

MINUTES
COMMUNITY ADVISORY TEAM
MEETING MINUTES FEBRUARY 3, 2017

The Community Advisory Team ("CAT") held a training meeting at 4:00 p.m., on Friday, February 3, 2017, in the Board Room of the Asheville City Schools Administrative Offices, 85 Mountain Street, Asheville, North Carolina.

Members present:

Sarah Cain, Principal for Jones Elementary School; Jesse Pitt, Staff Specialist and Asheville Middle Schools; Polk Deters, Teacher at SILSA; William Irby, parent for student at Asheville High and represents the ACS Foundation; Libby Kyles, parent and teacher at Isaac Dickson Elementary School; Mark Dickerson, Director of Melissa Cole Essig, parent and PTO for Claxton Elementary; Thomas Priester, PTO President for Hall Fletcher Elementary; Gwen Wisler, Vice-Mayor for the City of Asheville; Al Whitesides, Buncombe County Commissioner.

CAT members absent:

India Pearson, Shenekia McDaniels, and Alan Kirkpatrick

Members of the Asheville City Board of Education ("Board") present:

Peggy Dalman, Board Chair; Members, Martha Geitner and Shaunda Sandford

Superintendent Search Team:

North Carolina School Board Association (NCSBA)
Allison Schafer, Director of Policy/Legal Counsel and Jim O'Rourke, Staff Attorney

Facilitator:

Dream Builders Communications
Dr. Kenston Griffin

Guests:

Pepsi Acebo and Katrina Sandford

Call to Order/Purpose and Review of the Agenda

Board Chair Dalman called the Community Advisory Team training meeting to order at 4:00 p.m. and welcomed and acknowledged all in attendance. The Community Advisory Team introduced themselves and their role within the school district.

Opening Remarks

- The Board Chair announced that public comments would not be heard at the Community Advisory Team meetings, and then she proceeded to review the agenda.

- The Board Chair read aloud, the role of the Community Advisory Team as stated on the meeting agenda. The CAT was apprised on the Board of Education transiting status at the end of March, 2017, and that three new board members will be sworn after April 1, 2017 to join remaining members, Shaunda Sandford and Martha Geitner.
- The Board chair announced that the Community Advisory Team meetings were opened to the public except for a closed session meeting with the Board to address personnel confidential matters.
- The committee members were encouraged to be upfront with any concerns and problems, and to make every effort to attend all three scheduled meetings.
- Confidential Agreement Forms were completed by the team prior to formally starting the meeting. Ms. Schafer further mentioned the legal obligations of the committee for signing their forms.

Legal Role of Board of Education/Responsibilities of the Community Advisory Team

NCSBA

Allison Schafer presented a walk-through, stream-line overview of the following topics for the Board and the CAT relative to the superintendent search process:

1. Open Meetings
 - The CAT will determine who will make the call to orders for their meetings, and in charge of asking for a motion.
 - The CAT can only enter into closed session for confidential and personnel matters (viewing of redacted applications and make recommendations to the Board).
 - Minutes of open and closed session meetings must be kept.
2. Public and Personnel Records/Disclosure and Confidentiality Mandates
 - Every document that the CAT handles will be considered public document
 - No voting by secret ballot
 - The CAT will need to decide how they will make a decision which must be recorded in the minutes.
 - Any documents received pertaining to the superintendent search is considered public record, and must be turned over to Central Office.
3. Hiring Superintendents in North Carolina
 - It is the sole responsibility of the Board of Education to hire a superintendent.
 - The Board will know information about the candidates that the CAT will not.
 - Two ways to be a superintendent: Superintendent's License and DPI Alternative Guidelines

Roles and Responsibilities of CAT

Dr. Griffin

1. The committee was paired off into three groups to participate in a collaborative activity not intended to be just a communication exercise. The following observations were made:

- When conducting community forums, the committee must learn to observe their environment
- The committee must be available to communicate
- Highly effective teams learn how to work together with limited information
- They are at risk with friends because they have information
- They understand that confidentiality is critical

Dr. Griffin stated the importance to the team on understanding what their purpose is during the superintendent search process. They were encouraged to become better acquainted with each other.

2. Dr. Griffin and Ms. Sandford tagged-team to review the CAT's responsibilities:

Responsibility #1 - Create a framework for the forums. The team will decide on the following:

- What should the forums look like
- How to share the information received from the forum
- Since they are only expected to attend one, which CAT member will attend which forum?

Responsibility #2 – Create the profile for the new superintendent from the survey results given to them from NCSBA.

Responsibility #3 – review redacted application of applicants and select seven applicants to recommend to the Board of Education for initial interviews.

Responsibility #4 – The Community Advisory Team will serve as an advisory team only will make recommendations to the Board. State statute clearly states that the hiring of a superintendent is the legal responsibility of the School Board, and therefore, the decision will be made by the Board.

Ms. Geitner informed the team that the possibility exists that the Board may not grant an initial interview to one or more applicants they recommend, and the Board will have no legal obligations to disclose to the team, the reason or reasons why.

Ms. Sandford responded to questions.

- Ms. Sandford confirmed that the CAT will be allowed to create 5 to-7 interview questions to ask the candidates. Additionally, each candidate will do a presentation, and the team could be asked for feedback on topic ideas.
- The Board will provide the CAT with an update after they have completed their interviews with the applicants. Ms. Sandford reiterated that the Board would not be able to provide the CAT with an explanation on why, a candidate or candidates they have recommended were not interviewed. It is the intention of the Board to provide regular updates to the committee.
- Ms. Sandford clarified that the CAT will recommend seven candidates to the Board for interviews. Ms. Schafer told the CAT that they would be the first to vet the applications and it will be the decision of the Board whether or not to

disqualify a recommended applicant based on additional information available to the Board.

- The CAT was informed that the redacted applications will be available for viewing when the three new Board members have been sworn in with the election process completed. The CAT will be first to review the applications. The transitioning board members will not see the applications.
- Dr. Griffin stated that if the Board of Education comes up with a different number of applicants other than what the CAT recommended, it is what it is, by law.

The Community Advisory Team had no further questions for Ms. Sandford, the Board and NCSBA regarding their roles and responsibilities.

Norms/Team Expectations

The CAT/groups were instructed to create norms and team expectations to serve as a guide for their meetings to ensure that they are in alignment with each other. They were encouraged to be as like-minded as possible throughout the superintendent search process.

Community Forums

Dr. Griffin encouraged the CAT to avoid conflicting situations, but to follow protocol when responding to questions, and to commit to giving 75% participation to the four scheduled community forums for the superintendent search process at the various locations. Prepared sign-up sheets were circulated.

1. The Community Advisory Team will be responsible for hosting the forums at their different locations. Dr. Griffin reviewed some behavior awareness with the CAT when hosting community forums:
 - a) Monitor facial expressions
 - b) monitor their emotions
 - c) manage the words they speak
 - d) be strategic in responding to questions they may know the answers to
 - e) stay in constant communication as a team and also as a group.
- Dr. Griffin and the team collaborated on the format of the agenda for the community forums. Ms. Schafer recommended that in order to avoid legal issues, the Board and CAT should clearly prohibit conversations at the forums that addressed and are geared toward specific individuals or personnel. Ms. Schafer informed the CAT that it is the practice of NCSBA when conducting a superintendent search, to pull all the information together from forums and emails and compile it into a report for public viewing
- The CAT and Dr. Griffin reviewed and collaborated on the script for the forum agendas and their participation at each of the four scheduled forums.

Board Chair Dalman shared that the Board wanted an opportunity to showcase the Montford North Star Academy and Asheville Primary School when the question was raised on why two forums were scheduled in such close proximity of two district schools.

NCSBA and Dream Builders Communication will finalize the script for the forums, and it will be the responsibility of the Communications Department to ensure that each school advertise every forum, including posting the information of their schools' web page. In addition, principals will need to send a message before the school day ends on Monday for the forum on February 8th.

District Strategic Plan

Due to the time, the presentation on the District Strategic Plan was not addressed.

Adjournment

At 7:05 p.m., the Committee Advisory Meeting was adjourned.

Peggy Dalman, Chairperson

Shaunda Sandford, Board Member