

MINUTES
THE ASHEVILLE CITY BOARD OF EDUCATION
SPECIAL MEETING MINUTES JANUARY 4, 2017

The Asheville City Board of Education ("Board") held a special meeting at 7:30 a.m., on Wednesday, January 4, 2017, in Training Room 203 of the Asheville City Schools Administrative Offices, 85 Mountain Street, Asheville, North Carolina.

Members present:

Peggy Dalman, Chair
Matt Buys, Vice-Chair
Martha Geitner
Shaunda Sandford

Member absent:

Leah Ferguson

Administration:

Dr. Pamela Baldwin, Superintendent; Dr. Bobbie Short, Interim Superintendent; Charlie Glazener, Executive Director of Public Relations; Charlotte Sullivan, CFO; Joyce Graves, Executive Director for Human Resources; Chris Campbell, Board Attorney; and Jackie Taylor, Clerk to the Board.

Media present:

Julie Ball, Asheville Citizen-Times

Others:

Vice Mayor, Gwen Wisler; Allison Schafer, NCSBA Legal Counsel; Tonya Giovanni, NCSBA Staff Attorney;

CALL TO ORDER

Board Chair Dalman called the special meeting to order at 7:38 a.m.

CLOSED SESSION

At 7:38 a.m., Martha Geitner made a motion to go into closed session, pursuant to Section 143-318.11 (a)(3) of the General Statutes of North Carolina to discuss matters protected by the attorney-client privilege. The motion was seconded by Matt Buys and carried.

At 8:12 a.m., the Board returned to open session.

I. Review of Superintendent Search Packet

Allison Schafer and Tanya Giovanni presented relative information on the services offered by NCSBA Superintendent Search. The packets handed out to the Board included the following:

- A draft superintendent search timeline;
 - A draft advertisement of the vacancy;
 - A list of vacancy advertising options;
 - A sample application form;
 - Sample community and staff surveys; and
 - SuperProMatch Board Member survey
1. The draft advertisement of the vacancy was reviewed and edited to include the candidate is required to live in the city limits, and the application deadline is March 13, 2017. Other edits included tweaking the paragraph to enhance the attractions Asheville City has to offer.

Ms. Schafer mentioned that the applications for the superintendent search should be made available after April 1, 2017 when the three new Board appointed by City Council are sworn in.

- Martha Geitner made a motion to approve the advertisement as amended. The motion was seconded by Shaunda Sandford and carried.
 - Martha Geitner made a motion to approve the paid advertisement for the vacancy with the National Schools Boards Association for 60 days at a fee of \$790 as recommended by Ms. Giovanni, and in addition, approved the advertisement with American Association of School Personnel Administrators for 30 days at a fee of \$200 selected by the Board as an option choice. The motion was seconded by Shaunda Sandford and carried.
2. By consensus, the Board selected five of the ten application short answer questions to ask candidates as reviewed by Ms. Schafer:
 - 1) Success in working with diverse populations
 - 2) Instructional leadership
 - 3) Fostering community relations and/or intergovernmental partnerships
 - 4) Goal setting and monitoring student achievement
 - 5) Financial planning, budgeting, and procuring additional funding
 3. By consensus, the Board selected the following four essay application questions reviewed by Ms. Schafer:
 - 1) What would you do to raise all student achievement levels and help close achievement gaps?
 - 2) Please describe your approach and experiences regarding your leadership style and administrative team building?

- 3) What are the first things you would do to learn about our community and schools?
- 4) Why are you interested in leaving your current position to become superintendent of the Asheville City Schools?

Vice Mayor Wisler requested to know about disqualifier for applicants with minor infractions. The ultimate decision will be left up to the Board. Ms. Giovanni mentioned that questions on Criminal and Employment Background information are crafted to not target a specific demographic.

- ***Matt Buys made a motion to approve the application as amended. The motion was seconded by Martha Geitner and carried.***

4. Mrs. Schafer asked each Board member to complete the Superintendent Selection District Profile in their packets and return them to Tanya Giovanni for Tuesday, January 10, 2017.
5. It was the consensus of the Board to use the green survey questions for staff and community. Any personnel references and comments mentioned on the surveys will be redacted before presenting the results to the Board and then published to the public. Paper copies of the survey for the community will be available in public areas including a Spanish version.

II. Discussion

Ms. Dalman opened the discussion on how should the Board proceed with community involvement for the Superintendent Search, and establishing a Community Advisory was the consensus of the Board. The Board discussed the involvement what should be the level of involvement included:

- Involve PTO advisors to provide two or three individuals from each school.
- Ms. Dalman mentioned that applicants will be sensitive about confidentiality, and the Board would run a risk with a large community involvement, and could hinder applicants from applying.
- Mr. Campbell stated that state law requires the Board to exercise confidentiality in hiring a superintendent, and the selection process is solely their responsibility. However, the Board is allowed to establish a process at their discretion and they also will have a legal responsibility to the applicants to inform them of the following:
 - Inform applicants ahead of time about a committee involvement, and if the committee is going see their applications.
 - Obtain a release from each group member and also have them complete a confidentiality statement.
- The Board will decide the role of the committee and the level of involvement with the interviews for the finalists.

- Ms. Dalman mentioned that the committee could view redacted applications and Ms. Schafer said that NCSBA will be able to accommodate the Board's choice and would also redact the essay questions so that there would be no information to identify the applicants. Attracting the best candidate is very important.
- Dr. Short stated that the Board will need to establish an element of trust to anyone invited to be a part of the superintendent search process.
- Ms. Dalman shared some feedback from community on past experiences with the Board about transparency, and also being able to have a voice in the election of the new superintendent.
- Ms. Geitner suggested that the committee review the redacted applications and make recommendations to the Board. The Board will determine the number applications that should be recommended.
- Mention of losing candidate due to community involvement with the application process was mentioned.
- Ms. Dalman stated that one of the initial goals of the committee will be to help determine the process for the survey and the superintendent profile.
- Ms. Schafer shared that NCSBA would need to have the survey results sooner than later in order to complete the profile information before the Board sees the applications.
- Board's goals and concerns – is the process going to achieve the goals and buy-in from the community?
- Mr. Campbell shared with the Board, three ways in which the selected committee can be involved.

The Board had no additional questions for Ms. Schafer.

At 10:18 a.m., the special meeting adjourned.

Peggy Dalman, Chairperson

Dr. Pamela Baldwin, Superintendent /Secretary

Approved by the Board on January 19, 2017