

Meeting Packet

Special Session

6/29/2020

07:00 PM



PHILOMATH SCHOOL DISTRICT 17J

Special Session

PHILOMATH SCHOOL DISTRICT 17J

District Office

1620 Applegate Street, Philomath

6/29/2020 07:00 PM

A. REGULAR SESSION ~ 7:00 p.m.

1. Call to Order: Jim Kildea, Chair

B. REPORTS & CORRESPONDENCE ~

1. Public Comments on Criteria and Qualifications for Superintendent

C. STRATEGY AND DISCUSSION ~

1. Interim Superintendent Discussion

[Superintendent Vacancy Posting \(p. 3\)](#)

[Interim Superintendent Search Calendar \(p. 6\)](#)

D. MEETING CLOSURE ~

1. Board Requests & Adjournment

E. EXECUTIVE SESSION ~ 8:00 p.m.

ORS 192.660 (2) (a) to discuss initial employment of an individual

ORS 192.660 (2) (d) to discuss labor negotiations

Philomath School District (OR)

Invites applications for the position of
INTERIM SUPERINTENDENT 2020

Location: Philomath, Oregon
Enrollment: 1,600 students (K-12)
Closing Date: July 17, 2020
Start Date: Aug. 1, 2020 (approx.)

The Philomath School District Board of Directors is seeking a highly qualified candidate with visionary leadership skills and successful experience in education administration to serve as **Interim Superintendent**. The successful candidate must have experience as an administrator, excellent communication skills, unquestionable integrity and be willing to be involved in the community. The successful candidate must hold or qualify for an Oregon superintendent's license. The School Board will offer a competitive salary based on similar-sized districts depending on the candidate's skills and experience.

The Philomath School District is comprised of about 1,600 students in one primary, two elementary, one middle school and one high school. The district also oversees a K-12 charter school. The district employs a staff of 94 licensed employees, 66 classified employees, 12 confidential employees and ten administrators. Philomath has a general fund budget of \$20.2 million and a total budget of \$30.3 million.

Known as the City of Volunteers, the Philomath School District enjoys the strong support of a family-oriented community. Philomath is located in the southern Willamette Valley just five miles from Corvallis and Oregon State University and fifty miles from Eugene, Oregon's second largest city and home to the University of Oregon. Benton County Historical Museum, completed in 1867, is a commanding structure that still serves as the centerpiece of the community. Recreational opportunities such as hunting, fishing, hiking and the scenic Oregon coast are all within a short drive.

Minimum Qualifications

The superintendent shall serve as the executive officer of the district and is responsible to the Board for the overall and day-to-day operations of the schools and is granted the authority commensurate to this responsibility. The superintendent shall provide for the administration of the district in accordance with Board policies, rules of the Oregon Department of Education and requirements of state and federal law.

The Board requires the superintendent be a strong educational leader who has the following professional experience and training:

- A current Oregon administrative license with an authorization for all levels, a superintendent's endorsement or a transitional superintendent license;
- A master's or doctorate degree in the field of education, preferably in educational administration;

- Successful teaching experience at the elementary or secondary school level;
- Service as a superintendent or administrative experience in the central administration of a school system.

In lieu of the experience and training requirements above, the Board may consider as a candidate for its superintendent's position an individual who meets transitional administrator or exceptional administrator licensure requirements. The Board may, jointly with the individual, submit an application for such license for Teacher Standards and Practices Commission approval pursuant to Oregon Administrative Rule (OAR) 584-080-0151 and 584-080-0161.

Leadership and Administrative Characteristics

The successful candidate must demonstrate the following qualities and characteristics:

- Builds collaborative working relationships with staff, parents and community
- Is highly visible and involved in the schools and community
- Demonstrates solid hiring practices and creates a work environment that encourages staff retention
- Has a background in the classroom and other administrative experiences
- Demonstrates solid budgeting skills and understands Oregon school finance
- Understands and establishes clear roles and responsibilities for all levels from school board down through the organizational chart
- Possesses excellent communication skills both oral and written
- Is committed to serving all students from all backgrounds
- Builds partnerships with families and community
- Willing to make difficult decisions when needed and follows through to implementation

Application Materials

- Completed Application form
- Current resume
- Cover letter of interest
- 3-5 current letters of reference
- Copy of administrator license or proof of eligibility to obtain one
- A statement about how you meet the qualities and qualifications set by the Board

How to Submit an Application

Application packets are submitted to Oregon School Boards Association – Executive Search (www.osba.org/execjobs) via the Revelus application portal (see the link below). All applicants will submit a candidate profile (completed when you create your Revelus account) and a completed application, as well as upload the other application material documents to the application portal. **The application packet must be submitted by 5pm on the closing day.**

OSBA Revelus application portal: <https://oregonschoolboards.myrevelus.com/>

More Information

Regarding the position, contact:

Greg McKenzie, NextUp Leadership; gregmckenzie@att.net; 503.752.2438

Regarding the application process, contact:

Sarah Herb, Executive Search and Events Specialist (OSBA); sherb@osba.org ; 503.400.3047 (direct) ; 800.578.6722 (office); 503.588.2813 (Fax)

The Philomath School District is an equal opportunity employer.

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**Philomath School District
Interim Superintendent Search 2020
*DRAFT Tentative Work Calendar***

<u>Date</u>	<u>Activity</u>	<u>Responsible Party</u>
Jun 26, 2020	Planning meeting with Board representatives Consultants (Greg & Sarah) Board representatives (Jim & Shelley) Board Secretary/Assistant (Lillian) Superintendent (Buzz – optional)	(Consultant)
Jun 29	Special Board Meeting (Public Session) Discuss options for Interim Supt Search Adopt interim search calendar Public comment on criteria/qualifications Adopt search criteria/qualifications Discuss position salary	(Board)
Jul 6	Post/Advertise Interim Superintendent Position	(Consultant)
Jul 17	Close Applications for Interim Superintendent	(Consultant)
Jul 17-18	Review Applications/Resumes (Executive Session) Application review training Board reviews applications Screening Team reviews applications	(Consultant/Board)
Jul 20	Regular Board Meeting (Executive Session) Consultant reports app review results Board selects interview candidates Organize for 1 st Interviews Organize preliminary reference checks	(Board)
Jul 23-24	1 st Interviews for selected candidates (Executive Session)	(Board)
Jul 24	1 st Interview debrief (Executive Session) Discuss results of 1st Interviews Select “finalist” candidates for 2 nd Interview Organize additional reference checks/investigations	(Board/Consultant)
Jul 30-31	2 nd Interviews for finalists (Executive Session) Selected group interviews Board 2 nd Interviews	(Board)

- Jul 31 Debrief 2nd Interview & reference checks (Consultant)
 Select first choice for Interim Superintendent
 Organize contract negotiations

- Aug 3 Special Board Meeting (Public Session) (Board)
 Announce selection of Interim Supt
 Board votes to offer contract
 Selected candidate accepts contract offer

- TBD New Interim Superintendent begins employment

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