

MINUTES  
THE ASHEVILLE CITY BOARD OF EDUCATION  
SPECIAL MEETING OCTOBER 30, 2013

The Asheville City Board of Education ("Board") held a special meeting (superintendent search firm) at 2:00 p.m., on Wednesday, October 30, 2013 in Training Room 203 at The Asheville City Schools Administrative Offices, 85 Mountain Street, Asheville, North Carolina.

Members present were:

Jacquelyn Hallum, Chairperson, presiding  
Matt Buys  
Leah Ferguson  
Precious Folston

Members absent:

Peggy Dalman

Comprising a quorum of the Board; also

Dr. Bobbie Short, Secretary/Interim Superintendent.

CALL TO ORDER

Board Chair Jacquelyn Hallum called the special meeting to order at 2:15 p.m., and proceeded to welcomed selected Executive Search Firm, Hazard, Young, Attea & Associates (HYA) Consultants: Alan Leis, Co-Lead Consultant and Diane McCauley, Co-Lead Consultant.

EXECUTIVE SEARCH FIRM (HYA) PLANNING PROCESS

The Asheville Board of Education met in a lengthy meeting with HYA consultants, Alan Leis and Diana McCauley to review and discuss the executive search process for the new superintendent for Asheville City Schools.

Notebooks that were sent in advance from HYA about the Executive Search Firm’s search process were reviewed and discussed with the Board, Interim Superintendent, Dr. Short and Chief Human Resources Officer, Director of Support Services, and Legal Counsel, Cynthia Grady. The Board had no questions about the search process outlined in their notebooks. A brief discussion about open searches as oppose to confidentiality of candidates was discussed. The Board stated their preference on inquires about potential candidates, and that was to maintain confidentiality on all candidates until the final three candidates have been selected, and then they would seek input from stakeholder groups.

A review of the different levels and background check types performed by HYA were discussed. Following the review, Ms. Grady specified that the Board will require all the information resulting from the reference and background checks regardless if the information seems irrelevant.

A timeline for the superintendent search was established between HYA and the Board:

**Search Process Calendar**

Activity	Date(s)	Time	Location
Interviews and Focus group meetings (identified below)	12/09-12/10	7am-8pm	Central Office
Online survey	11/04-12/20	N/A	N/A
Leadership Profile Report Presented to Board	1-16-14	2pm	Board Room
Seminar for Interviews & Final Stages of Search, included – slated candidates	1-24-14	4pm-6pm	Training Room
Board Interviews (Initial) candidates	3/7-3/8-14	4pm-10pm	TBD
Identify Top 3 candidates	3-8-14	8am-4pm	TBD
3 Finalists	3-12-14	12pm-8pm	TBD
	3-13-14	8am-8pm	TBD
Identify preferred candidate	3-13-14	9pm	TBD
Site Visit	TBD	TBD	TBD
Public announcement	4/1 or 4/15	TBD	TBD

A brief discussion on creating a strategy to reach areas in the Asheville community that have proven hard to penetrate was considered.

The Board identified the following six groups that will participate in the on-line survey. In addition, the survey questions were also reviewed:

1. Administrators
2. Teachers
3. Support Staff
4. Students
5. Community (anyone who is not a parent)
6. Parents

The following groups were identified to assist HYA consultants in developing the Leadership Profile Report which will be presented to the Board at a special called Board meeting.

- Administrators – district level
  - Group 1- Central Office Staff
  - Group 2 – Superintendent’s cabinet

Dr. Short informed HYA that she would let them know about group 2 – if they would be interviewed twice, because they also represent Group 1.

- Principals and Assistant Principals (scheduling will take place after school hours)
- Support Staff – open meeting
- Teachers and Association
- Teachers – open meeting
- Student Government
- Former Board members

#### PTA/PTO Council

- Business Leadership
- Clergy Association
- Government Leadership
- Other parent, school, business, service or community groups
- Community Forum(s)
- Minority Forum (Housing Authority)

The Board chair recommended that Executive Director for Public Relations/Communications, Charlie Glazener spearhead reaching out to the different stakeholder groups.

- The Board requested to have a slate of 5-7 candidates presented to them for interviews.

- HYA informed the Board that internal candidates will be treated like other potential candidates.
- Board Clerk, Jackie Taylor will be the contact person for scheduling the focus meetings with the selected groups and the one-on-one interviews with the Board members.
- The Board reviewed the different advertisement packages offered by HYA and selected HYA's Package #1 - \$1,750 as their advertisement package for the search of the new superintendent.
- The Board directed HYA to answer questions from candidates about salary and fringe benefits by sharing basic contract information of the previous superintendent.
- The Board clarified their preference on the residency of the new superintendent, and stated that the school system requires the new superintendent to live in the county unless there is a stipulation that he should live in the school district. Cynthia Grady informed the Board and HYA consultants that she would get back to them concerning NC laws for superintendents' and residency.
- Board Chair Hallum will serve as liaison to consultants for HYA.
- The Board participated in the review of the Memorandum of Understanding with the consultants and they had no questions.
- Cynthia Grady recommended to the Board that the Letter of Understanding be placed on the November 4, 2013 Board consent agenda for their approval at the 6:30 meeting.
- Mr. Leis informed the Board that he would go ahead and post the vacancy on HYA's website. It was also agreed that HYA would forward the link for the survey, vacancy and other advertising materials to Charlie Glazener, so that they can be posted to the district's website. In addition, the forwarded information will also be sent to Cynthia Grady and Jackie Taylor.

#### ADJOURNMENT

The special meeting was adjourned at 4:25 p.m.

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Jacquelyn Hallum, Chairperson

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Dr. Bobbie Short, Secretary/Interim Superintendent