

**LINCOLN COUNTY SCHOOL DISTRICT**  
**Board of Directors- Work Session**  
**Tuesday, September 12, 2017, 2017- 5:15 p.m.**  
**Oceanlake Elementary School- Room 20**  
**Lincoln City, Oregon**

**Minutes**

**PRESIDING:** Ron Beck, Chairman

**Present:** Ron Beck, Chairman; Amanda Remund, Vice Chairman;  
Karen Bondley (6:00 p.m.), Jenny Demaris, Directors

**Also Present:** Tom Rinearson, Superintendent; Tiana Tucker, Director of Human Resources; Rich Belloni, Director of Support Services; Susan Van Liew, Director of Elementary/Special Ed.; Julie Baldwin, Director of Business Services; Jeremy Ruark, *News Guard*; Jean Turner, Guest; Laurie Urquhart, Secretary

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

Chairman Beck convened the meeting and called the work session to order at 5:20 p.m. with a quorum of three board members present. Director Bondley arrived at 6:00 p.m. and Director Martin was excused from the meeting.

**Information on Hiring Practices**

Director of Human Resources Tiana Tucker shared three documents with the Board prior to the meeting to help explain district hiring practices: Policy CBA, Qualifications and Duties of the Superintendent; "10 Step Process Overview;" and "Hiring Practices and Procedures."

**Policy CBA-** She noted the "Organization and Control" portion of policy CBA speaks to the Superintendent's role in hiring. "The Superintendent is tasked with making sure the district is staffed appropriately," said Tucker. "He has the ability to assign and transfer people, include administrators."

The policy states the superintendent "Recommends the number of types of positions required to provide proper personnel for the operation of school programs;" and "Assigns, transfers and defines the duties of all personnel." The Superintendent also has a role in helping develop collective bargaining agreements.

Chairman Beck commented that method and timing of when the Board is informed of the reassignment of personnel may need to be reconsidered. Superintendent Rinearson responded that sometimes Board might receive phone calls about staff

movement that is untrue and merely rumors. He stated that when an administrative move is imminent, he would typically let the board know just before the move occurs.

Mr. Rinearson noted that, when he was here during his first stint, trust was developed over time and added, "The Board believed I would act in a certain way."

Director Demaris suggested this could be an interview question for the next superintendent: "Walk me through an example of how you would handle an administrative change." Chairman Beck added, "Where do you draw the line regarding when the board needs to be informed?"

Mr. Rinearson said he would contact board members and talk through "what may become pushback."

### **Ten Step Process Overview/ Hiring Practices and Procedures**

Director Tucker reported this document is a good reminder of the legalities of hiring and is a good resource for principals. She noted it is part of a binder with much more information. The District uses the "Recruit and Hire" online system, which retains all applications an individual may complete (for different positions at different times, etc.). Ms. Tucker reminded the board that the probationary period for teachers is three years. This year, 68 teachers were hired.

Chairman Beck asked if the principal is in charge of staff in his/her building; they are. Teachers may request transfers to other buildings; some schools may have more openings than another school in any given year. Teachers may step forward to pursue those opportunities.

Mr. Rinearson suggested the board consider how the next superintendent approaches his/her work, and if it would result in either competition or teamwork.

Guest Jean Turner asked about special education hires. Ms. Tucker replied that there are many kinds of specialists, and that the director of the program and the principal work together on these hires. She said many factors go into the placement of newly hired teachers, including experience levels in buildings.

Vice Chairman Remund asked if there are items in a potential employee's background that would automatically stop the process. There is a list of items in the law that would do so, including crimes against children. New employees are fingerprinted, have to undergo a background check and a drug test.

Superintendent Rinearson noted the term "hire" was being used in relation to the principal, but the school board is the hiring entity. The principal makes a recommendation. He said the superintendent could decide to hire an individual with certain violations in their background. "I would recommend a person not be hired if they had a TSPC violation or criminal activity in their background."

Director Demaris noted she would like to see a policy outlining such scenarios; Mr. Rinearson said he would have to “look at that to see if I could work under those conditions.”

Director Van Liew stated that offers of employment are made based on the results of certain queries.

The Superintendent noted the board could either micromanage the district, or hire someone to manage it. Ms. Turner said that the board should consider new policies carefully, and added that flexibility has been helpful many times.

Chairman Beck asked if the Superintendent could override the recommendation of staff. Mr. Rinearson said he/she could do so, and that it is imperative they have that right. “There may be information that cannot be shared with the whole team,” he added. Ms. Tucker noted that sometimes new hires with “clean” records have turned out to be troublesome, and some hires with old mistakes have turned out to be great.

Mr. Rinearson noted the district cannot “Google” people. If there is personal information on a site (religious affiliation, etc.) and they were not hired, they could allege that this information was the reason why.

Ms. Tucker noted the superintendent provides much input about administrative hires. “A lot is dependent on trust; what the building needs are, who the administrators are, etc. Or, you could have a big, public process in place.”

She asked board members to consider what they learned in the session that evening, two things they were glad the district has in place, and a suggestion for a future education session.

Chairman Beck stated he learned that the district hired 68 teachers, and that the principal is making recommendations regarding staff to hire. He said he is glad to know that the principal has ownership over the process, and that EdZapp (Recruit and Hire) is in place. He said he “got what he wanted” from the session and was open to suggestions for future training.

Vice Chairman Remund said it was good to hear a group looks at new hires, and that the principal has much influence about hires at their building.

Director Demaris did not offer an opinion about the session that evening, but said she would like to learn about enrollment and “what the numbers mean and what do they tell us” (on the enrollment report). She also wondered about why parents select the schools they do.

The Superintendent noted the high mobility of families between Siletz, Eddyville and Toledo. "The numbers change frequently, and sometimes several families at a time switch schools," said Rinearson.

He said that the next education session (October 10) would focus on what enrollment numbers mean, how they come about, definitions, absences, etc. Director Van Liew noted that elementary schools are very focused on absenteeism.

Director Demaris said she would like to have a board member's guide with three to five positive facts about each school.

The meeting adjourned at 6:25 p.m.

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Chairman

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Superintendent