



**LIBERTY SCHOOL DISTRICT No. 25
GOVERNING BOARD AGENDA**

TIME: January 18, 2018 – 6:30 PM

PLACE: Las Brisas Academy Theatre, 18211 West Las Brisas Drive, Goodyear, AZ 85338

I. OPENING MEETING

1. Mr. Paul Jensen, Governing Board President, called the meeting to order at 6:32 p.m. Governing Board members constituting a quorum were present; Mr. Mark Aguire, Mrs. Connie Krogulecki-Crowley, and Mrs. Kathy McNamara. Absent was Mrs. Yolanda Lopez-Bearden.
2. Pledge of Allegiance was led by Mr. Mark Aguire.
3. A motion by Mrs. McNamara/Mrs. Krogulecki-Crowley was entered to approve the Regular Agenda form and temporarily suspend Governing Board Policy with which this agenda may be inconsistent.
Approved **UNANIMOUS**

II. CONSENT AGENDA

1. Approval of Personnel Action Items
A motion by Mrs. Krogulecki-Crowley/Mrs. McNamara was entered to approve the personnel action items.
Approved **UNANIMOUS**

III. GENERAL BUSINESS

1. Discussion/Consideration to Approve Job Description Title Change for Executive Director of Learning Support Services to Executive Director of Special Services.
Mrs. McNamara wanted to look at the job description side by side to determine the changes for the job. Mr. Rundhaug stated the job description will remain the same; the only thing changing is the job title. A motion by Mrs. Krogulecki-Crowley/Mr. Mark Aguire was entered to approve the job description title change for the Executive Director of Learning Support Services to Executive Director of Special Services.
Approved **UNANIMOUS**
2. Discussion/Review of the Superintendent Search Process with Representatives from McPherson & Jacobson, LLC.
Ms. Buelna stated she has 36 years of experience in education starting in kindergarten and worked her way to the superintendent's office. She has been with the company for 2 ½ years and conducted several searches and coached several Superintendents. Mr. Mason stated he has 35 years of experience in education varying from coaching to assistant superintendent. He stated McPherson & Jacobson is the third largest search firm in the country, he worked with the consultants on the Kyrene school district search.
No motion was made on the discussion and review of the Superintendent search process with representatives Ms. Aida Buelna and Mr. Lawrence Mason from McPherson & Jacobson, LLC.
3. Discussion/Consideration to Establish Timeline for Superintendent Search.
Ms. Buelna asked about the availability of the Interim Superintendent and when they wanted the Superintendent to start. Mr. Jensen stated that the Interim is available throughout the year. Ms. Buelna suggested they begin July 1st and set the calendar. She wanted the Governing Board to obtain the inputs from the stake holders and identify two locations where they can hold community meetings. Community members could include teachers, classified employees, administrators, the Mayor, Chief of Police, church groups, and anyone the Board wants them to speak with. She requests that the established criteria be posted so everyone can view it and they will send out to thousands of applicants that have applied through their company. The Board determines the qualifications and criteria and they will ensure the individuals that apply meet the criteria and qualifications. Advertisement can begin as soon as February 1st but they would need the information by January 25th to create the brochure. This timeframe is a typical timeframe. She stated the stake holder meetings can take place February 6th and 7th. This provides the Board and the point of contact a chance to send out the invitations. On February 19th they would like to meet with the Board to review the stake holder report so it can be posted to the website to ensure transparency. In addition there would be a survey available for those who cannot

BUILDING WORLD CLASS SCHOOLS IN YOUR NEIGHBORHOOD

attend the meetings. It has four questions that will be the same as when they meet with the community groups; one and two will help draw out the candidates by asking what draws people to your community and what is great about your schools, the third question asks what are some of the issues that a new Superintendent will face when they come to Liberty Elementary School District, and the fourth question is what are the characteristics, skills, attributes that the Superintendent will need to be successful at Liberty. This information is pulled together to create the stake holder report and will be discussed the 19th. Mr. Mason stated that students will be included in that report. Mr. Aguire confirmed that applications were received February 1st and questioned if they were only receiving them for 25 days. Mr. Mason stated that if you extend the date too long people will lose interest because if it is too long other jobs come up and too short they wouldn't have enough time to prepare. Ms. Buelna stated that the closing dates for the applications would be Monday the 26th or it can be extended any time between Tuesday and Thursday but wouldn't recommend a Friday so it gives them enough time to ensure that they only look at those who meet the qualifications. The third board meeting they would identify who they would like to have on the stake holder interview panel. Have 12 members that are made of community, parents, teachers, administrators, and classified employees. These members would do morning interviews and the Board would do nightly interviews. There will not be more than three interviews a day. She has March 7th and 8th or March 12th and 13th for interviews but if it doesn't work the dates can be changed and it will be posted on the brochure and website. Mr. Mason stated that it is critical to have enough time from when the applications are done to give them a chance to go through the process when checking references because when they call the listed reference they ask that person for another reference. So they need at least 10 days. Mrs. McNamara stated that the 12th and 13th are spring break. Mr. Jensen stated that the 7th and 8th may be better. The 19th is President's day so the 20th would be better. Ms. Buelna said the dates are good because they can have 30 people apply and then bet 15 people and out of those 15 only 6 may get an interview. They will let the board know everyone that applied and will provide the reason why some did and did not meet the criteria and what pushed the candidates to the top. She stated they are changing the 19th to the 20th, keeping the 26th and the 5th, and interviewing the 7th and the 8th. Mr. Jensen asked if they are putting July 1st as the starting date or earlier if available. Mr. Mason recommended they put no later than July 1st. Ms. Buelna stated she would send a revised calendar to Mrs. Goodman.

A motion by Mrs. Krogulecki-Crowley/Mr. Aguire was entered to approve the established timeline for the Superintendent search as identified in the discussion.

Approved

UNANIMOUS

4. Discussion/Consideration to Identify the Selection Criteria.

Ms. Buelna asked for each board member to describe themselves. Mr. Jensen stated he has been in the district for 10 years; he has 6 kids all who have been in the district. He started at Freedom Elementary School; his wife is involved in the PTO and science club, then moved to the Rainbow Valley Elementary School and now has a child in preschool. Mrs. McNamara stated she has been in the district for 20 years and has gone to school with many of the Liberty Elementary School District classmates. Oldest child started at Liberty in the preschool program and then went Estrella as home school; he had an IEP for hearing so she dealt with that. He is now in college hoping to come back to teach in the district. Her middle went to the IB program at Estrella and the recipient of the Presidential Scholarship from Grand Canyon University. Her 11 year old tested in the Gifted program and started at Estrella. She temporarily relocated to Yuma so her daughter was in the program at Yuma but is now at Westar. This is where she was born and raised and considers it home. Mr. Aguire stated that he moved to this area 10 years ago and has one child who goes to Rainbow Valley Elementary. Mrs. Krogulecki-Crowley stated that has been in the district 14 years, she has two children 27 and 24, both went to Estrella Elementary. Moved to the district because her husband help build the high school, she taught for the school district for 14 years. She taught 3rd and the Gifted program. She is a huge advocate for the gifted program because she was gifted and her daughter is gifted. Her son has special needs and she believes it is important to look at all spectrums to meet the needs of all kids. Ms. Buelna asked what qualifications they want to see in the new superintendent. Mrs. Krogulecki-Crowley stated she wanted to see transparency and an experienced leader, Mr. Aguire wants to see a supportive leader and someone who can maximize our budget, Mrs. McNamara wants someone who is student centered and strategic while still being approachable, and Mr. Jensen suggested someone who is community oriented and caring. Ms. Buelna asked about their required qualifications. Consensus among the board was at a minimum Masters Degree is required, preferred District level experience but requiring administrative experience. Ms. Buelna said she would work on the criteria for the brochure. The combined criteria is stated as the ability to keep the Governing Board apprized of District strengths, weaknesses, and problems and to recommend priority tasks for alleviation of those identified

BUILDING WORLD CLASS SCHOOLS IN YOUR NEIGHBORHOOD

weaknesses. An administrator that is a motivational leader and has the ability to articulate a clear vision, who is collaborative, flexible, a good listener and a creative problem solver. The successful candidate will have the goals of participating in community groups and clubs, help to develop partnerships with businesses and community, be visible in schools and community, and perform in an ethical manner. A decisive administrator who fosters trust and harmony among staff yet holds employees accountable for student achievements. A strong school leader that is a relationship builder and values all stakeholders in the process of educating the students of Liberty Elementary School District. A Superintendent who has experience working with the legislative process in developing positive relationships with legislators at the local and state level. This person will have strong political skills. A Superintendent who has proven administrative leadership experience, strong financial management skills and a knowledge of all budgets. Who will be financially conservative, and will maintain an awareness and understanding of the needs of the school plant and facilities. A community leader who is excited about and committed to being visible in the schools and engaged with the community in a meaningful and discernible way. A person who can effectively relate to diverse cultures, listen to their needs, dreams and opinions, and is skilled in resolving their issues with the schools. The Superintendent is expected to be a person who invites the community to be involved with the schools and likewise models the District's involvement with the community through their own participation in community events and organizations. An individual who believes in our kids, assisting in attaining a strong future for them by striving for continued improvements of our schools. A proactive, rather than reactive, decision maker. A resourceful, visionary individual open to new ideas. A motion by Mr. Aguire/Mrs. Krogulecki-Crowley was entered to approve the consultants to send the Board members all the items individually through email and then the Board will select their top five items and then consultants will compile their list of the top five items and then send back to the Governing Board.

Approved

UNANIMOUS

5. Discussion/Consideration to Identify District Point of Contact.

Ms. Buelna stated the point of contact will need to work directly with her and provide her with the names the Governing Board identifies as the stakeholders. She will email the point of contact the letter to send the stakeholders. She will also assist in collecting the information for the brochure. They will also provide her with the district and community information, pictures, logos, and information about the board members. The point of contact will also set up the meetings. Mr. Jensen suggested Mrs. Goodman.

A motion by Mrs. Krogulecki-Crowley/Mr. Aguire was entered to approve Mrs. Lupita Goodman as District point of contact.

Approved

UNANIMOUS

6. Discussion/Consideration to Identify Stake Holder Groups (School/Community).

Mr. Mason stated that this people are the ones that will get the four questions stated earlier. They would teachers, classified staff, students selected by their teachers, administrators, community members, high school principals. Mrs. McNamara suggested the PTO. Ms. Buelna stated they would have a community meeting so parents could be in attendance. Consensus among the board was to have two community meetings North and South at 630 in the evening.

A motion by Mrs. McNamara/Mr. Aguire was entered to approve the stakeholder groups are teachers, classified staff, administrators, student, PTO, two community meetings and the three high school principals.

Approved

UNANIMOUS

7. Discussion/Consideration to Identify Community Members to Receive Personal Invitations Governing Board

Mrs. McNamara recommended Mr. Chavez and Mr. Todd, Eric Godfrey, Superintendent of Buckeye Union High School, Becky Gifford, Jill Lopez, Mario and Priscilla Santos, Jennifer Erin, Julie Hout, James Burke, Mayor Lordon, Mayor Mack. Mrs. Krogulecki-Crowley recommended Paul Burgess, Cindy Oliver, Marian Spedarrow, Megan Blackburn Mr. Jensen recommended the Kiwanis, Jerry Rovey, City managers, Mr. Aguire recommended the County Supervisor, Steve Bails, Dean Lyster, Charlene Hernandez. Lupita recommended the Hickmans, Sine and Jerry Kerr, David Schwake.

A motion by Mr. Aguire/Mrs. McNamara was entered to approve the identifying community members list that Mrs. McNamara and Mrs. Goodman combine will be sent out to the identifying members.

Approved

UNANIMOUS

BUILDING WORLD CLASS SCHOOLS IN YOUR NEIGHBORHOOD

8. Discussion/Review of Advertising Media and Dates.
Ms. Buena stated at no cost advertise on their website and provide the district with the brochure that will advertise the position and also include the link to where they can apply. They will also send to all possible applicants they have in their database. Advertising will begin as early as February 1st. Mr. Ceja mentioned the Arizona Schools Administrators Association, Arizona Department of Education has a job board that posts for free. Mr. Aguire stated the ASBA lists other searches on their websites. A motion by Mrs. Krogulecki-Crowley/Mr. Aguire was entered to approve the advertising media to include McPherson & Jacobson website, the brochure with the link to the application, Arizona School Board Association, Liberty District website, ASAA, Arizona Department of Education.
Approved **UNANIMOUS**
9. Discussion/Review of Board Member Contact Information (cell, email, etc.).
Mrs. Lupita will provide all needed information.
No motion was made on the discussion and review of the Board Members contact information.

IV. GOVERNING BOARD COMMENTS ON AGENDA TOPICS OR RECOMMENDED AGENDA TOPICS ADDITION

- Mr. Paul Jensen – N/A
- Mr. Mark Aguire – N/A
- Mrs. Connie Krogulecki-Crowley – N/A
- Mrs. Yolanda Lopez-Bearden – Absent
- Mrs. Kathy McNamara – asked if at the regular February Governing Board Meeting, Freedom Elementary School student Emilio Santos alongside with his teacher speak about his experience meeting with Governor Doug Ducey.

V. ADJOURNMENT OF BOARD MEETING

On a motion entered by Mrs. McNamara/Mrs. Krogulecki-Crowley and by unanimous vote the Governing Board Meeting ended at 8:39 p.m.

Signed:

Date:

February 12, 2018