

The Port Orford-Langlois School Board met in a Work Session on November 2, 2022 at 5:30 pm. The Board met in person at the Pacific High School Library, 45525 Highway 101, Sixes Oregon. The meeting was also accessible online via "Zoom". Board members present in person were Judy Miles and Phyllis Johns. Board members present on-line were Julie Ells, Eddie Kessler and Bob Brown. Staff present in person were Technology Director Jered Rush, and Stephanie Smith, Administrative Assistant. Staff member present on-line was Business Manager Amanda Steimonts.

## 1.0 CALL TO ORDER/INTRODUCTIONS

### 1.1 Pledge of Allegiance

Chair Judy Miles called the session to order at 5:30 pm.

## 2.0 NEW BUSINESS

### 2.1 Superintendent Recruitment 2023-2024

Board Chair Judy Miles introduced Oregon School Board Association (OSBA) representative Steve Kelly, who is leading the district's superintendent search. Steve was present via Zoom, on-line. Steve asked each board member to introduce themselves.

A proposed executive search calendar was distributed and discussed. Steve explained there are three required steps to get the recruitment in process.

1) Declare a vacancy, which was done at the October 17, 2022 District 2CJ board meeting. The vacancy was determined to be a .60 percent time position.

2) Adopt the search process and proposed timeline at a board meeting. Discussion: Bob Brown was concerned a part-time vacancy would not attract as many candidates as a full-time vacancy. Judy Miles explained the position structure had been discussed at the last 4 board meetings and the part-time position had been voted on. Steve Kelly stated it was not necessary to wait for the next board meeting to vote on the proposed timeline. A copy of the timeline is attached to the minutes.

Bob Brown moved to approve the executive search timeline and process as presented. Julie Ells seconded the motion. All five board members voted in favor. Motion passed.

3) Create a list of qualities and qualifications. These will need board approval and should be open for public comment. An on-line survey will be distributed by OSBA, per the district's discretion, to staff and the community. This process will help create a "lens" through which applications will be reviewed and interviews conducted. The next board meeting is November 14, which is too soon to compile the survey results and discuss qualifications.

A special board meeting will be held November 21 at 5:30 pm to discuss survey results, and compile and adopt superintendent qualifications and qualities. Public comment will be allowed. At that time, potential application screening committee members will be identified and training will be scheduled. Committee membership will be finalized at the

the December board meeting. The superintendent vacancy listing will go out December 1 and run for about 8 weeks.

Steve Kelly noted the screening committee is advisory only; that the board retains the right to approve who gets interviewed, and ultimately who is hired. The committee should be comprised of 10-15 people, the majority of whom should be staff. The board was cautioned to appoint committee members who have the ability to retain confidentiality. They will be given access to a great deal of information and must be trustworthy. Steve encouraged board members to contact him at any time with questions.

### 3.0 ADJOURNMENT

Julie Ells moved and Phyllis Johns seconded to adjourn the meeting. The meeting was adjourned at 6:13 pm.

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Judy Miles  
Board Chairman

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Steve Perkins  
Superintendent/Clerk