

**DOUGLAS COUNTY SCHOOL DISTRICT #15**  
**BOARD OF DIRECTORS**  
**SPECIAL MEETING MINUTES**  
**April 15, 2021**

The Board of Directors of Douglas County School District #15 convened in a special board meeting to interview for a business manager on Thursday, April 15, 2021, beginning at 4pm, in Room 215 at Days Creek Charter School.

The following individuals were present:

District Board Members: Rex Fuller, Lance Kruzic, Dana Stone, Troy Michaels and Laura Stufflebeam

Superintendent: Steve Woods

Board Secretary: Lisa Hemphill

**1) Call to Order and Welcome:** R. Fuller called the meeting to order at 3:58

**2) Pledge of Allegiance:** The Pledge of Allegiance was recited.

**3) Approval of the Agenda:**

**Motion:** L. Stufflebeam moved to approve the agenda with the following corrections: Change the day of the week from Monday to Thursday and add the location of Days Creek Charter School, Room 215.

**Second:** T. Michaels

**Discussion:** There was no discussion.

**Voting in Favor:** R. Fuller, L. Kruzic, T. Micheals, D. Stone & L. Stufflebeam

**MOTION PASSES**

The interview questions, see attached, were asked of all candidates.

**4) 4pm Interview:** GRM (Steve Tuchsherer and Jean Larson):

**5) 5pm Interview:** Claire Cotton

**6) 6pm Interview:** David Marshall

**Discussion about the candidates:** The board had lengthy discussion regarding the qualifications of the candidates and the pros and cons of having an in-house business manager versus contracting with a business that is turn-key for services and has the ability to be three deep. There was also discussion regarding the possibility of training an in-house staff member to fill the position.

**7) Action Items**

a) Approve candidate for Business Manager position

**Motion:** T. Michaels moved to approve offering the business contract to GRM.

**Amended Motion:** approve offering the business contract to GRM and offer to pay GRM up to \$7000 for preliminary work before the July 1, 2021 start-up date if contract is finalized.

**Second:** L. Kruzic

**Discussion:** There was some discussion regarding the following: interest in finding out if GRM would be willing to negotiate the price for the first month since we are still under contract with the ESD, if the board has to approve the contract at the next board meetings and possible agreement with GRM for some preliminary work before July 1, 2021.

**Voting in Favor:** R. Fuller, L. Kruzic, T. Micheals, D. Stone,

**Abstain:** L. Stufflebeam

**MOTION PASSES**

**8) Adjournment:**

**Motion:** D. Stone moved to adjourn the meeting at 8:47pm.

**Second:** T. Michaels

**Discussion**

***Voting in Favor:*** R. Fuller, L. Kruzic, T. Micheals, D. Stone, J. Boling & L. Stufflebeam

**MOTION PASSES**

Dated this April 19, 2021

Respectfully Submitted by:

Lisa Hemphill, Board Secretary

**The next School Board Meeting is May 5, 2021**

## Interview Questions

1. Please give us a quick tour of your professional career.
2. Where do you see yourself (your company) three years from now?
3. Describe the profile of an ideal Business Manager.
4. Which of these business office functions are you currently proficient in? Which would require additional training? Which would need to be assigned to someone else. Explain as needed.
  - a. Following generally accepted accounting practices.
  - b. Budgeting - preparing, and reporting as per Oregon law requirements.
  - c. Accounts Payable and Accounts Receivable functions.
  - d. Payroll processing, including all related transfers to PERS, taxes, etc...
  - e. Grant accounting - providing oversight and assistance with compliance.
  - f. Audit - preparing for, managing, coordinating, and communicating to required agencies.
  - g. Operating the Infinite Visions software program.
  - h. Human Resources - ensuring district compliance and regulatory requirements when processing new and departing employee paperwork.
5. How will we measure your success as a Business Manager?
6. How many days will the district have access to you either onsite or remotely if needed?
7. What hurdles would keep you from being successful as the business manager at Days Creek?

8. What are the keys to building a successful working relationship?
9. Share an experience in which you successfully shared a difficult piece of information.
10. How do you balance cooperation with others and independent thinking?
11. Provide an example of when you were persistent in the face of obstacles.
12. What question was not asked that you would like to answer?

(Time permitting) Do you have any questions you would like to ask us?