

**DRAFT – Unofficial Until Approved**  
**Meeting Minutes 2/20/2017**

The Governing Board of the Tanque Verde Unified School District #13, Pima County, Tucson, Arizona held a Special Board meeting on February 20, 2017 in the Board Room, at the Tanque Verde Unified School District Administrative Office, 2300 N. Tanque Verde Loop Rd., Tucson, Arizona 85749. The meeting was called to order at 8:00 a.m.

**1. ROLL CALL**

Board Members present:

Mr. Carlos Ruiz, Board President

Mr. Jeffrey Neff, Board Clerk

Mr. Steven Auslander, Board Member

Mr. Jeremy Schalk, Board Member

Ms. Susan Fry, Board Member

David Morden, Student Board Member (absent)

Administrative Staff:

Ms. Kimberly C. Sharp, Superintendent (absent)

Mr. Adam Hamm, Business Manager (absent)

**2. APPROVAL OF AGENDA**

**MOTION:** Mr. Auslander made a motion to approve the agenda. Ms. Fry seconded; the motion carried unanimously.

**3. EXECUTIVE SESSION**

Mr. Neff made a motion to adjourn into executive session pursuant to A.R.S. 38-431.03(A)(1) Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body, except that, with the exception of salary discussions, an officer, appointee or employee may demand that the discussion or consideration occur at a public meeting. The public body shall provide the officer, appointee, or employee with written notice of the executive session as is appropriate but not less than twenty-four hours for the officer, appointee or employee to determine whether the discussion or consideration should occur at a public meeting.

A. The Governing Board will meet in Executive Session to interview candidates for the position of District Superintendent and to have discussion regarding the qualification of the candidates interviewed.

Ms. Fry seconded; the motion carried unanimously.

The Governing Board and Ms. Karen Loftus adjourned into Executive Session at 8:04 a.m.

The Governing Board and Ms. Karen Loftus reconvened from Executive Session at 5:00 p.m.

**4. ACTION ITEMS**

A. The Governing Board will discuss and may consider the selection of the final candidates for the position of District Superintendent – Mr. Carlos Ruiz

**MOTION:** Mr. Schalk made a motion to select candidates A, D, G as the final candidates for the position of District Superintendent. Ms. Fry seconded; the motion carried unanimously.

- B. The Governing Board will discuss the Final Round interview process and may consider directing ASBA to construct the interview process and schedule with specific applicants identified by the Board for the position of District Superintendent – Mr. Carlos Ruiz

Board members discussed ‘next steps’ in the interview process and agreed they would like to include specific members of the Administrative team in the second round of interviews. Board members would also like the Administrative team to develop questions to be included in the interview; with a caveat, the questions will be reviewed by the Governing Board, and may be subject to change. Interview questions are to be submitted by March 3, 2017 to Mr. Ruiz. There was discussion regarding the candidate *Meet and Greet* with Staff and Community scheduled on March 7 and the best method to invite and communicate this event.

**MOTION:** Mr. Schalk made a motion to direct ASBA to construct the interview process and schedule with specific applicants identified by the Board for the position of District Superintendent; to include specific members of the Administrative team in the next round of interviews; and to include the interview questions developed. Ms. Fry seconded; the motion carried unanimously.

- C. The Governing Board will discuss question themes to be used during the finalist interview process and may consider directing ASBA to construct questions to be asked candidates during the interview process for the position of District Superintendent – Mr. Carlos Ruiz

Board members discussed the focus and theme for the next round of interview questions.

**MOTION:** Ms. Fry made a motion to direct ASBA to construct the questions to be asked of the candidates during the interview process for the position of District Superintendent. Mr. Schalk seconded; the motion carried unanimously.

- D. The Governing Board will discuss and consider granting authority to the Board President to work with ASBA to complete the Final Round interview questions – Mr. Carlos Ruiz

**MOTION:** Ms. Fry made a motion to grant authority to the Board President to work with ASBA to complete the Final Round interview questions. Mr. Auslander seconded; the motion a carried unanimously.

## 8. ADJOURNMENT

Mr. Ruiz adjourned the meeting at 6:24 p.m.

Respectfully submitted by,  
Judy Bower, Governing Board Secretary

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Steven Auslander, Board Member

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Jeremy Schalk, Board Member

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Susan Fry, Board Member