

Special Board Work Session Meeting #2

Thursday, May 7, 2020 5:00 PM

Sheridan School District Office, 435 South Bridge St, Sheridan, OR 97378

1. **PLEDGE OF ALLEGIANCE**

2. **ROLL CALL**

3. **EXECUTIVE SESSION**

A. ***ORS192.660 (2) (a)**: To consider the employment of a public officer, employee staff member or individual agent.

4. **PRESENTATION**

Presenter: Steve Kelley

A. Sheridan/OSBA Superintendent Search Committee Mtg

Presenter: Steve Kelley

1. Develop Interview Schedule

2. Develop Interview Questions

3. Conduct General Interview Training

4. Conduct Internet background check training

5. Discuss Travel compensation for first and/or second interviews

6. Discuss Contract Parameters

7. Search Calendar

5. **NEXT SPECIAL MEETING DATE: Thursday, May ?, 2020 at ?:00 P.M.**

6. **ADJOURNMENT**

Sheridan Superintendent Search

Candidate Name _____

Name of Evaluator _____

Date _____

1. Briefly walk us through your work history (as per your resume) and describe how this position fits in with your career path. Please include any unusual transitions or situations that you may have had and why.
2. Why are you interested in working for this district? What first interested you about this position?
3. Tell us about your role in promoting student achievement? What specific activities have you guided or fostered to motivate staff and improve student performance. How do you see data driven decision making fit into the equation?
4. Tell us your experience related to Special Education, Charter Schools and Federal Programs.
5. What is your knowledge of the Oregon Student Success Act (SSA) and the corresponding Student Investment Account (SIA)?
6. Tell us about your experience seeking grants for the district?
7. How have you dealt with a consistently underperforming teacher/staff member?
8. How do you describe your style of leadership? Can you illustrate your style with a concrete example?
9. Describe how to build trust and collaboration within a district. Please give a specific situation/example from your previous work experience. Describe the action(s) you took and the result. How did you know you were successful?
10. Describe your experiences with building or remodeling facilities. Construction bonds?
11. What would you do to promote and expect a school-based climate of tolerance, acceptance and civility?
12. Describe how you have developed, implemented, promoted and monitored continuous improvement processes. Please give specific examples from your previous work experience. How did you evaluate your success?
13. How would you evaluate the instructional program? How would you report the results of instructional assessments to the board? What would you do with the results?
14. As we conduct our reference checking, how will others describe you and your strengths and weaknesses? Please include any professional "skeletons" that we may find in the closet.
15. Do you have any questions for us?

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Optional/Additional Questions?

- A. Describe how you would work with local legislators to explain our financial needs and lobby for district funding. Describe how you would help the board be involved in the lobbying process.

- B. How would you keep the board informed about what is happening in the district?
- C. Describe how to involve the community in the schools. What about the business community?
- D. What role do you see technology playing in the management of the district?
- E. Describe how you would involve others in planning the curriculum and instructional program.
- F. Describe the role of the chief executive officer and the board in the hiring of personnel.
- G. Describe how you develop a strong support services staff (food services, transportation, secretaries, aides, maintenance, etc.).
- H. Describe your successful experiences with collective bargaining. Unsuccessful experiences?
- I. Describe how classified bargaining might differ from licensed bargaining.



INTERNET CHECK (including social media) DO'S AND DON'TS

DO'S:

- Do** keep an open mind.
- Do** ask yourself is the information reliable? (Consider the source)
- Do** try to verify information from multiple sources if possible.
- Do** ask yourself is the information relevant to the applicant's potential role as superintendent?
- Do** be aware some information you learn may be protected-class information and cannot be considered when making hiring decisions.
- Do** keep all your written notes.

DON'TS:

Don't make any hiring decisions based on any of the below criteria, that is discrimination.

Age	National or Ethnic Origin
Economic status	Physical Disability
Familial status	Pregnancy
Gender	Race
Gender Identity	Religion
Marital Status	Sexual Orientation
Mental Disability	Veterans' status (except when applying veterans' preference)

- Don't** believe everything you read on the internet.
- Don't** assume that third party information is accurate.
- Don't** accept negative information at complete face value; use it to either validate or invalidate the information.
- Don't** automatically disqualify a candidate based on one seemingly bad piece of information.

HELPFUL TIPS

- *Take notes regarding the red flags you find.*
- *If you have a concern about an applicant based on something you read on the internet, ask the applicant about it (in an interview) before making any final decisions about the information.*
- *Not every candidate will have an online presence, that is not necessarily a bad sign.*
- *When in doubt- call us!*

Sheridan SD

Superintendent Search Calendar – APPROVED

DATE	BOARD	CONSULTANT
March 18*	<ul style="list-style-type: none"> • Declare vacancy • Vote to hire OSBA to facilitate search process • Approve executive search process calendar • Discuss and adopt desired qualities and qualifications • Set dates, times and location of screening committee training • Identify potential screening committee members • Discuss salary comparison and set salary range <p><i>Regular public meeting</i></p>	<ul style="list-style-type: none"> • Facilitate board approval of search calendar • Present public input report to board
March 19		<ul style="list-style-type: none"> • Develop professional recruiting electronic flyer • Develop notice of vacancy • Advertise position
March 20		<ul style="list-style-type: none"> • Begin accepting applications
April 15	<ul style="list-style-type: none"> • Select screening committee members <p><i>Regular public meeting</i></p>	
March 20 – April 26	Five Weeks	<ul style="list-style-type: none"> • Receive applications • Recruit candidates respond to inquiries
April 26		<ul style="list-style-type: none"> • Applications close • Review all applicant submissions; prepare for screening
April 30* 6:00 pm	<ul style="list-style-type: none"> • Attend screening committee training • Screen applications and submit rankings <p><i>Special public meeting/executive session</i></p>	<ul style="list-style-type: none"> • Train screening committee on screening process, tools and timeline
May 7* 5:00 pm	<ul style="list-style-type: none"> • Select candidates to interview • Develop interview schedule • Develop interview questions • Establish contract parameters • Board conducts internet searches <p><i>Special public meeting/executive session</i></p>	<ul style="list-style-type: none"> • Present screening committee recommendations to the board; facilitate selection of candidates to interview • Train board on interview and reference check processes • Provide interview questions for review and facilitate consensus on interview questions • Schedule initial interviews with candidates
May 14-17*	<ul style="list-style-type: none"> • Conduct interviews 	<ul style="list-style-type: none"> • Attend last interview and facilitate

Sheridan SD

Superintendent Search Calendar – APPROVED

	<ul style="list-style-type: none"> • Select finalists <i>Special public meeting/executive session</i> 	<ul style="list-style-type: none"> selection of finalists • Train board on conducting in-depth reference checks and site visits
May 18 - 25	<ul style="list-style-type: none"> • Conduct in-depth reference checks and site visits 	<ul style="list-style-type: none"> • Schedule finalists' interviews • Assist with reference checking • Verify licensure of finalists
May 26-27*	<ul style="list-style-type: none"> • Hold finalist forum • Conduct final interviews <i>Special public meeting/Executive session</i> 	<ul style="list-style-type: none"> • Develop finalist forum schedule, if needed • Attend final interview and facilitate consensus on "first choice" candidate
May 28 – June 2	<ul style="list-style-type: none"> • Negotiate contract with "first choice" candidate 	
June 3	<ul style="list-style-type: none"> • Vote to hire candidate in open public meeting • Announce selection <i>Special public meeting</i> 	<ul style="list-style-type: none"> • Develop press release, if needed
Before July 1	<ul style="list-style-type: none"> • Create transition plan for new superintendent and board 	<ul style="list-style-type: none"> • Meets with the new superintendent & board to create transition plan
July 1 ????	<ul style="list-style-type: none"> • New executive begins (Possible start date after July 1) 	
After July 1	<ul style="list-style-type: none"> • COSA mentoring program provided to the new superintendent 	<ul style="list-style-type: none"> Acts as a liaison between school district/superintendent and COSA as needed. OSBA provides part of the content for this mentoring program.

*Consultant is on-site.