board of Directors

Board Chair, Alisha Oliver Board Vice-Chair, Laura Wipper

Board Members: Mike Wagner, Erin Cramer, Mark Henderson, Coral Ford & Mackenzie Strawn

Student Representatives to the Board, Tayven Whieldon & Sarah Wolf

Superintendent, Andy Gardner

Assoc. Superintendent, Dave Bolin

Business Director, Jane Nofziger

Human Resources Director, Debi Brazelton

Superintendent/School Board Executive Assistant, Tonia Whisman

Special Session

Friday, February 11, 2022 ~ 6:00 PM

Virtual Meeting

Remotely Via Zoom

Stayton, OR 97383

NSSD VISION

We change kids' lives through a commitment to excellence, integrity, equity, and community engagement

NSSD MISSION STATEMENT

Ensure students reach their highest academic and vocational potential and develop into productive citizens

NSSD GUIDING PRINCIPLE

Do what is best for all kids

BOARD GOALS

- 1) Offer the most comprehensive program possible for students and the appropriate staffing to support our commitment to doing what is best for all kids
- 2) Celebrate the successes of the District and community
- 3) Routinely monitor the effectiveness of District programs and services in order to better serve all kids
- 4) Build and sustain dynamic relationships with stakeholders of the District through proactive communication exchanges

1. **CALL SPECIAL SESSION TO ORDER**

The Special Session of the North Santiam School District’s Board of Directors is called to order at 6:00 pm. It is an open meeting of the Board and the public is allowed to observe via Zoom. The purpose of the meeting is to approve a superintendent search calendar and discuss the salary range in order to post the position as soon as possible. There is no public comment portion for this meeting but questions may be submitted for a follow-up response via this link QUESTIONS

Join Zoom Meeting <https://nsantiam-k12-or-us.zoom.us/j/84144325026>

Meeting ID: 841 4432 5026 Passcode: 893514

ACKNOWLEDGEMENT OF BOARD MEMBERS PRESENT: ALISHA OLIVER

2. PLEDGE OF ALLEGIANCE: ALISHA OLIVER

3. **APPROVAL OF THE AGENDA**

Any changes to the agenda after posting on February 10, 2022 are noted below:

Added Attachments-

Added Agenda Items-

Removed Agenda Items-

AGENDA APPROVAL: Motion that the Board approves the meeting agenda as modified.

4. **NEW BUSINESS**

1. **Superintendent Search Calendar Approval**

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OSBA Director of Board Development Steve Kelley will present a draft search calendar for discussion and approval so that the process can move forward.

SEARCH CALENDAR: Motion that the Board approves the NSSD Superintendent Search Calendar [as submitted] [as modified].

2. **Salary Range Determination**

The Board will discuss a salary range for the position posting. Both Steve Kelley and the NSSD HR Director will provide salary information from competitive school districts for consideration.

3. **Next Steps**

This time is set aside for a discussion regarding the next steps in the process and for any questions Board members may have regarding best practices and protocols in a search process. Topics may include:

- Process for gathering information for Superintendent Qualities and Qualifications

- Composition and selection process of the screening committee
- Time, format and location of screening committee training

5. ADJOURN

Time:

EQUAL OPPORTUNITY EMPLOYER

Equal employment opportunity and treatment shall be practiced by the North Santiam School District regardless of an individual's perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability or perceived disability, pregnancy, familial status, economic status, veterans' status, or of any other persons with whom the individual associates is able to perform the essential functions of the position, with or without reasonable accommodation. This meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours prior to the meeting. If you require special accommodations, please contact Tonia Whisman at the North Santiam School District Office at 503-769-4928.

North Santiam S. D.

Superintendent Search Calendar - FULL

DATE	BOARD	CONSULTANT
Feb 11 (17)*	<ul style="list-style-type: none"> • Declare vacancy • Approve executive search process calendar • Set dates, times and location of screening committee training • Identify potential screening committee members • Create salary range for posting <p><i>Special public meeting</i></p>	<ul style="list-style-type: none"> • Facilitate board approval of search calendar • Facilitate conversation on screening committee and salary range
Feb 16		<ul style="list-style-type: none"> • Develop professional recruiting electronic flyer • Develop notice of vacancy • Advertise position
Feb 16		<ul style="list-style-type: none"> • Begin accepting applications
Feb 16 – Mar 1	Online survey available for qualities and qualifications input	<ul style="list-style-type: none"> • Facilitate staff and community input for new executive qualifications
Mar 3	<ul style="list-style-type: none"> • Discuss and adopt desired qualities and qualifications • Select screening committee members <p><i>Special public meeting</i></p>	<ul style="list-style-type: none"> • Review online process for Q&Qs Present public input report to board
Feb 16 – Mar 16	Four weeks	<ul style="list-style-type: none"> • Receive applications • Recruit candidates respond to inquiries
Mar 16		<ul style="list-style-type: none"> • Applications close • Review all applicant submissions; prepare for screening
Mar 17*	<ul style="list-style-type: none"> • Attend screening committee training • Review list of candidates • Establish contract parameters <p><i>Regular public meeting/executive session</i></p>	<ul style="list-style-type: none"> • Train screening committee on screening process, tools and timeline
Mar 18 - 27	<ul style="list-style-type: none"> • Screen applications and submit rankings 	<ul style="list-style-type: none"> • Assist with ranking process as needed

Mar 30*	<ul style="list-style-type: none"> • Select candidates to interview • Develop interview schedule • Develop interview questions • Establish contract parameters <p><i>Special public meeting/executive session</i></p>	<ul style="list-style-type: none"> • 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
Mar 31 – Apr 5	<ul style="list-style-type: none"> • Conduct internet & social media checks on upcoming interviewees 	<ul style="list-style-type: none"> • Schedule initial interviews with candidates • Assist with internet & social media checks, as needed.
Apr 6-9*	<ul style="list-style-type: none"> • Debrief internet & social media results • Conduct interviews (Virtually) • Select finalists • Reference checks/site visit training <p><i>Special public meeting/executive session</i></p>	<ul style="list-style-type: none"> • Attend last interview and facilitate selection of finalists • Train board on conducting in-depth reference checks
Apr 10 - 18	<ul style="list-style-type: none"> • Conduct in-depth reference checks and site visits 	<ul style="list-style-type: none"> • Schedule finalists’ interviews • Assist with reference checking as needed
Apr 19 (26)	<ul style="list-style-type: none"> • Hold finalists forum/“Day in the Community” • Debrief reference checks • Conduct final interviews <p><i>Special public meeting/Executive session</i></p>	<ul style="list-style-type: none"> • Develop finalist forum schedule, if needed • Moderate community Q&A as needed • Attend final interview and facilitate consensus on “first choice” candidate
Apr 21 – 27 (Apr 27 – May 4)	<ul style="list-style-type: none"> • Negotiate contract with “first choice” candidate 	
Apr 28 (May 5)	<ul style="list-style-type: none"> • Vote to hire candidate/approve contract in open public meeting • Announce selection <p><i>Special public meeting</i></p>	<ul style="list-style-type: none"> • Develop press release, if needed
T. B. D.	<ul style="list-style-type: none"> • Create transition plan for new superintendent and board 	<ul style="list-style-type: none"> • Meets with the new superintendent & board to create transition plan
T. B. D.	<ul style="list-style-type: none"> • New executive begins 	

* Consultant is in attendance (may be virtually).