

APPROVED



Rogue River School District 35

Minutes

RRSD35 Special Meeting

Date and Time

Tuesday December 2, 2025 at 6:00 PM

Location

Rogue River School District - District Office
1898 E Evans Creek Road
Rogue River, OR 97537
Directions available [HERE](#)

This Executive Session was held in accordance with ORS 192.660 (2)(a) to consider the employment of a public officer, employee, staff member or individual agent.

Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room.

Representatives of the news media are specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session.

The Special Meeting began at 6:03 p.m., immediately following the Executive Session.

Directors Present

B. Sund, E. Poston, H. Friend, J. Chick, M. Jacob

Directors Absent

None

Guests Present

B. Mortenson, C. Schloegl, D. Sweeney, P. Lee (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

H. Friend called a meeting of the board of directors of Rogue River School District 35 to order on Tuesday Dec 2, 2025 at 6:03 PM.

H. Friend lead the audience in the flag salute.

II. Action from Executive Session

A. Superintendent Resignation

B. Sund made a motion to accept the resignation of RRSD35 Superintendent, Patrick Lee, as presented, with regret.

M. Jacob seconded the motion.

The board **VOTED** unanimously to approve the motion.

III. Discussion Items

A. Superintendent Search

The Board discussed past practice for conducting a superintendent search.

Historically, the Board Secretary, the Business Manager, and Board members traveled to interview potential candidates along with the candidates' current staff.

A potluck dinner was hosted at a school building to allow candidates to meet district staff and the community.

Search Firm Costs

B. Sund reviewed that OSBA charges approximately \$14,000.

C. Schloegl shared information from a search company that charges about \$19,000.

Recruitment Considerations

B. Sund noted the difficulties involved in recruiting a superintendent from out of state.

J. Chick asked what the previous search cost the district.

D. Sweeney reported expenses including the job posting, application review with food, one hotel night in another city, and two rental cars.

Job Posting and Applicant Outreach

B. Sund stated that D. Sweeney is familiar with the posting requirements. D. Sweeney reviewed COSA's job posting system, noting that an email goes out statewide to all administrators. P. Lee added that applicants seeking positions in Oregon commonly use COSA as a resource.

Confidentiality of the Process

D. Sweeney emphasized that the initial application stage is confidential. B. Sund clarified that the Board is currently focused on posting the position and may hire OSBA later if needed.

Regional Competition

D. Sweeney noted that Eagle Point posted its superintendent position 10 days prior, creating local competition. He recommended not closing the posting immediately after Eagle Point closes theirs. P. Lee added that Rogue River may be more attractive to candidates seeking a smaller district.

Marketing and Contract Considerations

H. Friend reviewed marketing elements of the search.

Vetting and Interview Process

H. Friend asked about the vetting process, including background and character review. D. Sweeney explained the sequence: posting → applicants → applicant review committee → selection of four candidates → deeper vetting process. J. Chick asked whether interviews are public. D. Sweeney reported they are not; they include only the five Board members, D. Sweeney, and the Board Secretary. The press is not present, as this is an interview, not a Board meeting.

Application Materials

J. Chick asked if a standard application is used. P. Lee and D. Sweeney noted that candidates previously submitted a resume and application. E. Poston recalled that applicant materials included several pages of documentation and references, and much of the screening work, such as calls, was done from home.

Feasibility of Conducting the Search Internally

H. Friend asked whether conducting the search internally was feasible. B. Sund confirmed that it is. B. Sund reviewed OSBA's interview process, noting that it becomes stressful at the end because a decision is expected the same evening. Conducting the process internally avoids this pressure.

Board Preparation

D. Sweeney reminded the Board of a sample interview exercise they had completed previously, which had been beneficial. The Board expressed support for using this approach again.

J. Chick suggested that the Board establish a list of criteria to ensure candidates meet expectations. D. Sweeney confirmed that the posting includes both qualifications and criteria.

Travel and Timeline

The Board reviewed potential travel needs, noting that some members have work commitments to coordinate.

Interviews are expected to take place in January.

Administrative and Staff Input

P. Lee advocated for including administrators in the process, such as through initial screening or other input.

M. Jacobs emphasized the importance of asking staff what qualities they value in a superintendent.

B. Board Posting Committee

This item was discussed alongside **A. Superintendent Search**.

IV. Action Items

A. Superintendent Search

B. Sund made a motion to move to proceed with a search by the RRSD35 Board of Directors, as discussed, on their own.

M. Jacob seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. Board Posting Committee

E. Poston made a motion to move to appoint Vice Chair Sund and Director Chick to the Board Posting Committee, as discussed.

M. Jacob seconded the motion.

The board **VOTED** unanimously to approve the motion.

C. Declaration — Superintendent Position Vacant

J. Chick made a motion to declare the superintendent position vacant effective July 1, 2026, as presented.

E. Poston seconded the motion.

The board **VOTED** unanimously to approve the motion.

V. Closing Items

A.

Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:41 PM.

Respectfully Submitted,

C. Schloegl

H. Friend reviewed that at the next board meeting they will have a discussion on IIA and has added this as an item on the agenda for December 16, 2025.

- 1) The administration endeavors to anticipate all items that will be dealt with by the Board on the agenda. However, from time to time the Board may add other issues to the agenda during the course of the meeting.
- 2) Consent Agenda are matters of routine nature. However, from time to time items may be moved out of the consent agenda and placed on the action agenda.
- 3) Discussion and Report mean the Board intends to discuss or hear a matter. It is not known whether or not a motion will be placed on the table.
- 4) Approval and Adoption mean the Board intends to take action on the issue. However, from time to time action items may be deferred or tabled.

NOTICE OF NON-DISCRIMINATION