

FALLS CITY SCHOOL DISTRICT #57
SPECIAL BOARD MEETING

September 13, 2021

Art Houghtaling, Superintendent

503-787-3521

The Falls City School Board will meet Monday, August 13, 2021 at 5:30 pm in person and virtually on Zoom. The public is welcome to attend the open portion of any meeting as posted. A link to the Zoom meeting is available on the [district website at fallscityschools.org](http://fallscityschools.org).

REGULAR BOARD MEETING - OPEN TO THE PUBLIC

Chairman Davis opened at 5:37 pm

Board Members in attendance:

Bret Davis, Chairman

Jami Kidd, Vice Chairman

Shanda Yother, Director

Dana Schowalter, Director

Staff Members in Attendance:

Art Houghtaling, Superintendent

Micke Kidd, High School Principal

Donna Creekmore, Admin Assistant

Sean Burgett, High School Teacher

Stephanie McEwen, High School SpED

Renee Smith, High School EA

Corrine Symolon, SEL Director

Jessica Turnidge, Middle School Teacher

Audience Members in attendance:

Steve Kelley, OSBA Director of Board Development & Executive Searches

Jon Creekmore, Community Member/Parent

Larry Sickles, Community Member

FLAG SALUTE

ADDITIONS OR AMENDMENTS TO AGENDA

RECOGNITION OF, AND COMMENTS FROM, AUDIENCE MEMBERS/CITIZENS

INFORMATION & DISCUSSION ONLY

1. Screening Committee Training –
Introductions

- Went over the evening's expectations
- Defined Implicit & Explicit Bias – Major Concerns vs. First Impressions
- Clarified roles. Steering Committee gives feedback. Board makes decisions.
- We have 9 applicants and that is all the more that is allowed to be stated in open session. Deadline for all steering committee members to finish reviewing all the applicant information is September 20th @ Midnight, with our next meeting on September 21.

- Be aware of the “Horn or Halo” effect. Which is something within the application that either turns you on, or off.
- DO NOT DO INDIVIDUAL RESEARCH. Research on the candidates will happen in the next stage of the screening process.
- DON’T RUSH
- Training materials:
 - Marketing Materials
 - Search Calendar
 - Recommendation for the number of applicants granted interviews.
- Screening Do’s & Don’ts
 - Age tends to be the most discriminated criteria.
 - Don’t contact candidates or their references
- What you will find in each packet.
 - Resume –
 - Education
 - Professional experience – look at this closely, for gaps or unusual transitions
 - Number of jobs and Frequency
 - Grammar, Spelling, overall Clarity
 - Letter of Interest
 - Specific Accomplishments
 - Did they do their homework? Is there relatable content?
 - Are they selling themselves or is it a persuasive essay?
 - Grammar
 - Is it concise?
 - Letters of Reference
 - Details or Form Letter?
 - Is it personalized to the position they are applying for?
 - Is there one from a supervisor?
 - Is there constancy throughout the letters?
 - Are they recent?

Be aware that anything you write, any note you take through this search process, needs to be collected at the end. All documentation will be sealed and kept for 3 years.

- Reviewed the Rating Sheets
- Reviewed next week’s format:
 - Share overall ranking totals, which will give us an idea where to start.
 - Go through each candidate and give feedback on the candidate’s strengths and concerns.
- Website for where to sign in to review candidate applications: oregonschoolboards.myrevelus.com
 - Do not type in the Feedback area.
 - Do rate each applicant.
 - Don’t assign the same ranking to applicants.

Closed Open Session at 6:40pm

Went into executive session at 6:41 pm

EXECUTIVE SESSION – CLOSED TO THE PUBLIC

Executive session: ORS 192.660 (2) (a) – To consider the employment of a public officer, employee, staff member or individual agent.

- Discussion

Chairman Davis closed executive session at 6:51 pm

Back to Open Session at 6:51pm

2. Review/Establish Contract Parameters, if needed

- New Superintendent Contract Negotiations Checklist
 - Reach out to our attorney.
 - Length of contract
 - Benefits
 - Vacations
 - Relocation Expense
 - Cell Phone/Stipend/Travel
 - Termination of Contract Provision

Assign a Board Representative at the next Board Meeting.

Good of the Order

- Vice Chair Kidd – Thanked everyone for their time.
- Director Yother – Agreed. Thank you.
- Stephanie McEwen – Thank you.

ANNOUNCEMENTS:

Next Regular Board Meeting: Thursday, September 16, 2021+
Executive Session – 5:30 pm
Open Session – 6:30 pm

CHAIRMAN DAVIS CLOSED MEETING AT 7:04 PM

