

**Special Board Meeting
MINUTES
5-14-14**

I. CALL TO ORDER

Mrs. Wenhardt called this meeting to order – 6:12 pm

II. PLEDGE OF ALLEGIANCE

The pledge was led by: Mr. Overson

III. ATTENDANCE

Board Members – Mrs. Leslie Wenhardt, Mr. Brent Overson, Mrs. Eve Patterson; and Mr. Clint Wiltbank; and Board Executive Secretary Mrs. Tanya Sparks were in attendance. Board President Mr. Jim Zieler was excused. Finance Director Mr. Jacob Boyle joined the meeting – 7:30pm.

IV. ITEMS FOR DISCUSSION AND/OR ACTION (As follows)

V. OPEN SESSION

Arizona school Boards Association will present the Governing Board with information regarding the applicant screening process for the position of Superintendent

VI. EXECUTIVE SESSION

The Board will adjourn into Executive Session for the purpose of meeting with an “Advisory committee/ASBA” for the specific purpose of making a recommendation concerning a decision to be made or considered pursuant to A.R.S. §38-431.03 [1].

The Governing Board will screen applicant submissions for the position of District Superintendent

Motion/Second to adjourn into Executive Session.

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

Entered into Executive Session – 6:55pm

Those to be in Executive Session: Mrs. Wenhardt, Mrs. Patterson, Mr. Wiltbank, Mr. Overson and Mr. Steve Highlen of ASBA

Back in open session – 8:55 pm

VII. OPEN SESSION

The Governing Board will discuss and consider the selection of candidates for the position of District Superintendent that will be invited to interview with the Board.

Motion/Second that we would like to interview Mr. Edward Burgoyne, Mr. Curry Donaldson, Mr. Roger Heap, Mr. Jeffry St. Claire and Mr. Robert Varner. ASBA will be making the contacts to interview.

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

VIII. The Governing Board will discuss and consider the process and schedule for interviewing for the position of District Superintendent

Mr. Highlen – The board talked about meeting May 20th and 21st if needed. You have 5 interviews. He assumes they will all accept the interview and with that in mind, this is a lengthy process and can be done in a full day but it would take an entire full day. You can probably start at 12:00 noon and get it done because there would need to be discussion afterwards. It's not something you can start at 6:00 in the evening and finish. You may want to split them over two days.

Mr. Highlen would like their direction as to how they want him to set up the interviews. He suggests that if you go over two days, that you plan three interviews the first day and two the second day due to discussion of whom you want to offer a contract to for the position.

You also will need to discuss what you want his role to be and how you want the interviews to be set up in terms of the interviews. Generally, an hour per interview is pretty good but you need a little down time in between interviews. As a board the law says, in Executive Session, you can have anyone in there you feel is important to the process. Sometimes he's invited in and sometimes he is not. He will be present in whatever role you wish for him.

Mrs. Patterson would like for him to be present to make sure they do this process correct.

Motion/Second that we would like ASBA to schedule interviews for over two days on May 20th and 21st starting at 6:00pm in the evening with the five individuals we previously discussed.

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

IX. The Governing Board will discuss and consider interview questions to be used with each candidate for the position of District Superintendent

Mr. Highlen - President Zieler put together some questions for your review. They are good but the only concern in all his questions was question two because question two is very leading. You can still ask that question without being so leading. You can talk about a staffing document and a way to ask that question so it's not so leading. Good questions but very leading.

Mr. Overson said this is an interesting question.

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Mr. Highlen – You can ask the questions without being so leading. He can take this and re-write it a little bit without saying we are “top heavy” being the answer to the question.

All agreed for Mr. Highlen to re-write that question since it's a good question.

What he usually does is a little activity where he goes down and calls off numbers to see if these are good questions. As we discuss those we will look at questions to see if any are too similar. We want to have maybe twelve questions at most.

Mr. Overson went through the list of questions and cut the list in half but still using those questions more appropriate to us. He also looked at those questions that were kind of repeating. He narrowed them down to twenty-four questions plus four of his own, similar to President Zieler's.

All agreed to go through the questions Mr. Overson had picked out and not all forty-two questions.

Mr. Overson's list was: #1, #4, #6, #7, #9, #10 combined with #2 of President Zieler's. Also, #12, #18, #19, #22. Combine #25 and #26. Use #27, #29, #30. Really liked #32, #33, #36, #39, #41, #42, #43, #44.

All agreed with using those questions.

Mr. Highlen said he can take numbers 1, 3, 4, 6, 7, 9, and 10 to make one question.

Mr. Overson feels there are two topics within that.

President Zieler's questions – Mr. Highlen to combine #2 and #5. Definitely keep #4.

Mr. Highlen - So far the questions you have picked cover topics on relationships, student achievement, leadership in a variety of ways, development, and finance.

Mr. Wiltbank would like to add a question about community relations.

Mr. Highlen – Wants you to make sure to not to put yourselves in a corner with too much narrowed down.

Also - Make sure you give a chance at the beginning of each interview for the candidate to tell about themselves. Then give them a chance at end to ask if they have anything else to add.

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Mr. Highlen said we are a little heavy on questions. Question #18 and #32, only two of you were in favor of.

All agreed to take #18 and #32 out.

Mrs. Patterson asked if Mr. Highlen would send those questions back to them once he's re-done them.

Mr. Highlen suggested that we start the meeting at 6:00pm and before we have the first candidate come in, have a discussion on the questions to make sure everyone is on the same page. This will be in Executive Session.

All agreed.

He also said he can add each board member's name behind a question so they ask the same question each interview or he can have the Chair person ask all the questions.

Mr. Wiltbank feels they should each have a turn asking questions.

Motion/Second for ASBA to put together questions and bring to the board for use during the interviews.

Motion-Mr. Overson; 2nd-Mrs. Patterson; unanimous

X. Arizona School Boards Association will present information regarding training opportunities with the Board and new Superintendent

Mr. Highlen – Part of what comes with the package of us working with you is an opportunity for us to have an on staff trainer to work with you and the new Superintendent as the year begins, meaning the July 1st fiscal year, not the school year. Conversation needs to occur in terms of roles, goals, expectations, evaluations, etc., so all are on the same page to begin. If you're not, it's going to be a "trip" hazard later on. We promote that training is a good thing. If you have certain expectations, you can talk to our trainer and discuss and prepare a training session. It would be a work study type session rather than board meeting. All would be together to discuss what your expectations are, etc. From that could be born any number of things. Maybe what the goals for Superintendent are for that year. It's a great way to get on the same foundation and working together as a team.

Mr. Highlen concluded that you will need to decide as a board in a future board meeting, whether you want us to do that and if you do, I can be contacted and I will get a trainer in touch with you. If you don't want to have us do that, that's fine too.

Mr. Wiltbank asked if it's included in the cost.

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Mr. Highlen - Yes. It's already paid for, except the cost of travel. That will be billed.

Mrs. Wenhardt thanked him for his time.

XI. ADJOURNMENT

Motion/Second to adjourn the meeting

Motion-Mrs. Patterson; 2nd-Mr. Overson; unanimous

Meeting adjourned – 9:25 pm

Board Approved June 5, 2014

Board President _____ Date _____