

**MINUTES**

Work Session of the

**BOARD OF DIRECTORS**  
**Corvallis School District 509J**  
1555 SW 35th Street  
Corvallis, OR

**I. CALL TO ORDER AND ROLL CALL**

Chair Gable called the meeting to order at 7:24 p.m. in the Central Office Board Room, 1555 SW 35<sup>th</sup> Street, Corvallis. Chair Gable dispensed with the calling of the roll and the secretary recorded those present as listed below.

BOARD MEMBERS PRESENT

Cyrel Gable, Chair  
Nell O'Malley, Vice Chair  
Robert Baldwin, Member  
Sara Gelser, Member  
Kari Rieck, Member  
Joan Demarest, Member

STUDENT REPRESENTATIVES PRESENT

Marcus Annis, Crescent Valley High School

EXECUTIVE STAFF PRESENT

Jim Ford, Superintendent

FACILITATOR

Denise Trepanier

BOARD MEMBERS EXCUSED

Bob Johnson, Member

A quorum was present and due notice had been published.

Director Gable announced that formal adoption of the "Superintendent Search Process, 3-5 Year Context: Key Themes" and "Criteria for Next Superintendent" documents would occur at the next Board meeting. Board members had received a packet of written responses to drafts of these documents from a parent focus group, Key Communicators, an open community forum, website respondents, District Leadership Team, District non-represented staff, Corvallis Education Association and the Oregon School Employees Association members in the District. The draft documents were discussed and refined at this meeting as described below.

**II. REFINE "3-5 YEAR CONTEXT: KEY THEMES"**

The Board discussed responses to the "3-5 Year Context: Key Themes" document. (See Supplemental Item #IV-11 in the Official 2004-05 Board minutes.) Board members offered what they heard said from openly solicited responses (see above) and then what

they personally would see as missing and most important in the document. They included items unique to Corvallis.

### **III. BEGIN REFINING “CRITERIA FOR NEXT SUPERINTENDENT”**

The Board used the same process as described above in “Refine 3-5 Year Context: Key Themes” to refine the “Criteria for Next Superintendent” document, contributing openly solicited responses as well as their own. (See Supplemental Item #IV-11 in the Official 2004-05 Board minutes.)

The Board began to prioritize their listings in each criteria category of “Character,” “Capabilities,” and “Collaboration” when Chair Gable chose to have the Board address the next topic “Review Superintendent’s Compensation Range,” returning to this topic at its conclusion.

### **IV. REVIEW SUPERINTENDENT’S COMPENSATION RANGE**

Chair Gable refreshed the Board’s memory of the chart pack created at the Fall Retreat, September 9, 2004 around this topic.

Business Services Director Kathy Rodeman distributed spreadsheet information regarding superintendent compensation at other school districts in Oregon to get a competitive grasp on what is being offered elsewhere. (See Supplemental Item #VII-2 in the Official 2004-05 Board minutes.) She did a nationwide search and then what districts have paid superintendents hired in Oregon in the last two years. The information indicated that the District’s current suggestion of \$130,000 was on target.

Directors discussed naming a hiring range as a percentage above or below the suggested \$130,000 figure (3-5%), that adjustments to the non-represented employees would not necessarily mean the same for the superintendent and vice versa, that the figure being discussed was a *hiring* range, that a total compensation amount could be agreed upon but what the package contained (i.e. salary, car allowance, cell phone coverage, etc.) could be personalized, and that longevity compensation packages could be included.

Chair Gable stated the topic would be on the next meeting’s agenda for approval.

The Board returned to discussion of the “Criteria For Next Superintendent.”

### **V. COMPLETE REFINING OF “CRITERIA FOR NEXT SUPERINTENDENT”**

The Board narrowed their criteria choices to two in each category (character, capabilities, and collaboration) that the superintendent must have and one that would be nice to have.

They desired to slightly change the document wording to better reflect diversity, things beyond District control, givens, and situations unique to Corvallis. Chair Gable, Director Gelser, and facilitator Trepanier will produce the final document.

The identified most desired characteristics from the document were:

Character

- A.1. Positive outlook and a “can-do” attitude even in the face of shrinking funding and other challenges
- A.2. Openness and honesty with administration, staff, Board and the public, district is open about its mistakes
- A.10. Courage: Ability to take a stand and make tough choices (stands alone, embraces and doesn’t personalize conflict, clarity, honest, admits mistakes, ability to take the road not taken)

Capabilities

- B.4. Demonstrated ability in community development, communications and bringing diverse people together into collaborative relationships
- B.8. Ability to leverage resources in innovative and non-traditional ways
- B.10. Adjust leadership style as necessary to situation (in knowing when to use collaboration and when to use top-down strategies)

Collaboration

- C.2. Inspires and builds trust with diverse stakeholders
- C.3. Builds relationships and networks of diverse interest groups to make things happen
- C. 9. Wants to work collaboratively with the Board, values the Board and turns to the Board for direction and use as a sounding Board

**VI. FINALIZE NEXT STEPS IN SUPERINTENDENT SEARCH PROCESS FOR OCTOBER 11 & 25 MEETINGS**

Chair Gable reviewed the next steps in the superintendent search process:

October 11, 2004 Regular Board meeting

- Take additional related community input and formally adopt the “3-5 Year Context: Key Themes” and “Criteria For Next Superintendent” in open session
- Hear second reading of Policy CBA – Qualifications and Duties of the Superintendent for possible revision
- Finalize “Emerging Issues” list, setting 2004-05 priorities

October 25, 2004 Work Session

- Given the approved “3-5 Year Context: Key Themes” and “Criteria For Next Superintendent,” discuss whether to consider internal candidates or to hire a search firm to conduct an open formal search process

**VII. ADJOURN**

Being no further business, Chair Gable adjourned the meeting at 9:24 p.m.

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Cyrel Gable, Chair

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Jim Ford, Superintendent

Prepared by: Jolene Shute

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