7:00 p.m. - Executive Session: Under provisions of ORS 192.610 – 192.690, Open Meeting Laws, the Board of Directors will conduct an Executive Session for the following purpose:

To consider records that are exempt by law from public inspection, pursuant to ORS 192.660 (2) (f), and to conduct deliberations with persons designated by the governing body to carry on labor negotiations, pursuant to ORS 192.660 (2) (d).

7:30 p.m. – Special Board Meeting

TO: Board of Directors

FROM: George Russell
Superintendent of Schools

RE: Reports and Recommendations

VII. ITEMS FOR ACTION AT THIS MEETING

1. **Approve the Superintendent Search Process, Timeline and Budget** (Staff: Barb Bellamy)

   **Action Proposed**
   Approve the Superintendent Search Process, Timeline, and Budget

   **Background**
   Superintendent George Russell submitted his resignation as superintendent of 4J, **effective June 30, 2011**. At the August 18, 2010 board meeting, the board approved the establishment of a Superintendent Search Committee, co-chaired by board member Anne Marie Levis and former board member Virginia Thompson. On September 1, 2010, the board took action to retain Ray & Associates Executive Search Firm as the consultant to the board for conducting the superintendent search. The committee has been formed and held the first meeting on September 13, 2010. The Search Committee has assisted in planning community forums, stakeholder interviews and development of a web survey to solicit input to aid in establishing a leadership profile. The committee also met on October 12 and 19 to discuss the leadership profile and search process with the search consultant.

   **Discussion**

   1. **Rationale**: The role of the Superintendent Search Committee is to provide input and assistance during the superintendent search process. The committee will:
• Gather community/stakeholder input and advise the search consultant on the development of a superintendent leadership profile, recruitment timeline, advertising and recruitment plan.
• Review the applicant pool and provide input a group of semi-finalist candidates to advance for interviews.
• Assist the consultant in developing the interview protocol and interview questions.
• Interview candidates and provide feedback on a group of finalists for board consideration.
• Consultants will recommend finalists to the board.

2. **Timeline**: The Search and Recruitment Timeline is attached. This schedule reflects the board’s desire to complete the selection process and announce the newly selected superintendent by March 15, 2011.

3. **Budget**: The budget for the search process is $70,000 and includes consultant fees, staff support, advertising and recruitment, travel for candidates and site visits, interview process and incidental expenses.


The proposed timeline and budget are included in this packet.

**Recommendation(s)**
The superintendent recommends approval of the Superintendent Search Process, including the role of the Search Committee as described above.

2. **Approve the Superintendent Position Description, Leadership Profile and the Recruitment Brochure** (Staff: Barb Bellamy)

**Action Proposed**
Approve the following items:
• the Superintendent position description, which describes the duties of the superintendent and minimum qualifications;
• the leadership profile, which states the key leadership qualities, skills and abilities that are desired in a new superintendent; and
• the recruitment brochure, which will be used by the consultant in advertising the position.

**Background**
In September and early October, the Superintendent Search Committee solicited community and staff input on a leadership profile that would describe the most important leadership qualities, skills and experience for a new superintendent. A web survey, four open community forums and additional meetings with smaller groups of stakeholders were used to gather comments. In addition, the search consultants spent two days in Eugene interviewing representatives from a broad range of stakeholder groups to help develop the profile.
At their October 19 meeting, the Search Committee met with the consultant to review and discuss the input and to identify the top 10-12 leadership qualities that they would recommend be described in the superintendent leadership profile. The committee also reviewed and approved a draft of the recruitment brochure design.

Discussion
1. **Superintendent Position Description**: The current superintendent position description is presented for board review and approval. It lists the duties and minimum qualifications for the position.

2. **Leadership Profile**: The purpose of the leadership profile is to describe the qualities, skills and experience that the board believes are most important in a new superintendent. The profile assists the search consultant in identifying and recruiting potential candidates.

3. **Recruitment Brochure**: The recruitment brochure will be used to advertise and promote the position to potential applicants. It includes the leadership profile, a description of the selection process and timeline, approximate salary range, and an overview of the district and community.

Copies of the superintendent position description and leadership profile are included in this packet. A copy of the draft recruitment brochure will be available at the meeting.

**Recommendation(s)**
The superintendent recommends approval of the Superintendent Position Description, Leadership Profile and the Recruitment Brochure.

VIII. Comments and Committee Reports by Individual Board Members

IX. Adjourn