

DRAFT MINUTES

AMPHITHEATER PUBLIC SCHOOLS Tucson, Arizona

MINUTES OF SPECIAL PUBLIC MEETING OF THE GOVERNING BOARD

Place, Date and Time of Meeting

Wetmore Center, 701 West Wetmore Road, February 1, 2012, 6:00 p.m.

Board Members Present

Mrs. Diana Boros, President
Mrs. Susan Zibrat, Vice President
Dr. Kent Paul Barrabee, Member
Mr. Jeff Grant, Member
Dr. Linda Loomis, Member

Central Administrators Present

Dr. Vicki McLeod Balentine, Superintendent

OPENING OF MEETING

Call to Order and Signing of Visitors' Register

Mrs. Boros called the meeting to order at 6:01 p.m. and invited members of the audience to sign the visitors' register.

Pledge of Allegiance

Dr. Balentine led the Pledge of Allegiance.

Announcement of Date and Place of Next Regular Governing Board Meeting:

Mrs. Boros announced the next regular meeting of the Governing Board: Tuesday, February 7, 2012, 7:00 p.m., Wetmore Center, 701 W. Wetmore Road.

PUBLIC COMMENT¹

There were no comments from the public.

1. STUDY/ACTION

A. Superintendent Search Process: Review of Information from Community Forums; Review of Information from Online Community Survey; Development of Candidate Profile, Search Procedures and Protocols, and Salary Range for Position; Discussion of Search Process and Procedures; Direction to Consultant; and Delegation of Governing Board Authority for Final Approval of Search Brochure and Related Content

Board Book information: *On January 10, 2012, the Governing Board approved the appointment of the Arizona School Boards Association (ASBA) as the Board's consultant for facilitation and coordination of a process for selection of a new superintendent for the District, following Dr. Vicki Balentine's retirement in June 2012.*

At the January 10, 2012 meeting, Dr. Balentine presented a proposed timeline for the search and selection process. A copy of the proposed timeline discussed at that meeting is attached to this item for ease of reference. ASBA's representative, Karen Beckvar, also discussed the services to be provided by ASBA during the search process, as well as some of the search parameters and procedures. The Board discussed the search process in general and provided some direction to Ms. Beckvar regarding the same.

The Governing Board directed Ms. Beckvar to hold several community forums to solicit input from various constituencies within the District as to the characteristics and qualifications sought by the District community in a superintendent. Those forums, noted in the attached timeline, were held during the week of January 16, and Ms. Beckvar will be presenting information obtained through those events. At the time

this initial agenda item was prepared, ASBA was still compiling the information obtained through the community forums. It is anticipated that, prior to the Board's February 1 meeting, a supplement to this item containing written information from the forums will be provided by ASBA.

The Board also directed the implementation of an online survey to permit additional community input beyond that obtained through the forums. A link to such a survey, prepared by ASBA, has been available on the District's website since shortly after the January 10 meeting. ASBA, during presentation of this item, will also be providing data from that survey to the Board.

As discussed previously, the information obtained from the community forums, the online survey and the Governing Board's own discussion, will be utilized to develop a profile for desired candidates. ASBA will present the profile information for the Board's consideration during discussion of this item. This profile information, in combination with information about the District, will also be used to develop the brochure which will advertise the position and solicit applicants.

One consideration for development of the brochure and posting of the vacancy is determination of a salary range for the position by the Governing Board. Given superintendent job market conditions, ASBA highly recommends the inclusion of salary range information in the posting and brochure to assure applicants are aware of salary conditions for the position. This can avoid frustrations and misunderstandings for both the District and candidates that might otherwise occur late in the hiring process. ASBA may also share other information with the Board about contractual terms that the Board can consider.

Following the Board's discussion and direction to ASBA pursuant to this item, the posting and brochure will need to be published. That may require final approval of content prior to the Board's next meeting. It would be advisable, therefore, for the Board to delegate authority to one of its members to give final approval in such circumstances.

The Administration recommends that the Governing Board provide such additional direction to the ASBA consultant as required. The Administration also recommends the Governing Board delegate authority to one of its members for final approval of the search brochure and its related content.

Dr. Balentine invited Ms. Karen Beckvar, Director of Leadership Development, Arizona School Boards Association (ASBA) to provide an update on the Search efforts to date and to also facilitate discussion and garner further direction by the Board in advancing the Search process.

Ms. Beckvar highlighted information compiled from both an on-line survey and forums attended by staff and community representatives. The (6) Forums were conducted by Ms. Beckvar the week of January 16th. In addition to the forums, additional input opportunities were made available via an on-line survey that was open and available from January 12th through January 29th. Ms. Beckvar expressed appreciation to Mr. Jaeger for his support with the forums' process. She noted that feedback received indicated community approval of the Board and the current administration; as well as, the feeling that that Boards' focus is on students and that they value the collaborative efforts between the employee groups and administration. The goal is to find a new superintendent who will continue advancing Amphitheater as a great school district.

The purpose of this meeting is to review the status of the search process and to review the draft copy of the Brochure that will accompany the position posting. The brochure contains sections as follows: Community Description, District Description, and the Profile (Superintendent). Ms. Beckvar facilitated discussion among the Board members; recommendations and input was provided. She will incorporate those changes into the working document presented at this meeting. In an effort to expedite the final step, Ms. Beckvar requested having one Board member designated with the final authority of the brochure's final revisions. Dr. Barrabee moved to name Mr. Grant as the Board's designee. The motion was seconded by Dr. Loomis and it passed unanimously, 5-0. The brochure will accompany the posting, which is anticipated for release on February 6th.

Mrs. Boros called a brief recess; the time was 7:00 p.m.

Mrs. Boros reconvened the meeting at 7:07 p.m.

Ms. Beckvar described the purpose and use of Narrative Questions, and referred to a list of sample questions provided previously. She recommends that four or possibly 5 questions be used to assist the Board in its applicant (candidates) screening process. These questions will be provided to candidates as part of the application; their responses to these questions will need to be included as part of their application. Discussion ensued; the Board provided Ms. Beckvar with their selection preferences.

Ms. Beckvar surveyed a sampling of school districts in order to compile competitive salary and benefit packages; she provided that detail along with other benefits-related contract considerations to the Board; discussion ensued. It was agreed by the Board that the base salary range would be between \$135,000-150,000; other considerations (i.e. performance pay, insurance, etc.) will be addressed during final negotiations.

Ms. Beckvar provided an overview of the interview process. Significant discussion ensued; a timeline/schedule was agreed upon by the Board and Ms. Beckvar.

A Special Governing Board meeting, with a Work Study Session and an Executive Session, will be scheduled on March 27th; the Board will review applicant files during Executive Session. At the conclusion of the Executive Session, the Board will reconvene into open session and provide Ms. Beckvar with a list of candidates they wish to interview. Ms. Beckvar will coordinate the scheduling of interviews with those candidates and the Governing Board; interviews will be scheduled for April 11th and 12th (adding April 13th if necessary). In addition, as part of the March 27th session, Ms. Beckvar will provide a review and training for Board members on appropriate interview practices.

Interviews will be scheduled for Wednesday and Thursday, April 11th and 12th. Board members will interview candidates individually during Executive Sessions. At the conclusion of interviews, the Board will reconvene into open session and announce their recommended finalist(s). The candidates not being recommended to advance as a finalist will be so advised and will be excused. The candidates being advanced as finalists will likely tour some District sites and will also be invited to participate in Forums scheduled on Thursday, April 12th; however, the continuation of interviews on Friday, April 13th is a possibility. Discussion ensued regarding specific plans. Currently two Forum sessions will be scheduled; one for students and staff in the late afternoon – after the school day, and a second event in the early evening for community members, parents, and students (4:00-5:00 p.m. and 6:00-7:00 p.m.). Each candidate will be given approximately 15 minutes to respond to questions prepared by the audience (candidates will be asked to respond to the same questions). Each Forum will last approximately an hour with candidates participating on a rotating one by one. Governing Board members are encouraged to attend and observe the sessions. Another Special Board Meeting and Executive Session will be scheduled following the conclusion of the Forum sessions (April 12th) so that the Board can review and make their determination on what the next step is; advance an applicant for recommendation or continue the following day with second interviews. The Board may opt to have finalists meet with Dr. Balentine or Senior Staff or student groups. Should the Board choose to tour a finalist's school district, those visits will occur the week of April 18th.

Ms. Beckvar provided Board Members with a list of (60-70) interview questions. She asked that each Board member: review the list; select 10-12 questions for consideration and use in the interviews; and, forward that information directly to her via email. This is to remain confidential between individual board members and Ms. Beckvar. A compilation of these recommended questions will then be presented to the Board at the March 27th Executive Session meeting for their determination of final interview questions.

On March 27th, Ms. Beckvar will bring all applications for Board members' review and screening. She will supply them with complete interview packets for each candidate interviewed on April 12-13th.

Ms. Yumi Wong, a District parent addressed the Board to express her concerns about her perception of a lack of communication with the school's community about this process.

Mrs. Boros thanked Ms. Wong for her comments and recommends that the District issue a press release about the upcoming Forums once details are known. Dr. Balentine assured Mrs. Boros that the information will be disseminated appropriately.

BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS

There were no new Board Member requests.

PUBLIC COMMENT¹

There were no public comments.

ADJOURNMENT

Mr. Grant moved to adjourn the meeting. Dr. Barrabee seconded the motion and it passed unanimously, 5-0. Mrs. Boros declared the meeting adjourned at 8:47 p.m.

Respectfully submitted,
Margaret Harris

Diana L. Boros, President

Date

Approved: TBA