BOARD OF DIRECTORS
Minutes: Special Joint Meeting – Chimacum and Port Townsend School Boards of Directors
Remote by Zoom
October 6, 2020

The meeting was called to order by Chimacum School District Chair Kristina Mayer at 6:00 PM and roll call was taken.

Present
Port Townsend Directors: Jennifer James-Wilson, Jeff Taylor, Nathanael O'Hara, and Connie Welch; Doug Ross joined the meeting at 6:21 PM.
Port Townsend Director of Communications: Sarah Rubenstein
Port Townsend Administrative Assistant: Katy Gaffney
Chimacum Directors: Dr. Kristina Mayer, Tami Robocker, Sarah Martin, Mickey Nagy, and Kathryn Lamka
Chimacum School District Acting Superintendent: Dr. David Engle
Chimacum Administrative Assistant: Traci Meacham
Zoom Participants: 21

The Pledge of Allegiance was led by Port Townsend Chair Jennifer James-Wilson.

Chair Jennifer James-Wilson provided an overview of the agenda. Nathanael O'Hara made a motion to approve the agenda as written; Tami Robocker seconded; motion carried. (10-0)

Introductions
Human Capital Enterprises Consultant, Hank Harris, introduced himself and invited both Boards to do the same.

Communication Norms
Harris discussed the importance of integrity, making decisions to abide by, and all candidates will work through the same mode and directly with the Human Capital Enterprises team of consultants. School Board Members are asked to direct all potential candidates to the search firm and abstain from side conversations to ensure all candidates receive equal treatment and opportunity. All applicants will apply via Human Capital Enterprises.

Board Liaisons
Hank Harris will communicate with Katy Gaffney and Traci Meacham, and they will disseminate information to the respective Boards. District-specific information will only go to that district.

Coordination of Focus Group work for Chimacum School District will be done by Traci Meacham and Stephanie McCleary. Katy Gaffney and Sarah Rubenstein will coordinate Focus Groups for the Port Townsend School District. This includes website communications, posting and advertising a community survey, and related updates.

Review Search Calendar
Harris gave an overview of the Superintendent Search timeline noting:

- Focus Group meetings and one-on-one conversations with individual Boards should take place October 19-30.
- Focus Groups will help guide the Ideal Profile and the Boards will have the opportunity to adjust it.
- November 12, the Boards will meet to review the Ideal Profile before recruitment begins.
- January 23, Board initial interviews will take the entire day and each candidate will be given 1.25 hours.
• The Boards will need to keep afternoons open the week of February 1-5.
• February 6, the Boards convene to decide on preferred candidates, with an announcement to come the end of the month.

**Candidate Expense Guidelines and Reimbursements**
Hank Harris confirmed that nearly every district pays for candidates to visit on site.

**Residency Expectation**
The Boards will discuss this as a requirement and then revisit it at the next meeting on November 12.

**Internal Candidates**
The Boards initially agreed that internal candidates should be held to the same requirements and apply through Human Capital Enterprises. Jennifer James-Wilson suggested leaving room to make that decision until after community input on the ideal profile had been received.

The requirement of a Superintendent Certificate was addressed. Harris confirmed that Washington State does not require it and it doesn’t appear on an Ideal Profile very often; however, it’s common to require a candidate to be an instructional leader and/or have a doctorate degree.

**Planning for Focus Groups**
Focus Groups will include 2 to 10 individuals who are proud of the district, can communicate the work that needs to be done, and express qualifications for the ideal candidate.

The Boards met in district-specific breakout rooms to discuss Focus Groups details, such as individuals and community organizations who are to receive invitations to participate.

The Boards reconvened from the Focus Group breakout session at 7:50 PM and Dr. Engle facilitated follow-up discussions. Comments to note:

• The ESD does not need to be involved.
• Shared community groups include but aren’t limited to Jefferson Healthcare, Jefferson Community Foundation, County Commissioners, Chamber of Commerce, YMCA, Jumping Mouse, and Tribal groups.
• Seek candidates who are open to both communities collaborating.

**Next Meeting**
The Boards selected November 12, 2020 at 6:00 PM for their next joint meeting. Hank Harris will give a presentation of Ideal Profile and discuss search parameters.

**ADJOURNMENT**
Jennifer James-Wilson entertained a motion to adjourn; Kristina Mayer so moved.

The meeting was adjourned at 8:08 PM.

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Board Chair