SPECIAL BOARD MEETING  
Tuesday, June 25, 2019  
The Board of Directors of Dayton School District No. 8 met for a Special Board Meeting on Tuesday, June 25, 2019, in the District Board Room.

[On June 12, 2019, Board Chair Reba Stoller resigned. Vice Chair Isaac Kearns will perform the duties of Board Chair.]

CALL TO ORDER  
Board Chair Isaac Kearns called the Special Board Meeting to order at 7:00 PM and led the Pledge of Allegiance to the American Flag.

ATTENDANCE  
Board Members  
Isaac Kearns, Board Chair  
Pam Horst  
Debbie Kearns  
Francisco Montelongo attended by phone  
Raylinda Price  
Teresa Shelburne  
Administrators/Board Secretary  
Jason Hay, Superintendent  
Candy Duer, Board Secretary  
Stephanie Ewing, GS Principal

Board member Francisco Montelongo attended the meeting by phone. He was introduced by Board Chair Isaac Kearns.

Starla Pointer, News Register Newspaper Representative, was in attendance.

AGENDA  
Motion  
Board Chair Isaac Kearns announced that the agenda is altered from the traditional agenda in terms of the order of events as there is business that needs to take place at the beginning of the meeting. Public Comment will take place at the end of the meeting.

-It was moved by Teresa Shelburne, seconded by Pam Horst, and carried (6-0) [Pam Horst, Debbie Kearns, Raylinda Price, Teresa Shelburne and Board Chair Isaac Kearns raised their hands; Francisco Montelongo verbally said yes] to approve the agenda as presented.

EXECUTIVE SESSION  
At 7:00 PM, the Board Chair announced that the Board would meet in Executive Session for the following purpose:

1. To consider the dismissal or disciplining of, or to hear complaints against a public officer, employee, staff member or individual agent who does not request an open hearing under ORS 192.660(2)(b).

The meeting reconvened into the Regular Board Meeting at 7:13 PM.
BOARD ACTION
Separation Agreement

Motion
-It was moved by Debbie Kearns, seconded by Pam Horst, and carried (6-0) [Pam Horst, Debbie Kearns, Raylinda Price, Teresa Shelburne and Board Chair Isaac Kearns raised their hands; Francisco Montelongo verbally said yes] to approve the separation agreement between the Dayton School District and Jason Hay as recommended. (Record copy on file.)

DISCUSSION
Fund 100 – Contingency Appropriation Transfer Resolution (8)
Board members received copies of a notice from the Business Manager and a recommended Board Resolution (8): Fund 100 – Contingency Appropriation Transfer. Board members were given the opportunity to ask questions.

BUSINESS
Fund 100 – Contingency Appropriation Transfer Resolution (8)

Motion
-It was moved by Raylinda Price, seconded by Pam Horst, and carried (6-0) [Pam Horst, Debbie Kearns, Raylinda Price, Teresa Shelburne and Board Chair Isaac Kearns raised their hands; Francisco Montelongo verbally said yes] to adopt the following Board Resolution as recommended:

- Fund 100 – Contingency Appropriation Transfer Resolution (8).

DISCUSSION
Selection of Interim Superintendent Search Services
Board members received copies of a sample Joint Proposal between Dayton School District and NextUp Leadership & Oregon School Boards Association. Steve Kelley, Director of Board Development for Oregon School Boards Association (OSBA) and Sarah Herb, Executive Search and Events Specialist for OSBA were introduced.

Steve Kelley introduced himself and explained the interim superintendent search services provided by NextUp Leadership & OSBA. Mr. Kelley explained the action items that the Board will vote upon tonight, including the selection of OSBA for the interim superintendent search services; declare a vacancy for the position of interim superintendent; adopt a superintendent search calendar, and adopt desired qualities and qualifications for the interim superintendent. Copies of a proposed calendar were distributed to Board members and each date was reviewed. Mr. Kelley explained that the process is different from a permanent search and includes a very short timeline. The Board discussed the formation of a screening committee. Consensus was to empower the Board Chair to appoint four staff members – one classified person, one licensed person, one confidential person, and one administrator. The purpose of the committee is to give feedback to the Board; the Board will make all decisions.

Trainings will be provided on screening process, tools, timeline, interviewing and reference check processes. A vote to hire a candidate is scheduled to take place in public meeting on July 29, 2019. Should the Board decide to hire OSBA for the permanent superintendent search services, the cost of the interim search services will be credited toward the cost of the permanent search services. A permanent search process discussion will take place at a later date.
BUSINESS
Selection of Interim Superintendent Search Services
Motion
-It was moved by Isaac Kearns, seconded by Debbie Kearns, and carried (6-0) [Pam Horst, Debbie Kearns, Raylinda Price, Teresa Shelburne and Board Chair Isaac Kearns raised their hands; Francisco Montelongo verbally said yes] to approve the contract with OSBA for interim superintendent search services at a cost not to exceed of $2,000 without further Board approval. (Record copy on file.)

Declare Vacancy for Position of Interim Superintendent
Motion
Steve Kelley announced that the date for the vacancy for the position of Interim Superintendent will be August 1, 2019.
-It was moved by Pam Horst, seconded by Debbie Kearns, and carried (6-0) [Pam Horst, Debbie Kearns, Raylinda Price, Teresa Shelburne and Board Chair Isaac Kearns raised their hands; Francisco Montelongo verbally said yes] to declare the position vacant for interim superintendent beginning August 1, 2019.

Interim Superintendent Search Calendar
Motion
-It was moved by Raylinda Price, seconded by Teresa Shelburne, and carried (6-0) [Pam Horst, Debbie Kearns, Raylinda Price, Teresa Shelburne and Board Chair Isaac Kearns raised their hands; Francisco Montelongo verbally said yes] to approve the interim superintendent search calendar. (Record copy on file.)

DISCUSSION
Desired Qualities and Qualification for the Interim Superintendent
Board members received copies of Board Policy CBA, Qualifications and Duties of the Superintendent, and copies of a proposed Dayton Interim Superintendent Qualities and Qualification. Steve Kelly led the discussion by explaining that the proposed document lists the nine personal and professional qualities as listed in Board Policy CBA. At a minimum, the Board will adopt these qualities and qualification. Board members discussed the proposed document and gave suggestions of qualities and qualifications to add to the document. Community members present at the meeting were given the opportunity to give suggestions as well. Sarah Herb took notes, and read the revised Qualities and Qualification document back to the Board.

BUSINESS
Desired Qualities and Qualifications for the Interim Superintendent
Motion
-It was moved by Raylinda Price, seconded by Pam Horst, and carried (6-0) [Pam Horst, Debbie Kearns, Raylinda Price, Teresa Shelburne and Board Chair Isaac Kearns raised their hands; Francisco Montelongo verbally said yes] to accept the proposed Interim Superintendent Qualities and Qualification as read for the interim superintendent search. (Record copy on file.)

DISCUSSION
Establish Salary Range for the Interim Superintendent
Steve Kelley distributed copies of a document listing superintendent salary rankings for districts with enrollment between 800 and 1,200. Board members reviewed the document, and discussed a proposed
salary range to advertise for the Interim Superintendent position. Consensus by Board members was to set the range at $115,000 to $130,000.

Steve Kelley stated that Board members are welcome to call him at any time. His cell phone number is 541-401-3962. Sarah Herb distributed her business card to all Board members. The adopted Interim Superintendent Search Calendar document and the adopted Interim Superintendent Qualities and Qualification document will be sent to Board Secretary Candy Duer on June 26, 2019. District information will be requested from the Board Secretary to be included in the creation of an electronic flyer advertising the Interim Superintendent position.

Begin Hiring Process for the Junior High/High School, Administrator
Board members discussed the hiring process for the Junior High/High School Administrator. Board Chair Isaac Kearns reported that he has spent time reading Board Policy CCC, Hiring of Licensed Administrators. It is his recommendation to reopen the hiring process for the Junior High and High School Principal position by utilizing an outside third party to interview applicants. The position would be an interim position for the 2019-2020 school year and open to in-district candidates only. A permanent position could be posted in February or March of 2020 for the next school year. Michael Beck, Human Resources Director for Willamette Education Service District (WESD) has agreed to take over the process. A recommendation would be brought to the Board on July 9, 2019. Discussion followed regarding a posting timeline for the permanent position that will be decided upon in a future Board meeting.

Because Superintendent Hay’s separation agreement states that he will not have responsibility for matters of personnel during the month of July 2019, it is Board Chair Isaac Kearns’s recommendation that Mr. Beck oversee all hiring processes in the District and act as the District’s Superintendent of Personnel from July 1 to August 1, 2019.

BUSINESS
Approve Recommendation to Authorize Dayton School District to work with WESD Human Resources Director
Motion
-It was moved by Pam Horst, seconded by Teresa Shelburne, and carried (6-0) [Pam Horst, Debbie Kearns, Raylinda Price, Teresa Shelburne and Board Chair Isaac Kearns raised their hands; Francisco Montelongo verbally said yes] to approve the recommendation to authorize Dayton School District to work with Willamette Education Service District (WESD) Human Resources Director Michael Beck in the search for an Interim Junior High & High School Principal as well as serve as Director of Personnel Services for the District. (Record copy on file.)

DISCUSSION
Board Member Resignation and Vacancy
Board members received copies of the following documents: Board Policy BBC, Board Member Resignation; Board Policy BBE, Vacancies on the Board; a draft announcement of a school board vacancy; Dayton School District School Board Application; and a sample of interview questions for school board candidates that has been used in the past. Superintendent Hay reported that Board Chair Reba Stoller submitted a resignation from the School Board effective June 12, 2019. Board Vice Chair Isaac Kearns is performing the duties of Board Chair until the July 9, 2019 Board meeting where elections for Board Chair and Board Vice Chair will take place. Board members discussed the process
to fill the vacant Board Member position #1, with the term expiring June 30, 2021. It was recommended to post the school board vacancy on the District website. Applications will be accepted through July 8, 2019, at 3:00 PM. Applicants will be invited to the July 9, 2019 Board meeting and asked to give a brief one to two minute presentation at the beginning of the meeting. A decision will be made in open session. The appointed Board member will be sworn in at the beginning of the meeting so that a complete seven-person Board will be in place for the remainder of the meeting.

BUSINESS
Board Member Appointment Procedure

Motion
-It was moved by Raylinda Price, seconded by Debbie Kearns, and carried (6-0) [Pam Horst, Debbie Kearns, Raylinda Price, Teresa Shelburne and Board Chair Isaac Kearns raised their hands; Francisco Montelongo verbally said yes] to approve the appointment procedure discussed to fill the vacant Board Member position #1, with the term expiring June 30, 2021.

PUBLIC COMMENT
There were no public comments.

The meeting was adjourned by the Board Chair at 8:38 PM.

Respectfully submitted,

[Signature]

Isaac Kearns, Chair
Dayton Board of Education

[Signature]

Candy Duer, Board Secretary
Dayton Board of Education