

Three Rivers School District Board of Directors met for a work session, Tuesday, February 4, 2014 at the District Administrative Office, 8550 New Hope Road, Grants Pass, Josephine County, Oregon at 5:00 p.m.

PRESENT: Ron Crume, Chairperson of the Board, Zone IV
Kate Dwyer, Member of the Board, Zone I
Danny York, Member of the Board, Zone II
Ron Lengwin, Vice-Chair of the Board, Zone V
Patricia Adams, Superintendent-Clerk
Debbie Breckner, Director of Human Resources and Athletics
David Marshall, Director of Support Services
Dave Valenzuela, Director of K-12 Education and Technology
Stephanie Allen-Hart, Director of Student Services

PRESENT

ABSENT: Kara Olmo, Member of the Board, Zone III

Also Present: Debbie Yerby, Jamie Ongman/Hidden Valley HS Assistant
Principal, Kevin Marr, Jacki Halcomb, Kari O'Brien, Cindy
Drought/OSEA Field Rep and Shelly Quick/Recording
Secretary.

ALSO PRESENT

Board Chair Ron Crume called the meeting to order at 5:04 PM and led the audience in the Pledge of Allegiance. He then announced the agenda would be changed and item 'E—Reaffirmation of Upholding the Law' would be moved to the top.

CALL TO ORDER

Board Chair Crume stated that due to some accusations that were made to members of the board at a previous meeting and some words that were put into people's mouths he thought it would be good to take this time as a board to reaffirm their commitment to upholding the laws of the State of Oregon and the Constitution of the United States. He then made a motion that this board would commit to upholding the laws of the State of Oregon and the Constitution of the United States of America. Member Lengwin seconded the motion and the motion passed unanimously.

REAFFIRMATION OF UPHOLDING THE LAW

Board Chair Ron Crume presented the Consent Agenda. All items on the Consent Agenda may be approved by a single motion unless a member of the Board or the Superintendent requests that an item or items be removed and voted upon separately. Member Lengwin made a motion to approve the Consent Agenda. Member Dwyer seconded and the motion passed unanimously.

CONSENT AGENDA

Board Chair Crume introduced Greg McKenzie who will be conducting the superintendent search. Mr. McKenzie reported that earlier in the afternoon they met together as a planning group (Board Chair Crume, Member Dwyer, Board Secretary Shelly Quick and Greg McKenzie) to talk about the superintendent search. He presented a draft calendar for the board's review. The calendar included a plan to spend two days talking to staff, community and students to get input about what their expectations are, along with qualities and qualifications. At the same time they will have an online survey available to provide input. Once all of the information is collected from the meetings and survey he will bring the information back to the board in a report. He will then ask the board to provide guidance about what they would like

SUPERINTENDENT SEARCH

SUPERINTENDENT
SEARCH (CONTINUED)

to see. They were asked to go online and do the survey so he has expectations from each individual board member. From the report and the board's approval of qualifications they develop the literature: brochures, postings, notice of vacancy, etc. That information would come to the board on March 4th. He will then post the job and have the Notice of Vacancy filed. In order for the board to go into executive session to look at applications three things need to happen: 1) the vacancy needs to be posted; 2) need to have regular hiring practices; 3) give the community a chance to comment on the qualifications and expectations. He has unofficially started advertising and has been contacted by many people. He plans to leave the application period open for about three weeks. He would come back to the board with the applications on April 3rd. We would likely move the work session scheduled for April 1st to April 3rd. At the April 3rd meeting he would present the applications and instructions on how to review them. They will be asked to set up a screening committee to assist with reviewing the applications. The composition of the screening committee should be a cross-section of the district's stakeholders: administrators, classified, certified and community members. A total of about 15-20 people. All of the groups would be here at the same time, trained, and start screening on April 3rd. They like to then leave the screening period open for several days to provide an opportunity for people to come in on their own to do the individual application reviews. Greg McKenzie explained that executive session and confidentiality is absolutely sacred with regards to the applications. People have applied, they have asked him to confidentially treat their information; they haven't necessarily told their staffs or communities that they are looking for a job and to prematurely expose them could be very damaging to their careers. On April 7th he would come back to the board and debrief and share what everybody has selected as their choices and select candidates to interview. From April 7th on the calendar becomes more flexible as you have candidates schedules to work with as well. The target is to finish by May 6th.

Board Chair Crume asked if the board was okay worth moving the April 1 work session to April 3, and the board agreed. Member York asked when the online survey would be available during this process? Mr. McKenzie responded the survey would be open a few days before they come into the district, and then while they are here let people know and keep it open a week or ten days after so people can continue to go online. There will be a link on the district website, and Shelly Quick will also send the link out via an all staff email. The information will go back to him—not the district. The survey can also be made available in Spanish if needed.

Greg McKenzie requested that Board Chair Crume obtain approval of the calendar by the board so he can move forward. Mr. Crume asked that Greg McKenzie explain the fees so that can be wrapped up into one motion. Mr. McKenzie explained the anticipated expenses and authorization to spend up to a certain amount for advertising costs. He went through a list publications and websites where they would like to post the position. He requested approval for up to \$1,000.

Member Lengwin asked the average cost for a superintendent search. Mr. McKenzie responded that it can depend on where the candidates are because when you get down to the finalists the district might be paying for them to come to the district to be interviewed. They are also likely to be sending board members to do some reference checking and site visits to their districts. Typically, using Rogue River as an example, they spend around \$3,000 in expenses and \$9,750. The total budget should be around \$15,000.

Board Chair Crume made a motion to approve the calendar as presented, advertising up to \$1,000 and the superintendent position to be declared vacant on July 1, 2014. Ron Lengwin seconded and the motion passed unanimously.

Superintendent Adams stated the district has received one application for a budget committee opening; there are currently two openings. The application is from Jacki Halcomb, her occupation is a financial advisor. Ron Crume had an opportunity to speak with her. He shared that they had a good conversation and asked that Ms. Halcomb introduce herself to the rest of the board. Ms. Halcomb stated she has been in the financial industry for about eleven years, has children that went through the district and is aware of some of the district challenges and would like to serve in a capacity to help.

BUDGET COMMITTEE
OPENINGS

Member York made a motion to appoint Jacki Halcomb as a Budget Committee member. Member Dwyer seconded and the motion passed unanimously.

Human Resource Director Debbie Breckner provided the board with information on how the contract renewal and extension process works, which will take place in March. She began with providing demographic information. The district currently has: 24 administrators, 8 Confidential, 211 Licensed and 327 Classified for a total of 570 employees. In addition there are 284 coaches and 207 substitute employees. When hiring, the district has a clear hiring process based on job standards. Evaluation of staff is much the same—there must be standards that are tied to job descriptions, standards of performance that are known to staff, and consistency in evaluations. The board does not evaluate staff. That is done by licensed administrators. The superintendent evaluates the administrative staff. Denying someone's ability to obtain employment or promotional employment is a serious matter. Taking away someone's employment is also a serious matter.

OVERVIEW OF
CONTRACT RENEWAL
& EXTENSION
PROCESS

Ms. Breckner then explained the difference between misconduct and performance. *Misconduct* is generally characterized as the mismanagement of government responsibilities; intentional wrong-doing—specifically of policy law, administrative directive or improper behavior. Both contracts (licensed and classified) have 'just cause' clauses. Progressive discipline is also in both contracts. *Performance* is characterized as skill and ability to do the work. The work is defined and identified on someone's job description. She described how performance issues are addressed and the district's use of a plan of improvement/assistance.

Evaluation standards were adopted by the board last June and those are the standards that administrators utilize to determine whether folks are meeting those standards. The performance is tied to contract non-renewal and non-extension process for licensed and administrative staff.

Licensed staff are evaluated on 37 different standards in eleven different areas. The State of Oregon requires all districts to evaluate licensed staff according to the InTASC standards (Interstate Teacher Assessment and Support Consortium). During the year, each of the 211 teachers has six classroom observations every year. This year alone they will do 1302 classroom observations which are completed by the administrative staff. Ms. Breckner observes every probationary teacher each year. She does roughly 3% of the classroom observations so that she is prepared to make recommendations to the superintendent and keep in touch with what is going on in the classrooms.

Administrators are evaluated on 29 different standards in six areas and their standards are tied to the ISLLC Standards (Interstate School Leader's Licensure Consortium).

The performance levels in the district for teachers and administrators include: Highly Effective and Effective (exceptional and regular performance objectives); Improvement Necessary (identifies areas of performance that need attention or additional direction and guidance); Does Not Meet Standard (Plan of Improvement or more help provided).

Her concern as a Human Resource Director, and one of the things they are working on as

OVERVIEW OF
CONTRACT RENEWAL &
EXTENSION PROCESS
(CONTINUED)

a group of administrators is the consistency between drawing a line between effective and ineffective. The current administrative staff is spending time working to calibrate so that it doesn't matter which administrator observes or evaluates a staff member, they are all looking for the exact same thing.

ORS 342.850 is the evaluation statute that the district and board need to comply with. The district and school board shall develop an evaluation process in consultation with administrators and teachers. If the districts teachers are represented by a local bargaining organization, the board shall consult with teachers belonging to and appointed by the local bargaining organization. The same statute states that the district school board shall implement the evaluation process that includes:

- ◆ The establishment of job descriptions and performance standards which include but are not limited to items included in the job description;
- ◆ A pre-evaluation interview which includes but is not limited to the establishment of performance goals for the teacher based on the job description and performance standards;
- ◆ An evaluation based on written criteria which include the performance goals;
- ◆ A post evaluation interview which the results of the evaluation are discussed with the teacher.

Ms. Breckner then outlined the sequence and process of the contract timeline for probationary licensed staff, contract timeline for contract licensed staff, contract timeline for probationary administrators and the contract timeline for contract administrators. The March 15 deadline is important because if we don't provide written notice to staff that they are not being renewed or not being extended by March 15, and they are a third year probationary person, they begin contract status on March 16.

Member Dwyer asked in what ways does our practice differ from other districts? Ms. Breckner responded 1) the observations being done by the HR Director is very different; 2) our hiring practice is different than any other district. Our district has an extra step at the end of the hiring process when the board members are notified of a final selection. That is not done anywhere else that she is familiar with.

Superintendent Adams stated that Director Breckner did an excellent job of presenting this process. Prior to March she and Debbie will get together with the principals to ensure there are no mistakes. The law with personnel is pretty clear and you cannot make mistakes in the hiring or dismissal of staff. Ms. Adams added that in response to the question of what is different here—this district really has its processes down for performance in the classroom. There are many opportunities for staff development and opportunities to grow.

ADJOURN

Adjourn at 7:30 PM

Ron Crume
Chairperson of the Board

Patricia Adams
Superintendent-Clerk