

Draft

CAMP VERDE UNIFIED SCHOOL DISTRICT GOVERNING BOARD
SPECIAL MEETING MINUTES TAKEN MAY 27, 2015 at 2:00 PM
at the Camp Verde Unified School District Multi-Use Complex Library
280 Camp Lincoln Road
Camp Verde, Arizona 86322

BOARD VISION STATEMENT

Inspiring today's students to become tomorrow's leaders.

MISSION STATEMENT

Camp Verde Unified School District will provide opportunities to cultivate academic and personal achievement and service to others within a community of respect.

1. WELCOME AND CALL TO ORDER

Board President Freeman called the meeting to order at 2:04 pm.

2. PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

Mrs. McDowell led the Pledge of Allegiance. There was a moment of silence.

3. ROLL CALL

Board Members present were: Helen Freeman, Tim Roth, Kitty McDowell, and Bob Simbric
Christine Schneider entered the meeting at 2:10 pm.

4. AGENDA REVIEW AND ACCEPTANCE

Motion: Mr. Simbric moved, seconded by Mrs. McDowell to accept the agenda as presented. The motion carried 4-0.

5. CONSENT ITEMS POTENTIAL APPROVAL

Motion: Mrs. McDowell moved, seconded by Mr. Roth to approve the consent agenda as presented. The motion carried 4-0.

A. PERSONNEL MATTERS

i. Employment Offers-

a. Certified: Britta Booth, Elementary Principal 2015-2016

ii. Other:

a. Extra Duty Contracts:

South Verde Teacher/Administrative Duties 2015-2016: Marie Zewell
Capturing Kid's Hearts Training: Karen Crownoble, Debbie Godfrey, Pamela Hughes, Lori Showers, Janell Benson, Samantha Freeman, Stacey Munger, Laura Norman, Lori Hicks, Stephanie King, Lindsey Lowman, Kristen Mezulis, Felicia Padilla, Lisa Young, Deb Andrews, Britta Booth, Brian Lewy, Megan Eckel, Grant Hendrikse, Sandie Reddell, George Ann Sheehan, Kim Vargo, Jonee Elsea, Janna White, Karen Castillo, Sara Boland, Lisa Mina, Caroline Sepulveda, Kelly

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Barker, Austin Hudson, Sandie Moore, Rick Watkins, Amy Johnson,
Desiree Trujillo, Michelle Macdonald

6. DISCUSSION AND POSSIBLE ACTION ITEMS

A. THE GOVERNING BOARD WILL DISCUSS THE OUTCOME OF THE SUPERINTENDENT SEARCH SURVEY RESULTS GENERATED FROM THE DISTRICT WEBSITE BY THE ARIZONA SCHOOL BOARDS ASSOCIATION

Mrs. Freeman introduced consultant Mr. Steve Highlen of the Arizona School Boards Association to facilitate the meeting and review the results of the community survey regarding placing a Superintendent. Mr. Highlen summarized the results of the survey asking the Board to keep in mind the community's answers to the survey questions when they screened the candidate applications later in the meeting.

There was no action taken on the Item.

B. THE GOVERNING BOARD WILL BE PROVIDED WITH INFORMATION AND MAY DISCUSS THE SCREENING PROCESS OF APPLICANTS FOR THE POSITION OF DISTRICT SUPERINTENDENT

Mr. Highlen explained that the District received nineteen (19) applicants for the position. He explained that the screening process that would take place during executive session under Item C and that it would take two (2) to four (4) hours. There was discussion on who should be present for executive session.

There was no action taken on the Item.

C. EXECUTIVE SESSION PURSUANT TO ARS 38-431.03 (A) (1) FOR PERSONNEL MATTERS: THE GOVERNING BOARD WILL SCREEN APPLICATIONS FOR THE POSITION OF DISTRICT SUPERINTENDENT

Motion: Mrs. McDowell moved, seconded by Mrs. Schneider to convene in executive session pursuant to ARS 38-431.03 (A) (1) for personnel matters to screen applications for the position of District Superintendent.

The motion carried 5-0.

The Board entered executive session at 2:40 pm.

Mr. Simbric exited the meeting at 6:20 pm.

The Board exited executive session at 7:05 pm.

The Board took a recess at 7:05 pm.

The Board reconvened in open session at 7:17pm.

D. OPEN SESSION: THE GOVERNING BOARD WILL DISCUSS APPLICANTS FOR THE POSITION OF DISTRICT SUPERINTENDENT AND MAY CONSIDER AND APPROVE NAMING CANDIDATES TO BE INTERVIEWED FOR THE POSITION OF DISTRICT SUPERINTENDENT

Motion: Mrs. McDowell moved to schedule interviews with candidates 5, 8, 11, 12, 15 and 17. Mr. Roth seconded the motion. The motion carried 4-0.

For the record, Mr. Highlen clarified that the Board would interview the following candidates: Dennis Goodwin, Lynette Michalski, James Phillips, Brian Recht, Richard Rundhaug and Denis Ward.

E. THE GOVERNING BOARD WILL DISCUSS THE INTERVIEW PROCESS AND SCHEDULE AND MAY CONSIDER DIRECTING ASBA TO SCHEDULE INTERVIEWS WITH SPECIFIC CANDIDATES NAMED BY THE BOARD FOR THE POSITION OF DISTRICT SUPERINTENDENT

Mr. Highlen explained that if the six (6) candidates agreed to be interviewed he would suggest that the Board interview two (2) candidates the evening of June 2nd, and four (4) candidates beginning the morning of June 3rd, followed by the community forum meeting. The Board will receive written input from the community at the forum that they can review the evening on June 4th in executive session. There was discussion on the potential of meeting times as follows: Tuesday, June 2nd at 5:00 pm and Wednesday, June 3 at 10:00 am for candidate interview; Wednesday, June 3, Community Meeting/Public Forum at 6:30pm; Thursday, June 4th at 7:30 pm for follow up discussion and potential open meeting announcement of a candidate that the Board may choose to enter into contract negotiations with.

Motion: Mrs. Schneider moved to direct ASBA to schedule interviews with the specific candidates named by the Board under the timeframes of Tuesday, June 2, Wednesday, June 3 and Thursday, as needed if there are candidates available at those times. Mrs. McDowell seconded the motion. The motion carried 4-0.

F. THE GOVERNING BOARD WILL DISCUSS AND MAY CONSIDER APPROVAL OF SPECIFIC QUESTIONS TO BE ASKED CANDIDATES DURING THE INTERVIEW PROCESS FOR DISTRICT SUPERINTENDENT

There was discussion on the interview questions that the Board wanted to ask the candidates. Mr. Highlen let the members know that in order to keep the interviews to about one (1) hour, the Board would need to limit the amount of interview questions to 10 or 12. He let them know that they could submit questions to Board/Administrative Assistant Mrs. Hudson by noon on Friday, May 29th and have her send them to him to be drafted. Mr. Highlen would then return the questions back to Mrs. Hudson the following Monday, June 1, to disperse to the Board.

Motion: Mrs. Schneider moved, seconded by McDowell to have each board member submit three questions to Mrs. Hudson, who will submit them to Mr. Highlen, who will then collate them and come up with a master list for the interview process. The motion carried 4-0.

G. THE GOVERNING BOARD WILL DISCUSS AND MAY CONSIDER DIRECTING THE ADMINISTRATION AND ASBA ON THE ORDER, COMPONENTS, LOCATIONS AND TIMES FOR THE CANDIDATE INTERVIEWS TO TAKE PLACE

POTENTIALLY ON JUNE 3RD AND JUNE 4TH, 2015 REGARDING THE POSITION OF THE DISTRICT SUPERINTENDENT

There was discussion on the Interview dates of June 2nd and June 3rd and the structure and location of said interviews. There was discussion on the interview process and the potential of Board members volunteering to do reference calls on the candidates post interview.

Motion: After discussion, Mrs. Schneider moved to establish June 2 and June 3rd to be when the interviews take place, with a public forum on June 3rd in the evening. On June 4th a follow up executive session and open meeting to potentially name a candidate that they may enter into contract negotiations with will take place. Mr. Roth and Mrs. Freeman will do reference checks after the interviews. The interviews will take place in the library with the table set up in a half round. The Board members will ask the questions that they submit to Mrs. Hudson. Mrs. McDowell seconded the motion. The motion carried 4-0.

H. THE GOVERNING BOARD WILL DISCUSS AND MAY CONSIDER DIRECTING DISTRICT ADMINISTRATION AND THE ARIZONA SCHOOL BOARDS ASSOCIATION RELATED TO THE COMPONENTS OF A COMMUNITY FORUM TO INTRODUCE THE CANDIDATES FOR THE POSITION OF DISTRICT SUPERINTENDENT TO THE COMMUNITY

Mr. Highlen suggested that there be a microphone available for the candidates during the public forum in the Elementary Gymnasium. There will be no need for a podium. Each candidate will have the opportunity to introduce themselves. There will be cards available for the public, including staff, community and students to submit questions to be asked of the candidates. There will be comment cards for the public to submit to the Board. Ideally, there will be time and refreshments available for the candidates to mingle with the crowd afterwards.

Motion: Mrs. Schneider moved, seconded by Mrs. McDowell to direct the ASBA to introduce the candidates for the position of District Superintendent at the community forum. The motion carried 4-0.

7 ADJOURNMENT

Motion: Mrs. McDowell moved, seconded by Mrs. Schneider to adjourn the meeting. The motion carried 4-0. The meeting adjourned at 8:17 pm.