

DRAFT v2

**AMPHITHEATER PUBLIC SCHOOLS
Tucson, Arizona**

MINUTES OF SPECIAL PUBLIC MEETING OF THE GOVERNING BOARD

Place, Date and Time of Meeting

Leadership and Professional Development Center, 701 West Wetmore Road, March 9, 2017 at 4:00 PM

Board Members Present

Jo Grant, President
Deanna M. Day, Vice President
Scott A. Leska, Member
Vicki Cox Golder, Member
Dr. Scott K. Baker, Member

Central Administrators Present

N/A

ASBA Superintendent Search Consultants Present

Dr. Timothy Ogle, ASBA Executive Director
Karen Loftus, ASBA Director of Leadership Development
Dr. Karen Gasket, Independent Consultant - Education/HR

Call to Order and Signing of Visitor's Register

Ms. Grant called the meeting to order at 4:00 PM and invited those in attendance to sign the visitor's register.

Pledge of Allegiance

Announcement of Date and Time of Next Regular Governing Board Meeting

Ms. Grant announced the next Special Meeting of the Governing Board on Tuesday, March 21, 2017, 5:00 PM, in the Leadership & Professional Development Center, 701 W. Wetmore Road, SE Parking and Entrance.

PUBLIC COMMENT

There was no public comment.

Details of agenda items, supporting documents and presentations are available for review in electronic BoardBook by clicking on the hyperlinks below each agenda item.

1. INFORMATION

A. District Superintendent Applicant Screening Process and Protocol

[<https://v3.boardbook.org/Public/PublicAgenda.aspx?ak=1000433&mk=50233818>, Item 1.A.]

Ms. Karen Loftus, ASBA superintendent search consultant, explained the applicant screening process and protocol to the Governing Board. The ASBA consulting team, composed of Ms. Loftus, Dr. Ogle and Dr. Gasket, have all worked with the applicant files. In Executive Session the team will brief the Board on each applicant as they are reviewed. When the Board reconvenes the Open Meeting the Board may choose to make a motion to call back select candidates for first round interviews. The candidates will be identified by letter to protect confidentiality until such time as the information must be made public by law.

B. Information Regarding Training Opportunities with the Governing Board and New District Superintendent.

[<https://v3.boardbook.org/Public/PublicAgenda.aspx?ak=1000433&mk=50233818>, Item 1.B.]

Ms. Loftus informed the Board that as part of the search process they are learning to be effective hiring managers. Those who hold teaching certifications will receive 2 credits of Professional Development at the end of the search. In the search agreement there is the option for ASBA to provide a 3-hour, on-boarding training session for the Governing Board and new Superintendent.

Ms. Grant asked for a motion to recess the Open Meeting and hold an Executive Session.

ACTION: APPROVED. MOTION: Ms. Day moved to recess the Open Meeting to hold an Executive Session for: Review and Screening of Applications for the Position of District Superintendent, Pursuant to A.R.S. 38-431.03 (A)(1 and 2) SECOND: Ms. Cox Golder, VOTE 5-0 (Voice Vote), TIME: 4:06 PM.

2. EXECUTIVE SESSION

A. Motion to Recess Open Meeting and Hold an Executive Session for:

1. Review and Screening of Applications for the Position of District Superintendent, Pursuant to A.R.S. 38-431.03 (A)(1 and 2)

[<https://v3.boardbook.org/Public/PublicAgenda.aspx?ak=1000433&mk=50233818>, Item 2.A.]

B. Motion to Close Executive Session and Reconvene Open Meeting

[<https://v3.boardbook.org/Public/PublicAgenda.aspx?ak=1000433&mk=50233818>, Item 2.B.]

Upon return to the Board Room Ms. Grant asked for a motion to close Executive Session and reconvene Open Meeting.

ACTION: APPROVED. MOTION: Ms. Day moved to close Executive Session and reconvene Open Meeting. SECOND: Mr. Leska; VOTE 5-0 (Voice Vote); TIME: 5:41 PM.

3. STUDY/ACTION

A. Direction from the Governing Board to ASBA Consultant Regarding Further Actions in the District Superintendent Search Process:

1. A Motion directing the re-advertising of the District Superintendent position.
(*If the Board determines that additional applicants should be solicited, for example.*)
2. A Motion directing the consultant to contact specified applicants to arrange for interviews.
(*This may be done by application numbers, or other designators, in order to maintain confidentiality of applicant names until such time as disclosure is required by law.*)
3. Discussion and consideration of the District Superintendent interview process and interview schedule; a Motion to finalize the interview schedule.
4. Discussion and consideration of interview question themes; a Motion authorizing the Board President to work with ASBA to finalize interview questions.

5. A Motion to direct other actions by the consultant as appropriate or required.

[<https://v3.boardbook.org/Public/PublicAgenda.aspx?ak=1000433&mk=50233818>, Item 3.A. 1. - 4.]

The Board and Ms. Loftus went through the list of possible actions under the Study/Action item:

1. A Motion directing the re-advertising of the District Superintendent position.

This action was not needed.

2. A Motion directing the consultant to contact specified applicants to arrange for interviews.

ACTION: APPROVED. MOTION: Ms. Day moved to direct the consultant to contact applicants A, B, C, D, E, F & G for first round interviews. SECOND: Mr. Leska; VOTE 5-0 (Voice Vote).

3. Discussion and consideration of the District Superintendent interview process and interview schedule; a Motion to finalize the interview schedule.

Ms. Loftus reviewed the proposed schedule with the Governing Board. First round interviews for District Superintendent are to be held on Monday, March 20, 2017. The Special Board Meeting will convene at 8:30 AM and then recess into Executive Session for candidate interviews. The first interview will be at 8:45 AM and interviews will be 1 hour in length. After the interviews, the Board will reconvene the Open Meeting for discussion and possible selection of candidates as finalists. The Board discussed whether to stay after the interviews on March 20th to pick finalists, or to do so at the Tuesday, March 21st Special Board Meeting at 4:00 PM.

ACTION: APPROVED. MOTION: Mr. Leska moved that the Governing Board hold a Special Board Meeting on March 20th at 8:30 AM with Executive Session for interviews then discuss the candidates and move to bring back candidates for finalist interviews. SECOND: Dr. Baker; VOTE 5-0 (Voice Vote).

4. Discussion and consideration of interview question themes; a Motion authorizing the Board President to work with ASBA to finalize interview questions.

Ms. Loftus advised that the Board should craft at least 10 interview questions that will be presented to all Superintendent candidates during their interviews. The questions could be behavioral based. The Board discussed potential themes such as: budget, communication, outreach, parental relationships, Board relationships, legislative/political knowledge, controversial issues, academic achievement and policy.

ACTION: APPROVED. MOTION: Ms. Day moved to authorize Board President Grant to work with ASBA to finalize interview questions. SECOND: Ms. Cox Golder; VOTE 5-0 (Voice Vote).

5. A Motion to direct other actions by the consultant as appropriate or required.
This action was not required.

BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS

There were none.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

Ms. Grant asked for a motion to adjourn. **ACTION: APPROVED.** MOTION: Ms. Day moved that the meeting be adjourned. SECOND: Ms. Cox Golder; VOTE: 5-0 (Voice Vote); TIME: 6:12 PM.

Respectfully submitted,
Karen S. Gardiner

Jo Grant, President

TBD
Date

Approved: TBD