

Chimacum School District Board of Directors Chair Dr. Kristina Mayer called the meeting to order at 5:03 p.m. and roll call was taken. PRESENT BY ZOOM: Port Townsend Directors – Nathanael O’Hara, Jennifer James-Wilson, Doug Ross, Jeff Taylor and Connie Welch. Chimacum Directors – Dr. Kristina Mayer, Tami Robocker, Sarah Martin, Mickey Nagy and Kathryn Lamka.

Following roll call, newly elected Port Townsend School District Chair, Nathanael O’Hara, stated Jennifer James-Wilson would continue facilitating all Superintendent Search joint meetings.

The Pledge of Allegiance was led by Port Townsend School District Director Jennifer James-Wilson.

Agenda

Jennifer James-Wilson provided an overview of the agenda and pointed out the 2-hour executive session. Tami Robocker made a motion to approve the agenda as presented; Nathanael O’Hara seconded; motion carried. (10-0)

Recess to Executive Session

The Boards recessed to executive session pursuant to RCW 42.30.110(1)(g), to review the qualifications of applicants for public employment, at 5:07 PM for an estimated two (2) hours with possible action to follow.

Executive Session

The meeting reconvened from executive session at 7:09 PM.

Selection of Semi-Finalist Superintendent Candidates

Superintendent candidates were referred to by letters A-N. Kristina Mayer and Jennifer James-Wilson addressed each candidate by letter and asked for motions to move candidates forward to the first round of interviews. Voting took place as follows:

Port Townsend did not have a candidate A or B.

Kristina Mayer asked for a motion to move candidate A forward. No motion was made. Candidate A will not be interviewed.

Kristina Mayer asked for a motion to move candidate B forward. No motion was made. Candidate B will not be interviewed.

Chimacum did not have a candidate C or D.

Nathanael O’Hara made a motion to move candidate C forward; Connie Welch seconded; motion carried. (4-1) Jeff Taylor voted against the motion. Candidate C will be interviewed by Port Townsend.

Connie Welch made a motion to move candidate D forward; Jeff Taylor seconded; motion carried. (5-0)

Candidate D will be interviewed by Port Townsend.

Mickey Nagy made a motion to move candidate E forward; Kristina Mayer seconded; motion carried.
(5-0)

Connie Welch made a motion to move candidate E forward; Doug Ross seconded; motion carried. (5-0)
Candidate E will be interviewed by Chimacum and Port Townsend.

Kathryn Lamka made a motion to move candidate F forward; no second was heard; motion failed.
Jennifer James-Wilson asked for a motion to move candidate F forward. No motion was made.
Candidate F will not be interviewed.

Tami Robocker made a motion to move candidate G forward; Kathryn Lamka seconded; motion carried.
(4-1) Mickey Nagy voted against the motion.
Jeff Taylor made a motion to move candidate G forward; Connie Welch seconded; motion carried. (5-0)
Candidate G will be interviewed by Chimacum and Port Townsend.

Tami Robocker made a motion to move candidate H forward; Mickey Nagy seconded; motion carried.
(5-0)
Nathanael O'Hara made a motion to move candidate H forward; Connie Welch seconded; motion
carried. (5-0)
Candidate H will be interviewed by Chimacum and Port Townsend.

Kristina Mayer asked for a motion to move candidate I forward. No motion was made.
Jennifer James-Wilson asked for a motion to move candidate I forward. No motion was made.
Candidate I will not be interviewed.

Mickey Nagy made a motion to move candidate J forward; no second was heard; motion failed.
Jennifer James-Wilson asked for a motion to move candidate J forward. No motion was made.
Candidate J will not be interviewed.

Kathryn Lamka made a motion to move candidate K forward; Kristina Mayer seconded; motion carried.
(5-0)
Jeff Taylor made a motion to move candidate K forward; Doug Ross seconded; motion carried. (5-0)
Candidate K will be interviewed by Chimacum and Port Townsend.

Kristina Mayer asked for a motion to move candidate L forward. No motion was made.
Jennifer James-Wilson asked for a motion to move candidate L forward. No motion was made.
Candidate L will not be interviewed.

Tami Robocker made a motion to move candidate M forward; Mickey Nagy seconded; motion carried.
(4-1) Kristina Mayer voted against the motion.
Jennifer James-Wilson asked for a motion to move candidate M forward. No motion was made.

Candidate M will be interviewed by Chimacum only.

Kristina Mayer asked for a motion to move candidate N forward. No motion was made.
Jennifer James-Wilson asked for a motion to move candidate N forward. No motion was made.
Candidate N will not be interviewed.

Chimacum School District voted in favor of interviewing candidates E, G, H, K, and M.
Port Townsend School District voted in favor of interviewing candidates C, D, E, G, H, and K.

Jennifer James-Wilson asked the Port Townsend Board if anyone would like to add a candidate to the list or remove one from the list. Following a brief discussion, it was decided that no candidate was to be added or removed.

Kristina Mayer asked the Chimacum Board if anyone would like to add a candidate to the list or remove one from the list. Following a brief discussion, it was decided that no candidate was to be added or removed.

Finalist Interview Parameters

Consultant Hank Harris, Human Capital Enterprises, shared an example of a Candidate Interview Schedule for January 23, 2021 and a Sample Community Stakeholder Committee outline. He confirmed that Chimacum and Port Townsend Boards will fine-tune their respective lists of finalists to four (4) candidates for final interviews to take place Monday, February 1 to Thursday, February 4. On Saturday, February 6, Harris will meet with the Boards to debrief and finalize decisions; the meeting is expected to be approximately 3 hours.

Outline of the Finalist's experience February 1-4, 2021

One finalist per day will be interviewed via Zoom as follows:

1. Community Stakeholders (selected by lottery process) will interview finalists in the morning; Hank Harris will facilitate and collect feedback. Questions will be scripted to provide a consistent experience for all candidates. This is a closed meeting.
2. A 30-minute Q & A opportunity will be offered to the community in the afternoon in an open forum format.
3. Each Board will hold a 90-minute special meeting, beginning at 4:00 PM, to conduct the final interview. This is to be an unscripted interview and a closed meeting.

Additional comments included:

- There may be a need for an additional consultant to assist with facilitation. This is an additional cost of \$400/district.
- It was suggested to track the names of those who apply to be on the Community Stakeholders Committee so those applicants can be invited to the Q & A session.
- It would be helpful to have the Q & A session moderated to keep the questions flowing.
- There is value in the Q & A community opportunity and the transparency is important.
- Friday, February 5 could be considered an overflow day if it's needed to capture all candidates fairly.

Port Townsend School District No. 50
1610 Blaine Street
Port Townsend, WA 98368
Virtual Meeting via Zoom

Board of Directors
Special Joint Board Meeting
with Chimacum School District Board of Directors
January 14, 2021
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Hank Harris will recommend 13 to 16 questions and craft them based on candidate profiles and board director input. Kristina Mayer noted questions pertaining to collaboration should be included. Board interview questions are to be submitted to Katy Gaffney and Traci Meacham, and they will forward them to Hank Harris.

Chimacum Board Members held a brief discussion on concerns regarding the Q & A session. It was confirmed that Chimacum and Port Townsend will offer the community Q & A opportunity. Hank Harris stressed the importance of being proactive in announcing the Q & A. Invites will be created by Katy Gaffney and Traci Meacham, and each district will advertise the opportunity on their websites. A press release will also be generated.

Hank Harris will develop an interview schedule for February 1-4 and meet with both districts by January 20 to plan for Saturday, January 23. The January 23 meeting will begin at 7:20 AM and run into the evening; it will be a full day.

Kristina Mayer confirmed the candidates chosen by the Chimacum School Board, which were E, G, H, K, and M.

Jennifer James-Wilson confirmed the candidates chosen by the Port Townsend School Board, which were C, D, E, G, H, and K.

Adjournment

Jennifer James-Wilson asked for a motion to adjourn the meeting; Connie Welch made the motion; Doug Ross seconded; motion carried unanimously.

The meeting was adjourned at 8:16 PM.

Respectfully submitted,

Nathanael O'Hara
Board Chair

“Third Activity”: Open Community Q&A with Finalists

What

This activity constitutes a zoom call where members of the public could view and participate in a Q&A forum with each of the Finalists. The Finalist would begin by introducing her/himself and then take questions. At the conclusion, participants could complete a survey which would provide feedback to Board Members.

Where

Via Zoom

When

Each “Finalist Day” which will take place during the timeframe of February 1-4, the Finalist will participate in this Third Activity in between the morning *Community Stakeholder Interview* and the evening *Board Interview*.

What’s Involved

- **Board Members** are recommended to attend as observers only.
- **Board Members** must commit to reviewing the solicited community feedback that will be in the form of a short survey.
- **District Staff** will need to manage the execution of the Zoom Call.
- **District Staffperson, Community Member, or Consultant** will need to emcee the Zoom Call.
- **Consultant** will manage the survey and provide feedback to Board.
- Because this process suggests that names will be released to the public, a **District Staffperson** will work in concert with the **Consultant** to draft a press release and provide that to the press prior to Interview Day.
- (Optional) **Staffperson** to solicit questions in advance and to screen such questions.

Fee

- Fee to consultant will be calculated based upon the amount of work asked to execute the above; based upon the bullet points above, a fee of \$400 per district is a reasonable estimate.