

MINUTES
Pendleton School District 16R Board of Directors
SPECIAL SESSION

December 12, 2024

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

Present

- Patrick Gregg, Chair
- Beth Harrison, Vice-Chair
- Ryan Lehnert
- Jill Pace
- Preston Eagleheart
- Mason Murphy (virtual)
- Anne Keeler
- Ronda Thornburg, Executive Secretary

Absent:

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.

Chair Gregg introduced McPherson & Jacobson consultants Heidi Sipe and Doug Nelson. They each gave a brief background of themselves and thanked the board for putting their trust in them.

2. Superintendent Search Timeline

McPherson & Jacobson will start advertising the week of December 16, 2024, by putting out the position description on the Oregon School Board Association, the Coalition of School Administrators, the Washington Association of School Administrators, on McPherson & Jacobson website and social media, and in January 2025, will post on the American Association of School Administrators for \$400 for 30 days, to cast as broad of a net as possible nationwide. This is a standard recommendation.

A draft timeline was reviewed that included advertising for the position, stakeholder group meetings, board meetings, closing date for applications, interviews, and selection of a new superintendent.

Doug and Heidi propose coming in person to Pendleton for a full day of meetings with stakeholder groups consisting of district office staff, administrations, classified employees, student leaders at the high school level, certified staff, and parent and community members. Consultants will ask each group four questions, take good notes, and report back to the board. After the stakeholder meetings, an online survey will be available, and a bound copy of the results will be provided to the board. The goal is to present six highly qualified candidates for the board to whittle down to three.

Chair Gregg entertained a motion to approve the calendar as amended and discussed at today's meeting. Director Harrison so moved. Motion carried unanimously.

3. **Job Description and Salary**

Working off a preliminary position description, the consultants and board discussed at length and worked on qualifications, education, and experience requirements to advertise the next superintendent’s job opening.

Chair Gregg entertained a motion to approve the description with the caveat to incorporate the wordsmithing following discussion. Director Murphy so moved. Director Harrison seconded. Motion carried unanimously.

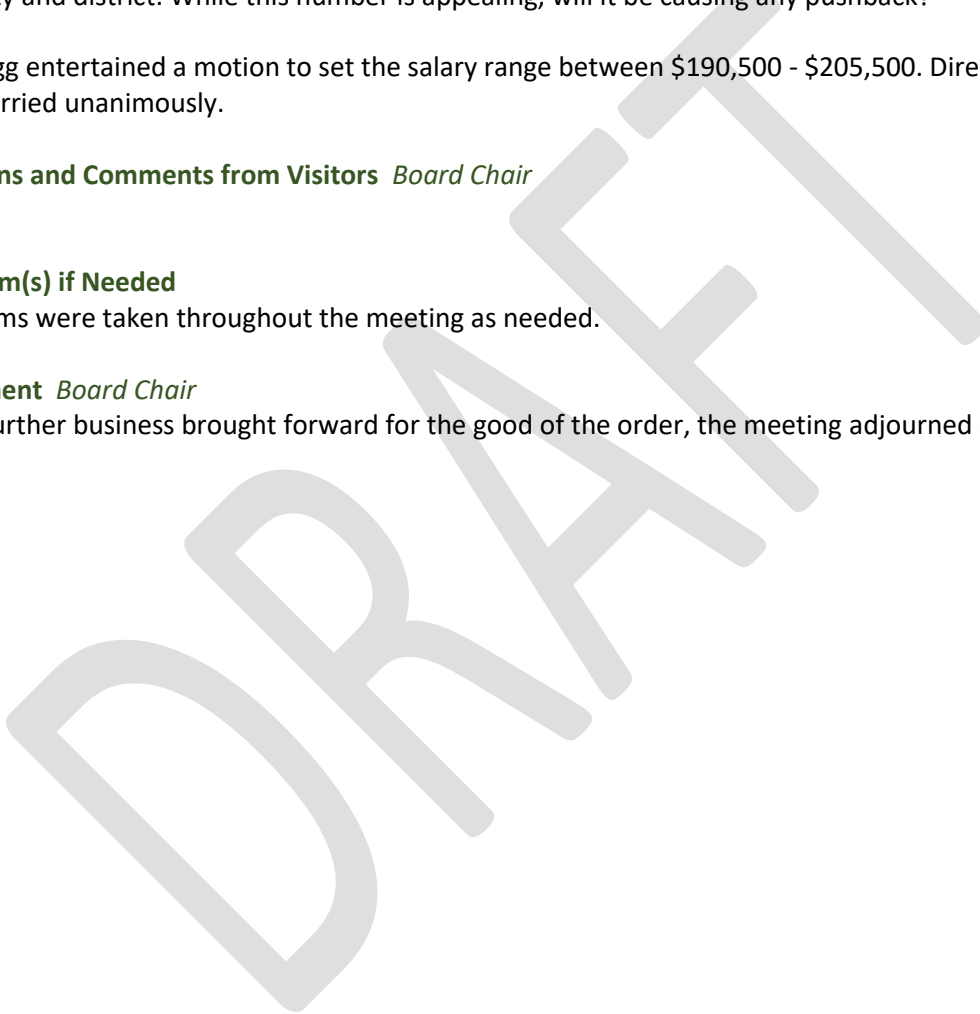
The board was presented with a contract analysis of the 2024-2025 Superintendent Contract Salary and Benefits Comparisons by RS2 Education Consultants. The comparison utilizes the ten Oregon school districts closest in size to Pendleton. The consultants recommend a salary range of \$187,000 - \$197,000 to be competitive. It is noted that many of the districts compared to Pendleton are on the west side of Oregon. After discussion, the board collectively wants to raise the range to \$190,500 - \$205,500. Doug asked if \$200,000 would raise any red flags or alarms in the community and district. While this number is appealing, will it be causing any pushback?

Chair Gregg entertained a motion to set the salary range between \$190,500 - \$205,500. Director Keeler seconded. Motion carried unanimously.

4. **Suggestions and Comments from Visitors** *Board Chair*
None.

5. **Action Item(s) if Needed**
Action items were taken throughout the meeting as needed.

6. **Adjournment** *Board Chair*
With no further business brought forward for the good of the order, the meeting adjourned at 6:47 pm.



Patrick Gregg, Board Chair

Kevin Headings, Superintendent

Ronda Thornburg, Executive Secretary

Date