



OREGON SCHOOL BOARDS ASSOCIATION OSBA Executive Committee Meeting

Tuesday, August 13, 2024, 12:30 PM

Zoom Meeting

Meeting Minutes

OSBA board members in attendance at meeting start: Sami Al-Abdrabbuh; Chris Cronin; Emily Smith; Dawn Watson

OSBA staff in attendance at meeting start: Emielle Nischik, Interim Executive Director; Haley Percell, Chief Legal Officer and Interim Deputy Executive Director; La'Nell Trissel, Executive Assistant

Guests in attendance at meeting start: Bob Steringer, Harrang Long P.C.

OSBA board members not in attendance at meeting start: Sonja Mckenzie

President Al-Abdrabbuh called the meeting to order at 12:32 p.m.

I. Welcome and roll call

President Al-Abdrabbuh welcomed everyone to the meeting.

Roll call was taken, and a quorum was present.

II. Approve agenda

Motion: Emily Smith moved the Committee to approve the agenda as presented. Seconded by Chris Cronin.

There being no votes in opposition, the motion passed unanimously.

III. Executive Director Job Description

President Al-Abdrabbuh summarized the purpose of the Executive Director Job Description. Chief Legal Officer and Interim Deputy Executive Director Percell summarized the process used in the development of the document, including review by a third party contractor specializing in this type of work, and provided an overview of the two proposed substantive changes: 1) the addition of PACE responsibilities; and 2) the qualifications that are listed in the minimum job qualifications.

Further discussion took place regarding the specific minimum job qualifications, including parameters for education, professional experience, and previous experience working with boards; clarification of lines of reporting; and updating the "Last Revised" date to August 29, 2024.

Staff will update the language accordingly.

Motion: Chris Cronin moved the Executive Committee to recommend this position description to the OSBA board of directors for approval with the modification that we have discussed in this meeting today. Seconded by Emily Smith.

There being no votes in opposition, the motion passed unanimously.

IV. Executive Director Salary Range

Chief Legal Officer and Interim Deputy Executive Director Percell presented data collected from NSBA and Cascade Employers Association. President Al-Abdrabbuh provided an overview of how the salary range will be used during the hiring process.

Further discussion took place regarding how the salary range was created, clarification of data points, how the position's requirements differ from other state associations and other comparable data, and a recommendation to bring to the Board.

Motion: Emily moved to recommend the salary range obtained from Cascade Employers for adoption by the OSBA board of directors. Seconded by Dawn Watson.

There being no votes in opposition, the motion passed unanimously.

V. Executive Director Hiring Process

Steringer provided an overview of the Executive Director Hiring Process document and the next steps for the Committee and Board that are provided in the hiring process document; in addition to, an overview of the proposed Resolution to Offer a Direct Appointment to the Executive Director and the next steps for the Committee and Board that are provided in the resolution document.

Additional discussion took place regarding processes and timelines listed in the document, and the individuals that are designated to negotiate a salary and benefit package with the candidate.

Staff will add language to the hiring process document that will include the president-elect in the negotiation of a salary and benefits package with the candidate (sections 4 and 5) and include reference to the other hiring processes in the rationale for the agenda item in the Board packet.

Motion: Dawn Watson moved to recommend the executive director hiring process for adoption by the OSBA board of directors. Seconded by Emily Smith.

There being no votes in opposition, the motion passed unanimously.

Motion: Chris Cronin moved to recommend to the full Board the Resolution to Offer a Direct Appointment to the Executive Director Candidate for adoption. Seconded by Dawn Watson.

There being no votes in opposition, the motion passed unanimously.

VI. Executive Director contract negotiation parameters

President Al-Abdrabbuh asked the Committee for any additional parameters that should be included during negotiations that were not previously discussed. No other parameters were offered.

VII. Resolution to Offer a Direct Appointment to the Executive Director Candidate

VIII. Review September Board of Directors meeting agenda

President Al-Abdrabbuh asked the Committee to encourage individuals to submit reports that will be included in the September meeting packet on time and to encourage individuals who are interested in serving on a board committee to submit a response to the OSBA Committee Vacancy survey; and provided a preview of the draft September Board of Directors meeting agenda.

IX. Review OSBA Process: Nomination and election of OSBA officers

Interim Executive Director Nischik presented an overview of the proposed process and the reasons behind its creation.

Further clarification was given to the processes' purpose to provide an established structure with further clarification surrounding Zoom alternatives and that votes of the board are public record.

X. OSBA Board of Directors meeting venue (in person vs. virtual)

Chief Legal Officer and Interim Deputy Executive Director Percell updated the Committee that a member of the Board has requested a discussion regarding moving all OSBA Board of Directors meetings to in-person venues. Further conversation took place about when the discussion could go before the Board with consideration of previously established agenda items.

Staff will provide relevant data, including the average cost of in person board meetings and the number of meetings over the last three years.

This item was tabled to the September committee meeting.

XI. Receive feedback on April and June Board of Directors meetings

President Al-Abdrabbuh and the Interim Executive Director encouraged the Committee to review the data that was provided.

Due to time constraints, this item was tabled to the September committee meeting.

XII. For the good of the order and requests for future Executive Committee agenda topics

No issues were raised during this agenda item.

XIII. Meeting adjourns

The meeting was adjourned at 2:04 p.m.