

Tuba City Unified School District No. 15

Special Board Meeting – AGENDA (Friday, April 19, 2019)

Minutes generated by Cheryl Barlow on Friday, April 19, 2019

Members present

Ronald Begay, In person
 Evelyn Kiyaani, By telephone
 Saraphina Adson, In person
 Marie B. Acothley, Absent
 Lee Tsinigline, Absent

Meeting called to order at 4:19 PM

A. PRELIMINARY

Procedural: 1. CALL TO ORDER @ 7:19 PM (D.ST.)

Procedural: 2. ROLL CALL

*Board Members:

Mr. Ronald Begay, Board President (*) - Present, in person
 Ms. Evelyn Kiyaani, Board Clerk (*) - Present by telephone
 Mrs. Saraphina Adson, Board Member (*) - Present, in person
 Mrs. Marie Acothley, Board Member (*) - Absent
 Mr. Lee Tsinigline, Board Member (*) - Absent

Action: 3. ADOPTION OF THE AGENDA

Motioned by Saraphina Adson to accept the adoption of the agenda as presented by Administration.

Motion by Saraphina Adson, second by Evelyn Kiyaani.

Final Resolution: Motion Carries

Yea: Ronald Begay, Evelyn Kiyaani, Saraphina Adson

B. ADMINISTRATION

Action: 1. *Discussion and possible action to Approve the Superintendent Job Description and Job Announcement. (*Possible executive session per A.R.S. 38-431.03(A)(3), Advice from Legal Counsel.)

Ronald Begay - What has presented to us through email has presented to us of the Superintendent's job description and job announcement that was sent today, I don't know if you had a chance to look at it, but I did and I didn't find any problems with it.

Evelyn Kiyaani - I am looking at it right now and don't see any problems with it. Looks good.

Ronald Begay - Just one question for Patrice and Steve, after we approve the agenda tonight what is the next step.

Steve Highlen - What will happen when you approve the agenda tonight, then I will take it forward to format it on the electronic system we have it will be published in 48 hours, and it goes nationwide over 60 association with colleges, plus (40) other state organizations like ours in places like Kentucky, Ohio, Kansas, Oregon, and all over the country it will go to them. We will also communicate with universities in state, also ASA-Arizona School Administrators, and also the Budget and Finance organizations, so we will canvas very wide the document and that point it is open and people can fill out the applications, and as I mentioned earlier this week we need to talk as we see these documents come back to us you and I need to set up another meeting, so we can do screening of the applications once their in.

Ronald Begay - Yeah, cause we have a deadline of applications of May 22, 2019.

Steve Highlen - The date that I put down is flexible, I think what we need to do is see how many applications we have by that time, hopefully we have a sufficient amount that you feel comfortable that we can close. But, it is a flexible date.

Ronald Begay - Okay, right now, pose this question, board wishes of the number of applicants is there a minimum or maximum to accept to interview in order for it to move to an interview? Typically, the minimum is three.

Patrice Horstman - If I may, real quick members of the board, I don't think you need to decide that till you get the paper applicants, you might get a large pool and think oh my god, and maybe want to interview five, you might get two that are absolutely head and shoulders of the other, we only need to interview two? So you don't really need to make the decision now but good question for the future.

Steve Highlen - I would like to give support to what Patrice said, it is my responsibility as they come in I screen them, I will be able to tell from my perspective what the pool will look like whether it is a strong pool or weak pool but I will be talking with you in regard to that, so we make we don't close until we fill comfortable.

Ronald Begay - That sounds good, this is for the board just be prepared right now, depending on the advertisement for the position we may have a strong or a weak pool, and there is going to be some decision-making of Steve requires so little applicants or maybe we might get a lot, we will cross that bridge when we get there.

Patrice Horstman - That's right what we have before you today, give you the opportunity to look at the application, and specifically the requirements for the position, so is that minimum requirements that we will review all the applicants, want to make sure pleased with that and both Steve and myself talk today, and note it requires some experience with working with public school districts, not just grad schools, but public school districts and thought the school district the size of yours and complexities of yours that you want someone with background and experience in public schools and that is the biggy, and they have to have a Superintendent Certification so those are the big points for you to review and minimum qualifications, and if they look good, issue is before you tonight is to accept or make medications to the job announcement or qualifications for the Superintendent applicants.

Ronald Begay - We have (4) narrative questions will the board be able to add questions for the interview.

Patrice Horstman - Yes, written questions, there will be another meeting with you all when you're going through the applicants deciding on how many you want to interview and that will be the time for suggestive interview questions, I know Steve is going to ask to give interview questions if there are any modifications, changes, etc.

Steven Highlen - I had suggested a two interview process, once we screen, might screen it down to (5) then bring (2) or (3) back for instance.

Patrice Horstman - I absolutely not recommend, I am sorry, they should do the application screening, written screening, then from that screening come up with a top applicant, the top (5) or top (3) I would not do two different interviews we have not done that in any of our schools in Northern AZ. It is too much to get up there, to far for them to travel, and it just has not been required. So, I would just do the paper screening and take a close look at paper screening and determine your top (3) to (5) candidates and do the interview.

Steve Highlen - If were only going to start with one interview then the last statement above narrative question (referring to the handout) that

statement will change to indicate the applicant that it is a one interview process and will be notified at the screening who they will bring back. Correction to on a date "yet" to be determined. And if the board is in agreement then the board motions to accept this with the changes.

Patrice Horstman - If the board feels differently, I have never done a two interview process up here just to far for people to travel and usually the applicant the board is able to do a paper screening on the paper applicant.

Ronald Begay - I guess we will decide if we want to go with the top (5) or top (3), Okay. Sounds good to me.

Saraphina Adson - In Kayenta, my husband is going through a screening, he opted for open meeting even though it was an executive session, so he could hear what is being discussed, then a community forum on the 29th, and interview on the 30th in the end.

Steven Highlen - When we do our screening, that would be an agenda item to talk about how we do that and the components on how you want to address that to your community.

Patrice Horstman - It is very typical members of the board do that, to do the interview, after the interview before you deliberated about those interviews you usually hold a little community forum, invite members of your community and members of your staff to come in and meet each top of (3-5) finalist, and ask questions, a meet and greet, coffee and cake and your community have an opportunity to give some written responses/thoughts. You have an opportunity to see is how your top candidate handle the people in the community. Do a brief (2) minutes introduction, open themselves to the community, and open up for questions, allow them to mingle, with the community members and have them give some written responses that you can use for your deliberation process and in your deliberation process you may come to a decision on to rank them and come a selection with the top candidate that you might negotiate a contract with.

Steve Highlen - I think we are moving away from the particular agenda, we will address this in future time as Patrice mentioned a moment ago the agenda is to accept or modifications that you would like me to make on the draft provided to you.

Saraphina Adson - On your document under greater Tuba City areas and listed 15 cities you have two typos.

Motioned by Ronald Begay to accept the information presented the Job Announcement and Job Description for your Superintendent but with the following corrections of the town, and change to just the one interview, and the interview will be "To Be Determined".

**Motion by Ronald Begay, second by Saraphina Adson.
Final Resolution: Motion Carries
Yea: Ronald Begay, Evelyn Kiyaani, Saraphina Adson**

C. FUTURE BOARD MEETINGS

Information: 1. UPCOMING BOARD MEETINGS - Regular Board Meeting on May 1, 2019 @ 6:00 PM

Ronald Begay announced: Future board meetings.

1. No building board reports are due.
2. On the regular board meeting, School Activities for the Month of May in the Superintendent Report.
3. Include Student and Staff Travel.

D. ADJOURNMENT OF BOARD MEETING

Action: 1. ADJOURNMENT @ 7:40 PM (D.S.T.)

Motioned by Evelyn Kiyaani to Adjourn the Special Board Meeting @ 7:40 PM (D.S.T)

**Motion by Evelyn Kiyaani, second by Saraphina Adson.
Final Resolution: Motion Carries
Yea: Ronald Begay, Evelyn Kiyaani, Saraphina Adson**

Information: 2. Future Board Travel (For Information Only)

Board Approved on: May 1, 2019 @ Regular Board Meeting.