

**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 9:05 a.m., on January 24, 2020, in the District Board Room, 800 Apache Avenue, in Winslow.

**PRESENT:** Mrs. Sharon Greenwood  
Mr. Joseph Hartnett  
Mrs. Marilee Ervien  
Mrs. Josephine Montoya (arrived at 9:35 a.m.)  
Mr. Allen Leonard

**ABSENT:**

**PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was said.

**NEW BUSINESS:** A. Mr. Steve Highlen from Arizona School Boards Association (ASBA) was present at the meeting. He provided a report to the Board members on the E-Survey related to the position of District Superintendent that was recently conducted. The Governing Board reviewed the information provided and made notes as to the concerns of the community and how they will integrate these concerns into the superintendent interview process.

The Governing Board also discussed publishing the E-Survey on the District website.

B. Mr. Highlen explained the screening process of applicants for the position of District Superintendent. He will provide a brief overview of each applicant and their background. The Governing Board will have the opportunity to determine which applicants they would like to invite to interview.

C. Executive Session pursuant to ARS 38-431.03.A.1

Mrs. Greenwood said the Board would now enter executive session. Mrs. Ervien made a motion, which was seconded by Mr. Leonard, to enter executive session for the purpose of screening the applications for District Superintendent. All members present voted "aye" and the motion carried at 9:31 a.m.

The special meeting resumed at 12:48 p.m.

- D. Mrs. Greenwood asked if there was a motion to select the candidates for District Superintendent. Mr. Leonard made a motion to authorize the ASBA representative, Steve Highlen, to contact the following people to interview for the position of District Superintendent position: Connie Gover, Denise Lynch, Darlene McCauley, and Kathryn Zanin. Mrs. Ervien seconded the motion. All members present voted "aye" and the motion carried.

Mr. Leonard expressed his appreciation to the Governing Board members for their patience and collaboration on screening the applicants and choosing the candidates.

- E. Mrs. Greenwood asked if there was a motion to approve ASBA to construct the interview process and schedule with specific applicants identified by the Board for the position of District Superintendent.

A motion was made by Mr. Hartnett to approve ASBA to schedule the committee on Friday, February 7, 2020, at 4:00 p.m., and interviews on the morning of Saturday, February 8, 2020, in the District Board Room. There would also be a community forum from 2:00 p.m. to 4:00 p.m. The location will be determined after discussion with district administration. The motion was seconded by Mrs. Ervien and the members present voted "aye." The motion carried.

- F. The Governing Board members were presented with sample questions as well as the results of the survey from which they could formulate questions. The Governing Board discussed areas of concern throughout the district. Through this discussion, Mr. Highlen gathered enough information to generate interview questions.

A motion to direct ASBA to construct specific questions to be asked of applicants for the position of District Superintendent was made by Mrs. Ervien, seconded by Mr. Leonard. All members present voted "aye." The motion carried.

- G. Mr. Highlen with ASBA reviewed Board Policy BDF, Advisory Committees. He explained that the advisory committee has to abide by the open meeting law. Mr. Highlen indicated that he will start the committee meeting with an explanation of the policy. This meeting will have to be posted and minutes taken, similar to a regular board meeting. This meeting will be open to the public, unless the Governing Board decides to hold the questioning in executive session.

- H. Mrs. Greenwood, as directed by Governing Board Policy BDF, presented the Governing Board with the guidelines for the advisory committee. She

discussed the proposed procedure for the committee meeting. The Governing Board will select a representative that will lead the meeting and they will be the person directing the questions to the candidates. The committee members will score each candidate and submit those to the representative at the end of the meeting. The scores will then be tallied and presented to the Governing Board prior to the interviews. The advisory committee meeting will meet on Friday, February 7, 2020, at 4:00 p.m., in the District Board Room.

- I. Mrs. Greenwood explained the guidelines for the committee. Committee members will be able to write comments on the scoring forms, which will then become part of the record. Upon completion of the meeting the score forms will be collected and the committee will be dissolved. The representative and Board secretary will tally the scores and provide that information to the Governing Board prior to the interviews, on February 8, 2020.

Mr. Leonard made a motion to approve the guidelines for the advisory committee and to approve Mrs. Greenwood to serve as the Board representative at the advisory committee meeting. Mrs. Montoya seconded the motion. All members present voted "aye" and the motion carried.

- J. Mrs. Greenwood directed the Governing Board members to the list of volunteers to be on the advisory committee. She recommended that all names on the list be approved for the committee. The Governing Board members reviewed and agreed to the list of stakeholders to participate in the search for a new District Superintendent. Mrs. Greenwood will speak with the individuals on the list and they will also be sent an official invitation.

A motion was made by Mr. Leonard to approve all of the names on the list to participate as a stakeholder on the advisory committee. Mrs. Montoya seconded the motion. All members voted "aye" and the motion carried.

- K. Mr. Highlen, ASBA representative, reviewed the components of the next search meetings scheduled for February 7 and 8, 2020, and answered questions from the Governing Board. He confirmed the timeline of events. Friday, February 7, 2020, at 4:00 p.m. will be the advisory committee meeting. The community forum will be Saturday, February 8, 2020, from 2:00 to 4:00 p.m., location to be determined. Interviews will be held that morning, time to be determined. After the community forum the Governing Board will meet again at the District board room, time to be determined.

**ADJOURNMENT:** At 2:39 p.m., Mrs. Montoya made a motion to adjourn and Mrs. Ervien seconded it. All members voted “aye” and the meeting was adjourned.

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President

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Vice-President

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Clerk

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Member

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Member

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Cyndie Mattox, Superintendent