

**MINUTES OF THE SPECIAL MEETING OF THE
WINSLOW UNIFIED SCHOOL DISTRICT NO. 1
GOVERNING BOARD**

CALL TO ORDER: The special meeting of the Governing Board of Winslow Unified School District No. 1 was called to order by Mrs. Sharon Greenwood, President, at 1:00 p.m. on October 28, 2019, in the District Board Room, 800 Apache Ave., Second Floor, Winslow, Arizona.

PRESENT: Mrs. Sharon Greenwood
Mr. Joey Hartnett
Mrs. Marilee Ervien
Mrs. Josephine Montoya
Mr. Allen Leonard (arrived at 1:13 p.m.)

ABSENT:

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was said.

APPROVAL OF THE AGENDA: Mr. Hartnett made a motion to approve the agenda. This motion was seconded by Mrs. Ervien and carried with a vote of "aye" from all members present.

CALL TO PUBLIC: Mrs. Greenwood invited public comments on any listed items on the agenda at this time. She requested that anyone speaking should state their full name for the record and confine their remarks to three minutes or less. She stated that no action will be taken as a result of public comments. She reminded the public that the Board expects citizens who address the Board to present concerns regarding the activities in question rather than make personal attacks upon board members, staff or others present or absent according to Governing Board Policy BEDH. In addition, questions or comments on matters that are currently under legal review will not be accepted per Board Policy BEDH, Public Participation at Board Meetings. Anyone wishing to discuss an issue with the Governing Board that is not on the agenda should complete form WPS 511 located on the entrance table. Copies will be distributed to all board members for their consideration.

OLD BUSINESS: None at this time.

NEW BUSINESS: A. Mr. Steve Highlen from the Arizona School Board Association (ASBA) introduced himself. Mr. Highlen is the ASBA representative that will assist the Winslow Unified School District No. 1 in the search for the next superintendent. He shared with the Governing Board will determine what the requirements will be and who will be involved in the process.

Mr. Highlen presented an overview of the search process. He talked about the search progress plan, roles and responsibilities of the district and ASBA, the timeline, position profile, salary and benefits, advertising and recruiting, screening application, interview preparation, candidate interviews, community participation, decision making, contract negotiations, and a transition plan.

Mr. Highlen expressed the importance of referring all inquiries to him at ASBA in regards to the public or media questions. He explained the responsibility of the Governing Board and the district for the search. All meetings after this will be in executive session and all information must remain confidential.

- B. Mr. Highlen discussed the search agreement with the Governing Board members. It is inclusive to the Exhibits to the Agreement between the District and the Arizona School Boards Association regarding the search for a new district superintendent.

Mrs. Greenwood asked Mr. Highlen if the district must choose to use all of the services which are outlined in the agreement. Mr. Highlen responded by saying the Governing Board will choose which services will be in the agreement.

Mr. Highlen stated that the Governing Board may choose to terminate the agreement at any time if they are not happy. It would be necessary for them to do so in writing with a five day notice.

Applicant references were discussed. Mr. Highlen explained that once the final group is chosen to interview that background checks will be completed. The cost is \$175 per applicant. Mr. Hartnett asked if the district of employment of the finalists can be contacted in addition to the references on the application. Mr. Highlen stated that he will complete extensive employment checks on the finalists so the Governing Board will know as much as possible.

Mr. Highlen shared that Governing Board's responsibility is to provide the ASBA with as much information as possible, be honest and straightforward with what you want to know. It's important that all five board members be present at these meetings. It is difficult to catch up once a meeting is missed due to the amount of information that is discussed. Protecting confidentiality is a responsibility for both the Governing Board and ASBA.

Mr. Highlen indicated that he has a comprehensive application but it is not unique to Winslow Unified School District. He asked the Governing Board members to come up with some questions they may want to add. Usually boards add up to three additional unique questions. He stated that ASBA charges will be capped at below \$10,000, so as not to force the district to obtain three written quotes.

Mr. Highlen discussed the time line for the hiring process. The position will be posted on November 15, 2019 and remain open through January 13, 2020. This allows for time off at Thanksgiving and winter break.

The Governing Board agreed to have the next meeting in executive session for the purpose of screening applicants on January 24, 2019, at 9:00 a.m. At this meeting the board will narrow the candidates down to a number they choose.

Names of all candidates are confidential until the final interviews are completed.

Mrs. Greenwood asked about having a committee to help in the process. Mr. Highlen explained that the board could have a committee meet with final applicants. The Governing Board can attend the committee forum as observers only, during which time they can get insight into the candidates. They could not actively participate in the forum. The committee would possibly consider of three community members, four from the leadership team, and one teacher from each school (five staff). The board members will then get the committee's input on each candidate, but not specific recommendations.

Mr. Highlen stated that the Governing Board must follow the statute regarding the formation of a committee. There must be an agenda item at a future board meeting to set up a committee. The names of the committee members have to be given and any meetings they hold would need to be posted along with an agenda. The committee will have to abide by the open meeting law and minutes will have to be taken. All committee meetings will be open meetings, including any interviews.

The dates will be Friday, February 7, 2020, for the committee meeting. Saturday, February 8, 2020, will be the Governing Board interview day tentatively starting at 8:00 a.m. Later on that Saturday will also be a community meeting. Finally, after the community meeting the Board will hold another meeting to consider the applicants and possibly enter into contract negotiations with a candidate. Specific times will be determined later.

The Governing Board was given information on the cost of the ASBA service. Mr. Highlen stated that \$5,500 had been determined to be the cost for Winslow. That amount could end up being higher, but he stated he would be sure to keep it under \$10,000, due to procurement rules

Mrs. Ervien made a motion to approve the ASBA Executive Search Agreement as presented, and to provide authority to Mrs. Sharon Greenwood, Governing Board President, to sign the Agreement on behalf of the Governing Board members. The motion was seconded by Mr. Hartnett. Mr. Leonard was not present for this vote. Board members present that voted "aye" were Mrs. Greenwood, Mr. Hartnett, Mrs. Ervien, and Mrs. Montoya, and the motion carried.

- C. Mr. Highlen provided the Governing Board with a sample e-survey. The eleven questions survey will be available to individuals in Winslow on the school district's website. A link will be provided that will allow a person to access the questions and the output would be provided to the Governing Board in a report that shows how the community responded.

Each questions also allows for the person taking the survey to type in a response. This is an optional part of the search. This would be open November 8, 2019 to January 6, 2020. The e-survey results will be added to the agenda for the screening meeting.

The school district would be responsible to get the word out to community members, and the Governing Board members discussed the best way to this.

Mr. Hartnett made a motion to approve the use of the e-survey as presented. Mrs. Ervien seconded the motion. Board members present that voted "aye" were Mrs. Greenwood, Mr. Hartnett, Mrs. Ervien, Mrs. Montoya, and Mr. Leonard. The motion carried.

- D. The Governing Board discussed the extent of stakeholder involvement in the search process for a new district superintendent and direct the ASBA, in conjunction with district administration, to develop specific plans. Mr. Highlen stated that he has gathered information regarding the plans as referenced in these minutes. This agenda item is here to ensure all steps have been discussed and the Governing Board has provided input for the search agreement.

- E. The Governing Board discussed the components of a position advertising document and consider approval to ASBA to construct and publish the document related to the district superintendent position. Mr. Highlen distributed a sample position posting and the Governing Board discussed the specific items they wanted to include in the posting. Mr. Highlen will be compiling the information into a revised search agreement that will be sent to the district office to include as an agenda item for the next board meeting.

The Governing Board discussed the existing position description and concluded that they would like to add an agenda item to approve a revised position description for the district superintendent.

- F. The Governing Board discussed possible questions that they would like to be added to the interview tool. They provided direction related to questions they want on the application.
- G. The next meeting will be held on January 24, 2020. At that time, the Mr. Highlen and the Governing Board will be looking over applications, questions, the e-survey, the committee and community meetings.

ADJOURNMENT: At 3:31 pm, Mr. Hartnett made a motion to adjourn the special meeting and Mrs. Ervien seconded it. All members voted "aye" and the motion carried.

President

Vice-President

Clerk

Member

Member

Cyndie Mattox, Superintendent