

AGENDA
Southern Oregon Education Service District
SPECIAL MEETING OF THE BOARD OF DIRECTORS

6:00 PM – Tuesday, February 4, 2025
SOESD Administration Office
101 North Grape Street, Medford OR 97501



Join by computer: <https://soesd.zoom.us/j/91948145151>
Join by phone: +1 669 900 6833
Meeting ID: 919 4814 5151

AGENDA

- 1. OPEN SESSION**
 - A. Call to Order
 - B. Roll Call

- 2. Superintendent Search**
 - A. Declare Vacancy
 - B. Approve Executive Search Process Calendar

- 3. ADJOURNMENT**

The meeting location is accessible to persons with disabilities.
In accordance with the ADA, requests for accommodations
should be made at least 48 hours before the meeting to:
Liz Littleton,
Southern Oregon ESD, 101 North Grape Street, Medford OR 97501
Phone: 541-776-8590 ext 1116
Email: liz_littleton@soesd.k12.or.us

ANNOTATED AGENDA
Southern Oregon Education Service District
Board of Directors Special Meeting
6:00 PM Tuesday, February 4, 2025
SOESD Administration Office
101 N. Grape Street, Medford OR 97501
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1. OPEN SESSION

- A. Call to Order
- B. Roll Call

2. Superintendent Search

- A. Declare Vacancy

Superintendent Beveridge has announced his intent to retire effective June 30, 2025. The Board has engaged the services of OSBA to assist in the executive search process.

PROPOSED MOTION: Move to declare the position of Superintendent vacant effective July 1, 2025.

- B. Approve Executive Search Process Calendar

Kevin Noreen of Kevin Noreen Consulting will lead the search on behalf of OSBA. He will be in attendance to review the proposed executive search process and draft executive search calendar with you. ([Pages 3-5](#))

PROPOSED MOTION: Move to approve the executive search process calendar as revised (or as presented).

3. ADJOURNMENT

DRAFT



Southern Oregon Educational Service District Executive Search Calendar

Prepared by: Kevin Noreen | kevin@kevinnoeenconsulting.com | 503.258.7222

* Indicates executive session

| DATE | BOARD | CONSULTANT |
|----------------------------|---|---|
| Preparation Phase | | |
| February 5 Special Mtg. | <ul style="list-style-type: none"> ● Declare vacancy ● Approve executive search process calendar | <ul style="list-style-type: none"> ● Facilitate board approval of search calendar |
| Qualification Phase | | |
| Feb. 5 – Feb. 11 | Online survey available | <ul style="list-style-type: none"> ● Facilitate staff and community input for new executive qualifications |
| Feb 12 Special Board Mtg. | <ul style="list-style-type: none"> ● Take public comment on the qualities and qualifications of the executive ● Discuss and adopt desired qualities and qualifications ● Set dates, times, and location of screening committee training ● Identify potential screening committee members ● Create a salary range <i>Regular public meeting</i> | <ul style="list-style-type: none"> ● Present public input report to the board ● Facilitate conversation on screening committee and salary range |
| Feb. 13 – Feb. 27 | | <ul style="list-style-type: none"> ● Develop professional recruiting electronic flyer ● Develop notice of vacancy ● Advertise position |
| On or before February 28 | | <ul style="list-style-type: none"> ● Begin accepting applications |
| March 19 Regular Mtg. | <ul style="list-style-type: none"> ● Select screening committee members | |
| February 28 – | Six Weeks | <ul style="list-style-type: none"> ● Receive applications |

| DATE | BOARD | CONSULTANT |
|------------------------------------|--|--|
| April 14 | | <ul style="list-style-type: none"> ● Recruit candidates respond to inquiries |
| Screening Phase | | |
| April 16* Regular Mtg. | <ul style="list-style-type: none"> ● Attend screening committee training ● Review list of candidates ● Establish contract parameters <i>Special public meeting/executive session</i> | <ul style="list-style-type: none"> ● Train screening committee on screening process, tools and timeline |
| April 16 – April 18 | <ul style="list-style-type: none"> ● Screen applications and submit rankings | <ul style="list-style-type: none"> ● Assist with ranking process as needed |
| April 23* Special Mtg. | <ul style="list-style-type: none"> ● Select candidates to interview ● Develop interview schedule ● Develop interview questions ● Establish contract parameters <i>Special public meeting/executive session</i> | <ul style="list-style-type: none"> ● Present screening committee/board ranking results; facilitate board’s selection of candidates to interview ● Train board on interview procedures ● Train board on proper internet & social media check protocols ● Provide interview questions for review and facilitate consensus on interview questions |
| Interviews | | |
| April 24 – April 25 | <ul style="list-style-type: none"> ● Conduct internet & social media checks on upcoming interviewees | <ul style="list-style-type: none"> ● Schedule initial interviews with candidates ● Assist with internet & social media checks, as needed. |
| April 28 -30* TBD Special Mtgs. | <ul style="list-style-type: none"> ● Debrief results from internet & social media checks ● Conduct interviews ● Select finalists <i>Special public meeting/executive session</i> | <ul style="list-style-type: none"> ● Attend last interview and facilitate selection of finalists ● Train board on conducting in-depth reference checks and site visits |
| Finalist Process | | |
| May 1 – May 2 | <ul style="list-style-type: none"> ● Conduct in-depth reference checks and site visits | <ul style="list-style-type: none"> ● Schedule finalists’ interviews ● Assist with reference checking and site visits as needed |
| May 5 - May 6* TBD | <ul style="list-style-type: none"> ● Hold finalists forum/“Day in the Community” ● Debrief reference checks and site visit information ● Conduct final interviews | <ul style="list-style-type: none"> ● Develop finalist forum schedule, if needed ● Moderate community Q&A as needed ● Attend final interview and facilitate consensus on “first choice” candidate |

| DATE | BOARD | CONSULTANT |
|---------------|---|---|
| | <i>Special public meeting/Executive session</i> | |
| May 12-15 | <ul style="list-style-type: none"> ● Negotiate contract with "first choice" candidate | |
| May 21 | <ul style="list-style-type: none"> ● Vote to hire candidate/approve contract in open public meeting ● Announce selection <i>Special/ (Regular) public meeting</i> | <ul style="list-style-type: none"> ● Develop press release, if needed |
| Transition | | |
| Before July 1 | <ul style="list-style-type: none"> ● Create transition plan for new executive and board | <ul style="list-style-type: none"> ● Meets with the new executive & board to create transition plan |
| July 1 | <ul style="list-style-type: none"> ● COSA mentoring program provided to the new executive | <ul style="list-style-type: none"> ● Acts as a liaison between school district/executive and COSA as needed. OSBA provides part of the content for this mentoring program. |