

Regular Meeting of the Board of Directors
BANKS SCHOOL DISTRICT 13
450 S. Main Banks, OR
December 12, 2011
Minutes

Minutes are official after Board approval

Work Session

5:30 PM

District Conference Room

Present:

Laurie Schlegel, Richard Bowden, Kathy Edison, Norie Dimeo-Ediger, Will Moore, Jim Foster, Simon Levear, Donna Herren

Superintendent Search Discussion/Qualities and Qualifications

Donna Herren, OSBA Executive Search Consultant, presented the summary of Superintendent Qualities and Qualifications from the staff and community meetings held November 17 and 19, 2011. She said that the input was driven mainly by staff. The board was given the recommended list of Qualities and Qualifications to discuss. Ms. Herren said the list would be approved during the board session.

Laurie Schlegel asked that Ms. Herren eliminate the need to live in the community. The board agreed. Mr. Moore asked if the superintendent needs to have had teaching experience. Mr. Bowden discussed the need for facilities management versus experience in the teaching area. Mr. Moore said there is a need for personnel management. Mr. Foster said that without the educational experience it would be difficult for there to be credibility with the working staff. Ms. Herren said that most superintendents do come up "through the ranks". The board consensus was to ask for successful leadership, management and educational administration experience. The board went over the recommended qualities and qualifications. Ms. Herren took all changes the board agreed should be made, and said she would revise the Qualities and Qualifications for adoption at the board meeting tonight. Ms. Herren shared a superintendent salary comparison on comparable sized districts.

The board discussed the screening process. Ms. Herren recommended 10 to 15 people including the board, or a portion of the board, for the screening committee. She said she would train the board and the screening committee in a joint session. Ms. Herren said that as a result of the screening process she would prepare a report for the board of the top 10 recommended applicants. She said that the board can invite participation of the community and/or can request individuals to participate. She said the training meeting of the screening committee is tentatively scheduled for March 2 at 6PM in the district boardroom. The board discussed the application process, and the salary range. The board discussed having the salary not listed on the posting, but to have it available for Ms. Herren to share with interested applicants. Consensus was a salary range of \$110,000 to \$125,000.

The workshop adjourned at 6:55 PM

Regular Board Meeting – District Board Room

7:00 pm

Board Present:

Kathy Edison, Chair
Richard Bowden
Will Moore
Laurie Schlegel
Norie Dimeo-Ediger

Others Present:

Greg Mosser, Mid Columbia Bus Co.
Shannon Dotson, Kim Carson
Trask Bailey, Izzy Giron, Logan Iverson
Patrons

Administrators Present

Jim Foster, Superintendent
Mike O'Reilly, Technology Director

Jim Smith, BHS Principal
Simon Levear, Business Manager
Shelley Mitchell, Student Services Director

CALL TO ORDER-FLAG SALUTE

Board chair Kathy Edison welcomed everyone to the board meeting, and said there is time for audience comment later in the meeting.

PUBLIC WELCOME/RECOGNITION/COMMENTS

There were no comments.

APPROVAL OF AGENDA

There were no additions to the agenda.

Norie Dimeo-Ediger made the following motion: "Be it resolved that the Board of Directors approve the agenda as presented." Laurie Schlegel seconded and the motion passed unanimously.

PRESENTATIONS

Elementary Outdoor School Presentation

Sixth grade teachers Shannon Dotson and Kim Carson, along with three 6th grade students Trask Bailey, Izzy Giron and Logan Iverson reported to the board on their recent outdoor school experience at Camp Westwind. The students and teachers all reported that they enjoyed the experience, and thanked the board for their support of this activity.

CONSENT AGENDA

Approve November 7, 2011 Special Work Session Minutes
Approve November 14, 2011 Regular Board/Work Session Minutes
Approve November 18 & 19, 2011 Special Work Session Minutes
Approve Fiscal Report
Approve Routine Personnel Matters

Extra Duty: Brian Ackerman HS BB Coach 2011-12 SY

Norie Dimeo-Ediger made the following motion: "Be it resolved that the Board of Directors approve the consent agenda as presented." Will Moore seconded and the motion passed unanimously.

ACTION ITEMS

OSBA Board of Directors Candidate Election

There was no discussion.

Richard Bowden made the following motion: "Be it resolved that the Banks School District Board of Directors casts its vote for Fred Marble for OSBA Board of Directors Position 15." There was no second. The motion failed.

OSBA Legislative Policy Committee Candidate Election

There was no motion.

2010 OSBA Resolutions

Will Moore made the following motion: "Be it resolved that the Banks School District Board of Directors casts its votes for Resolution 1 and 2. Richard Bowden seconded. Resolution 1 passed 3 votes in favor; 2 against. Resolution 2 passed unanimously.

Approval of Superintendent Qualities and Qualifications

Kathy Edison said that this was discussed during the work session. Donna Herren, OSBA Search Consultant prepared the final draft of the qualities/qualifications and distributed the copies to the board. Will Moore made the motion: "Be it resolved the Banks School District Board of Directors adopt the Superintendent Qualities and Qualifications as presented." Richard Bowden seconded and the motion passed unanimously.

DISCUSSION ITEMS

There were no discussion items.

REPORTS

Administrators Reports

Shelley Mitchell reported that the special education child counts as of December 1 show that the number of students being served is up. On December 9 there was a systems performance review with case managers auditing files. Mrs. Mitchell reported that special education is using on-line professional development training for staff, and will share the activity with general education teachers.

Jim Smith said during the last few weeks there have been a number of events held in the high school. He said Intel has donated weight equipment to the high school weight room.

Mike O'Reilly said that technology is moving along fine. He said that the state testing is in process. There is no writing testing for 4th and 7th grades at the state level this year.

Simon Levear reported that the lighting project is underway and the JH burner is slated for conversion over the break. He said the auditors will be at the board meeting in January to present the audit.

SUPERINTENDENT'S REPORT

Mr. Foster introduced Jack Musser as the NWRES D representative to the board. He said the bargaining unions have agreed to open negotiations on costs for next year. Mr. Foster said that there are more cuts projected by the state if not this year, then next year. He said the inter-district transfer process is still under discussion by the Washington County superintendents. Mr. Foster gave the board an emergency room utilization if evacuation of the junior high became necessary. Mr. Moore asked about the \$400 million in the state rainy day fund. Mr. Foster said \$300 million was used in the first two forecasts. He said the next forecast is due in February.

AUDIENCE TIME

There were no comments.

BOARD OF DIRECTORS

Mr. Bowden thanked the participants in the qualities and qualifications meeting.

Mr. Moore commented on the Lego robotics teams, and that the program is very worthwhile.

Kathy Edison thanked Clean Water Services for their technology donations for the yearbook and senior slideshow and asked that a thank you note be sent to the company. She said the board will be appointing people to the superintendent screening committee in the January board meeting. She said letters of interest are due by January 3.

ADJOURNMENT

The meeting adjourned at 7:45 PM.

Banks School District Superintendent Search Adopted Qualities and Qualifications

LEADERSHIP QUALITIES

- Able to honor the past, manage the present and envision the future
- Able to provide leadership to and work cooperatively with the board, staff, students and community
- Demonstrates strong decision making skills; shows integrity and involves others in the decision-making process; able to effectively delegate responsibility to others
- Strong collaboration skills; consensus builder; able to establish high levels of trust and respect with others
- Highly visible in the schools and community; actively participates in school and community activities
- Demonstrated ability to find innovative opportunities and solutions
- Successful leadership, management and education administration experience, with a pattern of increased responsibility
- Ability to understand and work with small communities
- Demonstrates strong fiscal and budget management skills
- Working knowledge of personnel, labor negotiations and contract management
- Recognizes the importance of student learning in all academic areas including extra-curricular activities
- Familiarity with facilities management

COMMUNICATION SKILLS

- Demonstrates strong, effective communication skills
- Able to build positive relationships with all stakeholders
- Is approachable, accessible and listens to all parties with an open mind

PERSONAL AND PROFESSIONAL

- Demonstrates strong personal and professional honesty, integrity and fairness
- Desires a long-term involvement with the community and district; willing to become an integral part of the community
- Possesses a good sense of humor