

Alsea School District 7J

"Alsea School and Community share Responsibility for Creating a Safe Learning Environment where Performance and Behavior Reflect High Expectations"

**Workshop School Board Meeting
Alsea School Library
Thursday, April 12, 2022, 6:00 PM**

MINUTES

Board Members in Attendance: Ron Koetz, Jeff Davis Linda Montanez, Deb Lindberg, Risteen Follett

1. Call Meeting to Order 6:00pm
2. Pledge of Allegiance
3. Approval of Agenda
Risteen Follett Motion to approve the Agenda; Linda Montanez seconded, All in favor,
Passed unanimously
4. Sean Gallagher introduced Vincent Adams from OSBA. He is here to walk us through the board learn the procedures to replace our board members that have been recalled. Sean Gallagher plans to have Vincent Adams back later to help the board with procedures. Once we appoint new members it will be good to have him here to help train new board members as well as existing members. herself, there were no other nominations.
5. Workshop Discussion:
 - a. Vincent talked a little about what he would like work with the board with. Everyone introduced themselves and gave a little bit about what they want.

Determine Board/District needs

What qualities and qualifications do you currently have on the board?

- Technology
- Business owner
- Old fashioned
- Different perspectives
- Deep understanding of the community
 - b. Rule follower
- Strong in policy work
- Deep sense of responsibility
- Farmer
- Government experience

- Kids in or attended district
- Remember when the community felt like family
- Know the history of the community

What qualities and qualifications do you need on the board?

- Education finance
- Legal background
- Election experience
- Love for kiddos
- Willingness to work as a team
- Desire to help kids that struggle
- Innovative creative
- Able to put personal agenda aside
- Committed to the longevity and vitality of the school
- Willing to be a positive role model
- Able to build a connection with staff
- Willing to really do the work of the board

Applications

What information needs to be in the application materials?

- References? The board chose not to include references.
- Letter of intent
- Questions for applicants:
 - What are the three biggest challenges for the district?
 - What skills would you bring to the board?
 - What would be your top three goals?
 - Why do you want to be on the board?
 - How would you work on the board to address those challenges?
 - What is the role of the school board?
 - Anything else you would like to share?

How will individuals find out about the vacancy?

- District website
- Social media
- pdf download
- Flyers
- Single point of application (dist. website)
- Announce at board meeting

- Marquis/Reader board
- Make sure all the information is accurate
- Newspaper
- Promotional materials point back to dist. Website

When would the board like to fill the positions?

- ASAP
- In by May 6
- For May 12 Meeting

Reviewing/Appointing Candidates

How will the board review application materials?

- Shirley will distribute copies
- Read over the weekend

Will the board conduct interviews? How should that go?

- Applicants will need to know about the May 12 meeting
- Interview questions:
 - What is the Alsea SD's biggest challenge, and how would you work on the board to address it?
 - What is the board's relationship with children served by the district?
 - What makes the Alsea SD unique?

How will the board decide on the candidates?

- c. Narrowing using top two vote
- d. Roll call vote meeting in-person

What will be the process for onboarding?

- Meet with the Supt
- Meet with each board member
- Receive boardsmanship manual
- Get a headshot
- Get personal info
- Bio
- Summer Retreat
- Roles & Responsibilities Training (June)

6. FULL PROCESS FOR SELECTING AN INTERIM BOARD MEMBER

Beginning of Process

- Board votes to declare position #6 vacant.
- Signed resignation letter filed with the minutes of the board meeting when the position is declared vacant.
- Board adopts a selection process.

Applications

- Allow about 4 weeks
- Post solicitation for applicants on district's web site and social media pathways.
- Press release to local newspaper once per week through + 4 weeks, commencing as soon after board approval of selection process as publishing timelines allow.
- School Board Information group announcement via community stakeholder email list.
- School newsletters and E-News. Provide text; schools decide whether to use it.
- All publications/postings/communications will identify the position number and refer people to the school district web site for qualifications and the application process.

Minimum Qualifications

- Resident of the District for one year at the time of appointment.
- Qualified voter of the district.
- Not an employee of the district.
- Attend the Board meeting and participate in the selection process.

Letter of Interest

- Name (as it appears on voter registration record).
- Date of birth (for voter verification).
- Home address.
- Email address.
- Telephone number.
- Reason(s) the applicant wants to serve on the board.
- Applicant's qualifications for the position.
- Skills the applicant would bring to the board.
- References (optional; board decides):
 - Names and telephone numbers
 - Two personal
 - One professional/business
- Answers to the following questions:

- Effective board members must engage in a variety of relationships, for example, with the superintendent, staff, other board members, parents, and the community. How do you perceive a board member's relationship with each of these?
- What do you think will be the two most difficult issues facing the school district, and what would you do to address them?
- What is your definition of equity in the school district, and what would you do to improve equity in the district?
- Are you interested in the position only until the end of the interim term (insert term end date) or do you plan to run for election to complete the last two years of the term (if applicable; insert term end date)?

Application Submission

- Mail to <school district address c/o board secretary>.
- Hand deliver to <District> School Board, Attention: <Board Secretary> <District address>.
- Email to <Board Secretary> at <secretary email>.

Deadline

- Application deadline is <insert date +4 weeks> <insert time>
- In order to be considered, applications must include all of the requested information and be received by <insert deadline>.
- Applicants bear sole responsibility for ensuring that their applications are complete and submitted on time.

Review of Application Information

- Allow about 2 weeks for the board to review applications and conduct reference checks (if applicable).
- Board secretary provides un-redacted applications to all board members via private viewer of BoardBook.
- Board secretary obtains verification of voter information for applicants from Benton County Elections.
- Board secretary emails information to qualified applicants:
 - At the <insert date> board meeting, they will respond to any follow-up questions board members may have regarding the responses they submitted to the questions that were part of the application.
 - Failure to attend the <insert date> board meeting or participate in the question and answer session will eliminate them from further consideration.
 - The board meeting is open to the public and the board must interview, deliberate, and vote in public.
 - Come to the meeting prepared to have their photograph taken and their signature notarized.
- Board Members Conduct Reference Checks:

- Calls may commence as soon as an application arrives.
- Responsibility for reference checks is split between board members.
- Board members contact references and ask:
 - Their relationship to the applicant.
 - How long they have known the applicant.
 - Why they support that person's candidacy.
 - What leadership skills/style they feel the applicant would bring to the board.
 - Areas in which they feel the applicant might need support or coaching if appointed.
 - To provide any additional relevant information about the applicant.

Selection Process

- Board members send completed reference checks electronically to board secretary.
- Board secretary distributes completed reference checks to the board.
- Board secretary includes redacted applications and reference checks in <insert first review meeting date> public packet and posts as usual.
- Board candidates are not required to attend the < insert first review meeting date> board meeting.

First Review Meeting <insert date>

- Each Board member names three candidates they would like to interview.
- These are not votes.
- There will be no discussion as to the reasons for choosing the three names.
- Choices are based on the application materials submitted by each applicant as well as the results of the reference checks.
- Chair/Board secretary will tally the results using hash marks.
- Any applicant receiving at least three hash marks will advance to the interview process on <insert second review meeting date>.
- The Board should interview no more than four candidates. If needed to achieve a total of four, anyone who receives two hash marks will advance to the interviews on <insert second review meeting date>.

Second Review Meeting <insert date>

- Board secretary includes redacted applications in public packet and posts as usual.
- Applicants must attend the board meeting.
- Applicants must participate in the selection process.
- Failure to attend and/or participate will eliminate an applicant from further consideration.

- Prior to the meeting, the board secretary will draw names at random to determine the order applicants will speak with the board. That list is provided to applicants when they arrive at the meeting.
- Board secretary reserves seats for all applicants.
- Applicants sit at the presentation table to respond to board member questions.
- Board secretary provides these instructions in writing to candidates upon arrival at the second review meeting.

Screening Process

- The board must deliberate and vote in a public meeting.

First Round

- Candidates wait in a separate room until they are called. When done speaking candidates return to the separate room until all candidates have gone.
- When called by the chair, applicants are given 5 minutes each to share information germane to the position.
- When all candidates have been heard, board members write onto small slips of paper their name and the names of the two applicants they would like to advance in the process.
- Papers are passed to chair, who reads them aloud and the board secretary keeps tally.
- No explanation needed for why those names were chosen.
- The two people with the most hash marks advance in the process.
- If there is a tie, both advance.
- The remaining applicants do not proceed further in the selection process and are welcome to leave or stay for the rest of the meeting.

Second Round

- Remaining candidates wait in a separate room until they are called. When done speaking candidates return to the separate room until all candidates have gone.
- Candidates are called in one at a time and board members ask one question; all candidates are asked the same questions. Candidates have 2 minutes to respond to each question, then depart to a separate room until all candidates have gone.
- Board members write onto small slips of paper their name and the name of the one applicant they would like to advance in the process.
- Papers are passed to the chair, who reads them aloud and the board secretary keeps tally.
 - If there is a tie, the applicants in the tie advance.
 - The remaining applicants do not proceed further in the selection process and are welcome to leave or stay for the rest of the meeting.

Final Board Deliberation and Voting

- The Board Chair opens the floor for final board member discussion regarding why they chose a particular candidate.
 - The board chair calls for a motion to appoint candidate (e.g. "I move that [person's name] be appointed to vacant position #<insert position number> of the <insert district> School District Board of Directors, effective <term start date> through June 30, <insert year>.")
- In The Event A Motion Fails

- Allow discussion about the merits of each applicant to see if any board member is swayed to change their vote.
 - The board could re-evaluate the applicants as far back in the process as desired.
 - The board could re-interview applicants.
 - To be appointed, a candidate must receive a number of votes equal or greater than a quorum of the whole board (including the vacant seat; 3 votes on a 5-position board, 4 votes on a 7-position board).
- In The Event of a Tie Vote
 - The board should discuss the merits of each finalist to see if anyone will change their vote.
 - Re-evaluate the finalists as far back in the process as desired.
 - Re-interview the finalists.
 - Repeat the voting process until the tie is broken.

Oath and Certification of Appointment

- Following the vote, the Chair administers the oath of office to the interim member.
 - After the meeting, the interim member stays to complete paperwork and have their photo taken.
7. Sean Gallagher talked about new processes for getting information to the board. He is requiring all staff to send him memo's he will approve them and those that pertain to the board will be included in your packets. We will get board packets out 48 hours in advance. There will be memo reports from each Admin, plus AD, transportation, maintenance etc.

Next Meeting Date: April 12, 2022 – Regular Board Meeting

Adjournment: 8:32pm

As recorded by,

Shirley Koetz

Board Chair:



Ron Koetz

Clerk:



Sean Gallagher