

**DOUGLAS COUNTY SCHOOL DISTRICT #15  
COMBINED BOARDS SPECIAL SESSION  
MINUTES  
July 18, 2018**

The Board of Directors of Douglas County School District #15 convened in a Combined Boards Special Session at Days Creek School at 6:30 pm on Monday, July 18, 2018.

The following individuals were present:

School Board Members: Dana Stone, Travis Fuller, Rex Fuller, Laura Stufflebeam and Troy Michaels

Charter Board Members: Diane Swingley, Matt Giles, Pauline Montgomery-Borg, Cathy Knapp, Jim Docherty, Cheryl Silva and Ron Dunn

Staff/Patrons: Steve Kelley, Michael Lasher, Lynn Sirois, Brandon Hopkins, Chelsie Hopkins, Linda Jenks, Pat Kruzic, Jean Martin, Tiffany Martin, Cheryl Arp, Nick Harris, Ruthann Crabtree, Sarah Crume, Becky Harman, David Hunt, Glenda Connor, Boo Hooker, Val Anderson, Travis Whetzel, Rachel Whetzel, Loni Coffey, Carlie Dossman, Mary Moore, Jesse Jackson, Patrick Doolittle, Bear Doolittle, James Ellis, Shari Ellis, Sandra Smith, Matt Crume and Kyla Crume

Board Secretary: Lisa Hemphill

**1) Call to Order and Welcome:** T. Michaels called the meeting to order at 6:35pm

**2) Pledge of Allegiance:** The Pledge of Allegiance was recited.

**3) Approval of the Agenda**

Charter Board: M. Giles moved, seconded by P. Montgomery-Borg to approve the agenda. All approved

District Board: T. Fuller moved, seconded by L. Stufflebeam to approve the agenda

**VOTING IN FAVOR:** Dana Stone, Travis Fuller, Rex Fuller, Laura Stufflebeam and Troy Michaels

**MOTION PASSES**

**4) Declare a vacancy for Charter School Executive Director/District Superintendent effective August 1, 2018:** T. Michaels explained that conducting a search for a full-time replacement will take months and would be best done in December – March, when there is a bigger pool of applicants. He also explained that the district has the option of hiring a one-year interim that would fill the position while the full-time search is taking place. D. Stone moved, seconded by T. Fuller to declare a vacancy for the Charter School Executive Director/District Superintendent/Principal effective August 1, 2018.

**VOTING IN FAVOR:** Dana Stone, Travis Fuller, Rex Fuller, Laura Stufflebeam and Troy Michaels

**MOTION PASSES**

**5) Designate Acting Charter School executive Director/District superintendent effective August 1, 2018 until Interim Executive Director/Superintendent is hired.** T. Michaels introduced both candidates.

a. Michael Lasher, Douglas ESD – T. Michaels gave M. Lasher the floor. M. Lasher advocated for C. Knapp to be placed in the position.

b. Cathy Knapp, Administrative certified current staff member – Cathy was given the floor to explain her qualifications and willingness to serve as interim.

Lengthy discussion between the boards and input from the public included the following highlights:

- Acting position is not automatically granted the interim position
- Support by staff and community of hiring Cathy Knapp for the position
- Clarification that Cathy would still be the Student Success Coordinator, while being the Acting Executive Director/Superintendent/Principal

Charter Board: M. Giles moved, seconded by C. Silva to recommend the appointment of Cathy Knapp as Acting Charter School Executive Director/District Superintendent/Principal. All in favor (Cathy Knapp abstained from voting, due to conflict of interest)

District Board: T. Fuller moved, seconded by L. Stufflebeam to hire Cathy Knapp as Acting Charter School Executive Director/District Superintendent/Principal, beginning August 1, 2018.

**VOTING IN FAVOR:** Dana Stone, Travis Fuller, Rex Fuller, Laura Stufflebeam and Troy Michaels

**MOTION PASSES**

- 6) **Review process for hiring Charter School Executive Director/District Superintendent** (see attached - Charter, Appendix C): T. Michaels and D. Swingley explained the roles of both boards in the hiring process. The charter board makes a recommendation and the district board is responsible for hiring the position.

- **Charter Board is responsible for curriculum and instruction**
- **District Board is responsible for policy and finances.**

- 7) **Search services and recommendations for the upcoming interim Ex. Dir. /Supt. search process, including cost of services.**

- a. Steve Kelley, Oregon School Boards Association
- b. Michael Lasher, Northwest Leadership Associates, LLC

Both candidates presented information, gave out handouts and when finished were asked to leave the room. There was lengthy discussion between boards and public input in support and opposition of candidates.

**Selection of Search Service with Service Agreement**

Charter Board: M. Giles moved, seconded by C. Knapp to recommend hiring Steve Kelley, OSBA, for the selection of search service.

District Board: D. Stone moved, seconded by T. Fuller to hire Steve Kelley, OSBA & NextUp Leadership, as search consultant for interim Executive Director/Superintendent/Principal

**\*\*10 Minute Recess\*\***

- 8) **Qualities and qualifications for the interim Ex. Dir./District Superintendent:** T. Michaels gave the floor to Steve Kelley. Steve handed out a working document and with input from both boards and the public, a final document with 13 qualities and qualifications was developed, see attached.

Charter Board: M. Giles moved, seconded by P. Montgomery-Borg to recommend the Qualities and Qualifications document.

District Board: T. Fuller moved, seconded by L. Stufflebeam to approve the Qualities and Qualifications for the Interim Executive Director/Superintendent/Principal document.

- 9) **Timeline/Process for the Interim Executive Director/District Superintendent Selection:** Steve Kelley presented a timeline/process for the interim hiring process, see attached. There was also discussion regarding public participation in hiring process. It was suggested by Steve Kelly that each board chair choose (4) members of the public to be a non-voting part of the process. The (8) person panel would review applicants and listen to interviews and would give feedback to both boards on candidates.

Charter Board: P. Montgomery Borg motioned to invite up to four community/staff members into the process, M. Giles seconded, all in favor.

Charter Board: M. Giles motioned to recommend timelines presented by Steve Kelley to the District Board, Cathy Knapp seconded, all in favor.

District Board: L. Stufflebeam moved, seconded by D. Stone to approve the timeline/process for the interim search and to approve each board chair selecting up to (4) community/staff members to form a non-voting panel that would review applicants, listen to interviews and give input to the boards.

**VOTING IN FAVOR:** Dana Stone, Travis Fuller, Rex Fuller, Laura Stufflebeam and Troy Michaels

**MOTION PASSES**

**10) Potential salary range for the interim Ex. Dir./District Superintendent:** Steve Kelley presented a handout with salary rankings of comparable districts and after some discussion, L. Stufflebeam moved, seconded by T. Fuller to offer a salary range of \$85,000 - \$100,000 for the interim position.

**VOTING IN FAVOR:** Dana Stone, Travis Fuller, Rex Fuller, Laura Stufflebeam and Troy Michaels

**MOTION PASSES**

#### **EXECUTIVE SESSION**

*The school board will meet in executive session to consider the employment of a public officer, employee, staff member or individual agent. The executive session is held pursuant to ORS 192.660 (2)(a) which allows the board to meet in executive session for this purpose. All members of the audience are asked to leave the room. No decision will be made in executive session. At the end of executive session, the Board will return to open session.*

**Regular Session reconvened at 10:55pm**

**11) Consider short-term contract of acting Ex. Dir./District Superintendent:** After some discussion L. Stufflebeam moved, seconded by T. Fuller to offer a \$550/week stipend for performing the duties of Acting Executive Director/Superintendent/Principal until an interim is hired.

**VOTING IN FAVOR:** Dana Stone, Travis Fuller, Rex Fuller, Laura Stufflebeam and Troy Michaels

**MOTION PASSES**

**12) Approval of the following designations for the 2018-19 school year, Governance Organization, until the interim Executive Director/District Superintendent contract begins**

- i. Appointment of Acting Chief Executive Officer:
- iii. Appointment of Custodian of Funds/Signature:
- iv. Appointment of Budget Officer:
- ix. Appointment of Federal and State Grant Official:

D. Stone moved, seconded by T. Fuller to approve Cathy Knapp, in addition to the names approved at the July 11, 2018 meeting, in the above listed appointments.

**13) Adjournment:** T. Fuller moved, seconded by L. Stufflebeam to adjourn the meeting at 11:01pm.

**VOTING IN FAVOR:** Dana Stone, Travis Fuller, Rex Fuller, Laura Stufflebeam and Troy Michaels

**MOTION PASSES**