

**LINCOLN COUNTY SCHOOL DISTRICT**  
**Board of Directors- Special Session**  
**Wednesday, February 5, 2014– 6:30 p.m.**  
**Newport High School- Boone Center**  
**Newport, Oregon**

**Minutes**

**PRESIDING:** Liz Martin, Vice Chairman

**Present:** Liz Martin, Vice Chairman; Karen Bondley, Kelley Ellis, Terri Woodd, Directors

**Also Present:** Laurie Urquhart, Secretary; Greg McKenzie, Consultant; members of search screening committee (13)

**Excused:** Ron Beck, Chairman

**Call to Order- Establishment of a Quorum**

Vice Chairman Martin convened the meeting and called the session to order at 6:31 p.m. with a quorum of four board members present. Chairman Beck was excused from the meeting.

**Screening Training- Superintendent Search**

Vice Chairman Martin welcomed the group to the meeting, thanked all for coming, and introduced consultant Greg McKenzie of Window to Leadership, who in turn introduced his fellow consultant Mike Taylor.

Mr. McKenzie noted the committee will have a great deal of work to do in a short amount of time, and noted the importance of the work. He estimated that each screener will take six to eight hours each to go through the applications, and said a preliminary schedule would be established that evening.

He suggested the applications be available at the District Office in Newport via Secretary Laurie Urquhart from 8 a.m. to 8 p.m. Thursday, February 6, the same hours on Friday, February 7, and on Saturday, February 8 from 8 a.m. to noon. This schedule is subject to change as snow is expected. (Note: subsequently, screening was canceled due to inclement weather on Thursday, and new hours established: 8 a.m. to 5 p.m. on Friday; 10: a.m. to 4:00 p.m. on Saturday and 9:00 a.m. to 1:00 p.m. on Sunday).

Mr. McKenzie gave each screener a packet of information that included the search calendar, the January 22, 2014 memo from McKenzie to the screening committee, the invitation for applications for the Superintendent position, qualifications for the position adopted by the Board and screening instructions.

The packet also contained a Confidentiality Agreement that each screener signed, a “top ten” screener rating sheet and several screening worksheets.

McKenzie noted that the superintendent is the Chief Executive Officer for a multi-million organization with hundreds of employees. “Be sure you give everyone serious consideration, keeping in mind the qualifications adopted by the Board,” he added. He urged the group to choose candidates for interview, not for the job itself.

He said some applications have deficiencies which are noted. He asked screeners not to have pre-judgments and said sometimes people who speak well do not write well, and vice versa. “We are looking for the right fit, not the best resume.”

Some of the candidates are currently working other places with substantially higher salaries; “don’t disqualify them for that reason but consider the leadership positions they have held,” said McKenzie.

He stated the screeners may only discuss the candidates in the executive session, with other screeners. Outside of that, they may not discuss any candidate, or look into any candidate using electronic means (Google, etc.).

“The confidentiality agreement will be strictly enforced, no exceptions. This is private and confidential information and may not be copied, recorded, etc. I am brutal about this,” said McKenzie. “Do not tell anyone- ever.”

Mr. McKenzie asked that screeners complete and return to him the screener rating sheet, listing their top ten choices for interview, in order. “Don’t worry about their licensure; that will be dealt with later,” he said.

Director Woodd asked if this means the Board will interview ten candidates for first interviews; Mr. McKenzie said probably not. “We usually disaggregate the data between board members and the other screeners. Usually, the top five or six candidates are the same.”

The meeting was recessed into executive session at 7:10 p.m.

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Chairman

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Superintendent