

Neah-Kah-Nie School District 56  
Special Board Meeting with an Executive Session  
Screening Committee Training  
January 23, 2023  
Neah-Kah-Nie School District Board Room and Virtual  
6:00 p.m.

**PRESENT**

**Board Members**

Sandy Tyrer, Chairman  
Kari Fleisher, Vice Chair  
Carol Mahoney  
Michele Aeder  
Landon Myers  
Rena Scalabrin  
Mike Wantland

**Screening Committee**

Carol Richmond	Pat Ryan
Cynthia Grelck	Kristin Coyle
Jamie Nugent	Amanda Cavitt
Margaret Whiting	Meagan Mower
Lori Dilbeck	Kathy Kammerer
Kathie Sellars	

**Call to Order**

Chairman Tyrer called the meeting to order at 6:00 p.m. Ms. Tyrer welcomed the screening committee members. All present stood for the flag salute.

Ms. Tyrer introduced Vince Adams our search consultant from Oregon School Board Association. Mr. Adams stated that hiring the superintendent is one of the most important work the Board does.

Mr. Adams thanked everyone for coming tonight. Mr. Adams had everyone go around the room and introduce themselves. Mr. Adams asked people to pair up with 2-3 people and share what they would like to see in the next superintendent and what they hoped for this group.

Some of the responses were A Visionary leader, someone who will come in and learn the culture and funding sources, who wants to come here and live and be in our communities. Someone who will allow our district to flourish, who will validate our teachers and students, be a great communicator and an active listener; be present in the schools and be the face of Neah-Kah-Nie in the community. Someone who fits well with students and staff, and wants to be involved at each of the schools.

Mr. Adams asked people to pair up with another person and identify three things that you have in common and three differences. Some groups shared out.

Mr. Adams reviewed the training packet, beginning with the vacancy announcement which was distributed to over 55,000 entities. He shared the professional qualities that the Board and the community identified. The screening committee will be rating the candidates on their strengths and weaknesses. Mr. Adams gave the group his personal cell number and encouraged people to call him. He reviewed the search calendar, the next meeting will be on February 6. Screening will open up on January 24.

**Confidentiality**

Mr. Adams reviewed the confidentiality agreement. The human resources process is a confidential process. This is a closed process. All documents will be available to the committee online. He instructed the committee not to download or print applicant materials. Do not talk about this process outside of this meeting. Don't discuss this process if you know an applicant. If you have a candidate reach out to you let Mr. Adams know. He asked the committee to turn in their confidentiality agreements. Access to Revelus will not be available to a committee member until they have signed and submitted their confidentiality agreement. He provided a hand out on other Do's and Don'ts for people to review on their own. The purpose of this process is to find the very best candidate.

### **Bias Awareness**

Mr. Adams reviewed and explained the difference between implicit and explicit bias and cautioned the group not to rule out any candidate because of a preconceived idea or circumstance. He also asked the group to not rank candidates against each other. He discussed how to fairly screen a candidate who is known to the committee. He instructed the group to go back to the application and the qualities and qualifications (Q&Q) that were set by the board, staff and communities. Read every application carefully, and keep an open mind. Look for candidates who match the established Q&Q's.

### **Application Materials**

- ◆ Look for patterns of increasing responsibility in education
- ◆ Letters of interest: How informed are they about the district, brief explanation of their work experience, accomplishments
- ◆ Tone and grammar of their letter. Read the letters carefully.

The board took a five-minute break.

### **Suspend Public Session to Convene Executive Session**

Ms. Tyrer suspended the Special Board meeting at 7:42 p.m.

### **Executive Session, ORS 192.660(2)(a) To Consider the Employment of a Public Officer**

Ms. Tyrer called executive session to order at 7:42 p.m. pursuant to ORS 192.660(2)(a)

Mr. Adams showed the screening committee the list of candidates and reviewed Revelus with the group.

### **Adjourn Executive Session**

Ms. Tyrer adjourned executive session at 7:56 p.m.

### **Reconvene Public Session**

Ms. Tyrer reconvened public session at 7:56 p.m.

Mr. Adams mentioned the checklist for contract parameters; it will also need to go through legal review. Ms. Tyrer stated that she is already working on this.

Mr. Adams thanked the screening committee for being here tonight and asked if there were any questions. There were none.

### **Adjourn**

Chairman Tyrer adjourned the meeting at 7:59 p.m.