

DRAFT – Unofficial Until Approved
Meeting Minutes 10/25/2016

The Governing Board of the Tanque Verde Unified School District #13, Pima County, Tucson, Arizona held a Work Study Session Board Meeting on October 25, 2016 in the Board Room, at Tanque Verde Unified School District Administrative Office - 2300 N. Tanque Verde Loop Rd., Tucson, Arizona 85749. The meeting was called to order at 3:01 p.m.

1. ROLL CALL

Board Members present:

Mr. Carlos Ruiz, President

Mr. Jeffrey Neff, Board Member

Mr. Steven Auslander, Board Member

Anisa Hermosillo, Student Board Member

Ms. Susan Fry, Board Member

Administrative Staff:

Ms. Kimberly C. Sharp, Superintendent

Mr. Adam Hamm, Business Manager

2. APPROVAL OF AGENDA

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

3. CALL TO THE PUBLIC

The Governing Board did not hold a Call to the Public during this session.

4. INFORMATION AND DISCUSSION ITEMS

A. ASBA Superintendent Search Presentation – Ms. Karen Loftus, Director of Leadership Development

Ms. Loftus presented the Arizona School Board (ASBA) Superintendent Search Proposal to the Governing Board.

ASBA offers a wide range of search services, from full searches for a new superintendent to advertising for an interim superintendent. ASBA's goal is to help the board determine the best possible leader for its district. ASBA believes that:

- ❖ *each school district is unique*
- ❖ *boards know their communities better than the search consultant*
- ❖ *finding the right leadership match is critical*
- ❖ *the superintendent selection process should provide opportunities to strengthen the relationship between the school district and the community*

Board members asked questions about the search process. Collectively, the Governing Board agrees the community and staff need to contribute to what we want to 'look for' in the next superintendent. Ms. Place announced site council meetings are scheduled at the schools with a focus on soliciting input regarding experience and characteristics to look for in the next superintendent.

Board members also asked about the timing – when to start the search process.

Board members asked about the scope of the search, Ms. Loftus confirmed it will be a national search. She stated there are a number of strong candidates in state as well. She said there are candidates who are mobile and interested in relocating to Arizona. She said she is actively working with five (5) other school districts in a superintendent search.

Ms. Loftus talked about the expertise and services ASBA can offer the district:

- ✓ *Knowing Arizona, its politics and issues that affect education by working daily with school boards across Arizona*
- ✓ *A track record of successful Arizona public school searches*
- ✓ *Working first and foremost for the Governing Board*
- ✓ *Flexibility in creating a search process that fits your District's culture – not a cookie cutter model the vendor requires*
- ✓ *Our participation in a national network of school board association searchers*
- ✓ *Our knowledge of, and support to you in, creating appropriate Governing Board Meeting Notices, in compliance with Open Meeting Law*
- ✓ *You, not the vendor, deciding who you should interview*
- ✓ *Comparative Salary and Benefit survey information, gathered annually by ASBA from Arizona Superintendents*
- ✓ *A very reasonable pricing model, based on ADM, that affords our members exceptional value and attentive service*
- ✓ *Facilitation support including an onboarding training session, post-hire with your new Superintendent and Governing Board that's congruent with the Roles and Responsibilities ASBA has always championed*
- ✓ *Being committed to the long term success of your team – ASBA will work with you and your district after the search is done*

In a typical superintendent search project, ASBA will:

- ✓ *Engage the Board to identify and prioritize the District's needs and challenges for the next District superintendent (if determined by the Board, community and staff input can be part of this process).*
- ✓ *Advertise the position through national networks, distributing an online brochure describing the district and the desired characteristics of your new superintendent.*
- ✓ *Manage an online application process that collects detailed information and ensures strict confidentiality.*
- ✓ *Address communications with the Board and the applicants, as well as questions from staff, community members and the media.*
- ✓ *Provide a professional, thorough and legal interview procedure developed to address the Board's priorities and goals.*

ASBA consultants guide the Board through each step of the process. The ultimate decision of who to interview and hire as the superintendent will be made by the Board. A typical superintendent search takes three months to complete, but can be modified to meet the needs of the District.

Board members feel strongly that input from the community and staff should be included in the process. Ms. Loftus suggested a survey as a way to seek input from our constituents as well as community meetings. Ms. Place mentioned there is a 'tentative meeting' under consideration on November 19 as a way to include community members and staff in the process.

To this point, Ms. Loftus shared what ASBA can offer to support us in this effort:

At the Board's request, ASBA can conduct focus group meetings with representatives of staff and the community in order to determine their thoughts related to the qualifications of the new superintendent. Alternatively, you can also post an online survey to gain similar information. Following the forums and/or survey, ASBA will work with the Board to develop a brochure that showcases the district and community, and outlines the application process.

The Board will be given a summary of the results of the online survey, along with a draft brochure, draft profile and screening criteria, as well as recommended interview questions. Should the Board elect to utilize either of these processes an additional 2-4 weeks is necessary to complete the search.

Board members expressed an interest in seeing the survey questions. Ms. Loftus stated she will send a copy of the survey for their consideration and review. She added there is flexibility, and questions can be altered to suit our needs. When asked how long before we would have the results, Ms. Loftus indicated within a few days of the closing of the survey.

Ms. Loftus talked about the advertising and recruiting process. She indicated this process is typically 4-6 weeks and includes advertising in national publications as well as online job sites. ASBA will receive all of the applications and field questions from candidates and others who may have questions. As part of their service, ASBA will organize and review each file, providing a summary for the Governing Board.

Interview preparation and screening is the Next Step.

All the information collected from the community and staff will be reviewed and considered as part of final process when developing the profile criteria.

At a Board meeting the Governing Board will move into Executive Session to screen the applications using the profile criteria to guide them through the process. Once this process is complete ASBA will conduct reference/background checks on each of the finalists selected for interviews, the results will be shared with board members. Ms. Loftus stated at the Board's discretion, they can be involved in the reference checks.

The background search will include the following:

- Motor Vehicle Report
- Education Verification
- Employment verification
- SS# / Alias Trace
- Federal and county Crime History (7 years)

- USA Criminal Search Plus

The Next Step will be:

- Scheduling candidate interviews. Interviews will take place in Executive Session to narrow the candidate pool. If the Board chooses, public forums may be scheduled to introduce the candidates to staff and the community. Participants can provide feedback on the candidates for Board members to review and consider.
- At a board meeting the Board members will move into Executive Session to determine their final selection.

Ms. Loftus provided examples of the typical timeframes, depending on the search program desired. For our purpose, to conduct a full search, the timeframe is 10-12 weeks.

Ms. Loftus provided a detailed summary, listing three meetings with very specific outcomes.

Meeting #1

ASBA Consultant meets with Board or Search Committee

- *Discusses needs of the district (position requirements/preferences)*
- *Shares AZ superintendent salary/benefit data*
- *Creates timeline for the search process*
- *Identifies materials to send ASBA for the online brochure*

ASBA creates draft brochure & board/committee finalizes content

ASBA posts opening & brochure on our [website](#).

ASBA provides district the job posting link & PPDF brochure for their internal use

ASBA shares opening with other state-educational associations, nationally via National Affiliation of Superintendent Searchers ([NASSS](#)), our ASBAA LinkedIn profile, and our ASBA monthly Report Card email list

ASBA can also post opening on District Administrator magazine website, Education Week and/or local publications (optional: chargeback rates differ based on need/duration)

ASBA communicates with all applicants and collects/reviews all applications

Meeting #2

- *ASBA Consultant presents qualified participants packets to board/committee for their review*
- *Board/Committee decides which applicants to interview*
- *ASBA Consultant facilitates conversation so that Board/Committee determines appropriate interview questions*
- *ASBA contacts and schedules all finalist interviews*
- *ASBA initiates on-line background search** process for all finalists & hands off information to district.*
- *ASBA contacts remaining non-selected applicants.*

Meeting #3

- *In one day, ASBBA Consultant and Board interview finalists.*
- *Board decides with whom they would like to enter into negotiations.*
- *District HR/Legal Counsel negotiate contract.*
- *ASBA notifies remaining unsuccessful finalists.*

Meeting #4

- *ASBA facilitate s 2-3 hour training session with new Superintendent & Governing Board*

Mr. Neff asked about Superintendent contracts; what is most often offered one, two or three year contracts? Ms. Loftus indicated ASBA isn't involved at this point, that would be part of the negotiation.

Board members thanked Ms. Loftus for her comprehensive and thorough presentation. Several made comments regarding the specialized expertise ASBA has in this particular area of recruitment. Ms. Sharp complimented Ms. Loftus on her presentation and thanked her for sharing this information.

5. ADJOURNMENT

Mr. Ruiz adjourned the meeting at 4:26 p.m.

Respectfully submitted by,
Judy Bower, Governing Board Secretary

Carlos Ruiz, Board President

Susan Fry, Board Member

Steven Auslander, Board Member

Jeffrey Neff, Board Member