

DRAFT – Unofficial Until Approved
Meeting Minutes 12/8/2016

The Governing Board of the Tanque Verde Unified School District #13, Pima County, Tucson, Arizona held a Study Session Board Meeting on December 8, 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 5:02 p.m.

1. ROLL CALL

Board Members present:

Mr. Carlos Ruiz, President

Ms. Susan Fry, Board Member

Mr. Steven Auslander, Board Member

Mr. Jeffrey Neff, Board Member (arrived @ 5:23p.m.)

Administrative Staff:

Ms. Kimberly C. Sharp, Superintendent

Mr. Adam Hamm, Business Manager

2. APPROVAL OF AGENDA

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

3. ACTION ITEMS

A. The Governing Board will discuss and may consider providing the Arizona School Boards Association with information and direction related to advertising the position of District Superintendent.

Discussion: Ms. Karen Loftus, ASBA Consultant, reviewed with the Governing Board information related to the necessary qualifications of the Superintendent's position and specific aspects of the community and District that the Board may consider in the construction of its online job posting. The Board was presented with information from other Arizona school districts related to Superintendent position qualifications. With this information, the Board directed the consultant to construct a draft of the job posting for the position of District Superintendent. The Board will discuss and may consider the following:

- Review of the November 19, 2016 Community Conversation – the Governing Board reviewed the information generated from the Community Conversation meeting.
- Review Community Survey and Site Council Survey Data Results – Ms. Place presented the Community Survey and Site Council Survey Data results to the Governing Board. Board members expressed their thanks to the Principals and Ms. Place for the information gathered from the community, staff, parents and Site Council. Board members appreciate and value the input.
- District profile – Ms. Place presented the District profile. The Board made some minor edits.
- Community profile – It was determined this item would not be included.

- Position profile – The Governing Board worked at length under the direction of Ms. Loftus creating the District Position profile.
- Position salary range – Mr. Hamm weighed in on the salary range. Ms. Loftus shared the Superintendent Salary survey (state wide) results with the Governing Board.
- District financial information to be included.
- Other key aspects to be used in the job posting such as District logo, District Mission Statement.

MOTION: No motion was made. The Governing Board provided direction to Ms. Loftus.

- B. Following today's meeting and discussion, the Arizona School Boards Association will assemble a draft job posting for the position of District Superintendent. The Governing Board discussed and considered appointing the Board President the authority to review and approve the Job Posting draft on behalf of the Board. The draft may be approved as presented or adjusted as deemed appropriate by the Board's representative.

MOTION: Mr. Neff made a motion to appoint Mr. Carlos Ruiz, Board President, the authority to review and approve the Job Posting draft on behalf of the Board. Mr. Auslander seconded; the motion carried unanimously.

- C. The Governing Board was presented with information regarding the application process and content of the application used by the Arizona School Board Association for a position search for a new District Superintendent.

MOTION: No motion was made. The Governing Board discussed the application process and the content of the application. Mr. Ruiz will work closely with Ms. Loftus regarding the application process and content of the application on behalf of the Governing Board.

- D. The Governing Board will discuss and may consider incorporating up to two specific questions into the application process for the position of District Superintendent.

Discussion: The Board discussed items that are specifically important to the District and will include two - three questions in the application. Responses to such questions will be used as a screening tool by the Board when reviewing applicant qualifications.

MOTION: No motion was made. The Governing Board discussed the types of questions they would like included in the application. Mr. Ruiz will work closely with Ms. Loftus drafting the two – three additional questions on behalf of the Governing Board.

E. Announce additional Board meetings – Mr. Carlos Ruiz

MOTION: Mr. Neff made a motion to schedule additional board meetings on the following dates and times: Tuesday, February 7, 2017 at 5:00 p.m., on Monday, February 20, 2017 at 8:00 a.m. Ms. Fry seconded. Mr. Neff amended his motion adding one more meeting on Tuesday, March 7, 2017 (afternoon and evening). Ms. Fry seconded; the motion carried unanimously.

4. **ADJOURNMENT**

Mr. Ruiz adjourned the meeting at 8:32 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 Mem