

Special Board Meeting
MINUTES
3-19-14

I. CALL TO ORDER

President Zieler called this meeting to order: 6:05 pm

II. ATTENDANCE

Board Members, President Zieler, Mrs. Patterson, Mrs. Wenhardt, Mr. Overson and Mr. Wiltbank; Superintendent Mr. Larry Heap; Finance Director Mr. Jacob Boyle; and Board Executive Secretary Mrs. Tanya Sparks; H.S. Principal Mr. Roger Heap and M.S. Principal Mr. Ed Burgoyne; Mr. Mike Aylstock of Aylstock Consulting and Mr. Steve Highlen of ASBA were also in attendance.

III. PRESENTATIONS

a. Mr. Aylstock of Aylstock Consulting

Mr. Aylstock thanked the board for this opportunity. He said it's always a pleasure to come back here; it's like coming home for me. He started his career in St. Johns, which he enjoyed for 4 years. He got Mr. Larry Heap and Mr. Roger Heap in administration.

Mr. Aylstock gave the board a folder with items to review as he discussed.

Superintendent Heap mentioned that at the end of our March 6th board meeting, he too gave the board the notebook of materials Mr. Aylstock had put together from his consulting services for Mingus School District last year. Along with those materials Superintendent Heap also included materials from ASBA from their consulting services with Payson Unified School District. The board members had examples from both consulting services to review prior to this meeting.

Mr. Aylstock proceeded. There are three things in the folder. He reviewed the "Proposed Schedule" on what we would use if we were to start the search. We would stay pretty close to this schedule provided.

Also in the schedule he's given the sites of where he's advertised. He is currently providing consulting services for Grand Canyon and in the right side of your folder you can see what he's put together in the search. Application, job description, etc.

He advertised with all school business officials. ASBA, ASA, ADE, and many more. He sends personal emails to colleagues announcing the job as well as to about 50 superintendents around the state or for those interested.

Mingus is fairly close to the size of this district. We had 11 applicants for them. We also had about the same number of applicants for Grand

Canyon and he feels we will get about the same amount for our School District.

There are also options on how the board would like to use different stake holders; meaning, if you want to involve staff, the student body or even community members. With Mingus and Grand Canyon we started off with a series of expectations. We started by meeting with staff. We next met with interested student body members, and then held a community forum. These were give and take sessions where they let him know what their expectations of the community were, etc.

If you refer to page one, you can also get a page like that which will have a dialog or an area to fill in regarding their expectations for the Superintendent. They can also have the option to list the applicant's major strengths as well as their concerns. Once these are returned to him, he then compiles all this information and shares with the board.

This information helps the board in putting together the superintendent profile and job description. The colored brochure is an example of what the profile looks like. We can also put together a community file, staff file, student file, etc.; also available to you.

After the job is posted about 4 weeks then we develop a rubric to review applications; see page two. This gives you a chance to score applicants as they interview. There may be some community or staff members you want to do this. These determine who you will use as finalists for the application process.

One thing on the application; in the Grand Canyon example, the candidates are asked to answer questions that the board and he will have compiled together. They should be questions you want the candidates to answer specifically. We also ask that at least two of the questions are written in the applicant's own handwriting. With all the use of technology now, it's sometimes nice to see if applicants have legible handwriting. This was appreciated at both Mingus and the Grand Canyon districts.

After this process you should have narrowed down your finalists and then determine what you're interviewing process is going to be. What we have done with other districts is have them bring in 5 finalists to spend 2 days in the school district. Set up a rotation (see page 6 – schedule that was used in Mingus the area rotation, interviewed by board.) We had a committee of staff members and community members. Parents and students served as hosts to tour community and schools so that candidate could ask questions. One of the 5 stops was the district office; meeting the staff and visiting with the business manager. Then the last stop they visited a high school class. It was a government class in which the students planned a question for the candidate. Also comment cards for kids, community members, and staff will be provided. At the end of the

first day we brought everyone to the cafeteria. All staff and students were invited to walk around and ask questions of the candidates. This type of experience was as valuable for the candidate as was for the staff, students and community. They spend an hour with the entire staff then an hour with the community members (after dinner). We have comment cards available for them to fill out. He gathers the cards, compiles the results and gives the information to the board.

Finally, a list of questions for the board to use for interviewing the finalists. What's special about this is the finalists are asked 2 or 3 questions they responded to previously. (To see if they follow what they initially wrote).

That's his process. It was very successful for Mingus last spring. He would appreciate helping in the selection process but regardless of who you choose for your consulting services, you can't go wrong with either.

QUESTIONS

Mr. Overson asked if this is a statewide search or national.

Mr. Aylstock – a statewide search. If the board wants a national search, there will be a little extra cost to that. He advertises on 3 or 4 different websites which kind of makes it a national search anyway. People outside of Arizona who are looking for jobs know to search these websites.

Mr. Aylstock concluded by saying he was just hired by Blue Ridge Unified School District to help in their search for their superintendent job opening.

b. Mr. Highlen of Arizona School Boards Association (ASBA)

President Zieler welcomed Mr. Highlen and said he appreciates him coming and making the long drive up.

Mr. Highland. – He too had a pamphlet of materials for all the board members. He said on behalf of ASBA he appreciates our continued support. He agrees with Mr. Aylstock that you can't make a bad decision here. Part of your decision should also have to do with who you are comfortable with.

Mr. Highland referred to the document on left-hand side of their pamphlet. We pretty much have the same overview as Aylstock Consulting. In the first meeting we will sit down with you and customize what program is going to best for you. We would go through each category. Our responsibility is to present you with choices. Through discussion you would give us direction to formulate a program that works for you. If you want a community meeting or a meeting where students are involved, we

would offer that as well. It just depends on how far you want to spread that net. It's truly up to the board.

The second document is the "Search Agreement". The first 4 or 5 pages are usually the same for all districts. We are working for you and will do what you ask us to do and bring you the best program we can.

Exhibit A is a rundown of what you will see when you go through the actual search document. This is something we generally do but can change according to what you want. Some districts ask us to advertise for them. If you want documentation from all applicants we can put that together for you. It's all up to you in how much you want us to do.

The next document, Exhibit B is a schedule in compensation. There is a base cost of \$3500 for districts with 1,000 students or less; plus any additional expenses that can occur. Some additional expenses exist of travel and per diem. If you want special advertisements in newspapers, that would be an extra charge. There are 3 meetings with him and if you want to go beyond that it will be \$500 per meeting plus expenses.

The timeline hasn't been filled out yet because he doesn't know what we want. We would open an online survey if you want that. See example. These questions would go out to community members and staff and gives them a chance to respond by giving their expectations, etc. We could also hold community meetings to get some of that information. We put it all together and show you all the responses. You can review and then give us direction. That direction would be what the pamphlet would look like. Payson's pamphlet is in your folder. We worked closely with their board to create a community profile. (A district profile.) Budget and finance is also included. We work with your business manager to come up with data and then run it by the board to make sure they're in agreement. Next, the profile, born from the survey we conduct or whatever the case may be; but it's you that gives us that direction. We give you ideas of what's trending, etc.

Other documents in your folder: Please refer to Flagstaff's. In their document on the third page, they were extremely infinitive with their profile. They spent a lot of time with ASBA on that. Other districts haven't taken that approach. Not as infinitive. In the profile of a superintendent the advantage is very infinitive but that too can lessen the number of applicants.

Sierra Vista and Palomina Elementary District's documents are included in your pamphlet for review as well.

Mr. Highlen concluded by saying that he firmly believes you won't go wrong with whoever you choose. You will get what you want. It comes

down to who you are comfortable working with. If you don't choose ASBA that's okay.

QUESTIONS

President Zieler said he is very impressed with both presentations. He asked if Mr. Highlen would tell us some other similar size districts he's worked with.

Mr. Highlen said he's working with Payson right now. We have over 20 applicants for Payson. Summerton was another similar district. We had 14 applicants for them. He worked with Sierra Vista and received 14 applications there. We worked with Strawberry district last year and they are a very small district. We had 20 applicants there. Those with 14 applicants are a little down in numbers and he isn't sure why.

President Zieler asked what the ratio was of in-state applicants compared to out-of-state applicants.

Mr. Highlen – In a little town near Nogales we had 20 applicants. Two didn't finish the application process but of those 18 we had, one was from South Carolina, one from Nebraska, two in district and the rest from Arizona. That's pretty characteristic with what we see. People know how to access the information. People wanting to come to Arizona do look on these web sites as Mr. Alystock mentioned.

President Zieler asked Mr. Alystock about his costs.

Mr. Alystock said the costs are almost exactly the same. \$3500 for the entire search with additional cost for extra's. (Contracts were handed to the board).

President Zieler thanked them for their time.

President Zieler didn't feel there would be the need to call an additional meeting to make a decision. He asked the boards thoughts.

Mr. Overson replied that he needs a few days to give it some thought.

IV. DISCUSSION AND/OR ACTION / CONSULTING PRESENTATIONS

President Zieler asked Superintendent Heap if a motion needs to be made.

Superintendent Heap replied yes, that a motion would need to be made on who the board chooses. It's not something you can all discuss over the

phone. You would have to call another meeting if a decision can't be made tonight.

President Zieler said he appreciates both consultants' comments that we can't go wrong with either one.

President Zieler asked if the board wanted to call another meeting to make the decision. Next week is Spring Break and we don't want to go much passed that.

Mr. Overson said he will be in town Tuesday or Wednesday of next week.

President Zieler said the same.

The board agreed to conduct another special meeting on Tuesday, March 25th at 6:30 pm to vote on which consultant to use.

President Zieler said the consultants have left phone numbers in which they can be reached so if you have questions, please call them directly.

President Zieler asked if anyone else had any comments or suggestions with either consultant.

Mr. Boyle said ASBA's costs were a little more for incidentals. He also said he feels they both are very similar and it really comes down to who you can work better with.

President Zieler concluded by saying the Tuesday Special Meeting should be brief with only one item on the decision to vote on, make a motion and adjourn.

V. ADJOURNMENT

Motion/Second to adjourn the March 19, 2014 special board meeting.

Motion –Mrs. Patterson; 2nd – Mr. Wiltbank; unanimous

Meeting adjourned - 6:48 pm

Board Approved April 10, 2014

Board President _____

Date _____