

MINUTES
Pendleton School District 16R Board of Directors
SPECIAL SESSION

January 28, 2025

6:00 pm | District Office Boardroom | 107 NW 10th Street, Pendleton, OR 97801

Present Patrick Gregg, Chair
Beth Harrison, Vice-Chair
Ryan Lehnert (left at 6:25 p.m.)
Jill Pace
Anne Keeler
Ronda Thornburg, Executive Secretary
Michelle Jones, Director of Business Services
Matt Yoshioka, Director of Curriculum, Instruction and Assessment
Julie Smith, Director of Special Programs
Kevin Dinning, Director of Human Resources

Absent: Preston Eagleheart
Mason Murphy

The meeting was in person and offered virtually.

1. Opening and Call to Order *Board Chair*

Chair Gregg welcomed everyone and called the regular board meeting to order at 6:00 pm.

1.1. Pledge of Allegiance

The group stood and recited the Pledge of Allegiance.

1.2. Meeting Audio Recorded

Chair Gregg stated that this meeting is being audio recorded.

2. District Security Presentation *Michelle Jones*

Mrs. Jones gave an overview of the current security systems, which include card access, cameras, and security panels that monitor activity during the night, when they were installed, and the issues the district is experiencing. Alpine Alarm has partnered with Verkada and approached Michelle with what they have to offer for upgrades. They provided a quote with 1, 5, and 10-year licensing options. After the district received the news regarding substantial PERS increases coming, considering the district will have contract negotiations with a bulk of the employee groups this year, classified next year, many unknown factors with the state funding, and the notification of the federal funding freeze as of 5:00 p.m. tonight not knowing the full impact of how it will affect the district moving forward, Michelle is putting the conversation on hold with Alpine Alarm for another year to see where we are financially. The issue of the addition of a second SRO was also discussed and agreed that due to the discussed funding uncertainties it would be placed on hold as well. She wanted to share the information with the board so they are aware of the potential factors out there. Mrs. Jones's primary focus is ultimately protecting as many FTE as possible who have direct contact with students.

3. Review Stakeholder Input

Doug Nelson and Heidi Sipe, McPherson & Jacobson's consultants, shared that a new system and protocols are in place to avoid broadcasting or printing names in the stakeholder's input report moving forward and apologized to the people whose names were issued. The stakeholder's report is information for the board to keep in perspective the type of person they want to have to lead the Pendleton School District to be an even better district.

Heidi explained and went through the report and how it can and should be used in the search process. One thing to be proud of is the consistency of the feedback across the district. This show a lot of support for the future moving forward, not a shotgun of issues but key initiatives to address. A moment of caution when seeing online survey feedback is there is no way to see how many times someone takes a survey, as it is not limited to a one time submission. It is essential to look at comparisons between the in-person feedback and online feedback.

4. Preparing for the Interview

Doug reviewed five questions that need to be answered at the board meeting on February 24, 2025, to begin planning for the interview and selection process.

5. Interview Bias

Understanding interviewing biases will help keep in perspective those things that can impact your thinking. Wait to compare candidates until the very end. One suggestion is using a T-Chart for each candidate, with one side being what you liked, and the other side being what made you pause about this candidate. Use to reflect upon each candidate.

6. Interview Protocol

Each finalist interview will last approximately 90 minutes that should include time for questions. The board chair usually runs the interviews. As candidates respond, and you want them to elaborate, ask clarifying questions. Interview forms will be provided by the firm. All notes, forms, and any written materials are confidential and will be collected and returned to the firm’s headquarters to be kept on file for five years.

7. Superintendent Finalist Selection Process

The interview process is strictly confidential, and no one is allowed to share information outside of the executive session. Board members will be required to sign a confidentiality agreement before any materials are given out. The search firm will handle all press releases and announcements. A key piece for candidates is all names are confidential until the three finalists are chosen. The recommendation is to bring six candidates to the board for them to choose their top three at the February 24, 2025 executive session to be interviewed at the March 10, 2025 executive session.

8. Categories for Interview Questions

Doug and Heidi will send a link to the board to look at survey questions and categories. They will then look at results and match criteria to the firm’s library bank of tried and true questions that best reflect what is important to the board.

9. Suggestions and Comments from Visitors *Board Chair*

None.

10. Action Item(s) if Needed

No action items were needed

11. Adjournment *Board Chair*

With no further business brought forward for the good of the order, the meeting adjourned at 6:59 pm.

Patrick Gregg, Board Chair

Kevin Headings, Superintendent

Ronda Thornburg, Executive Secretary

Date