

11 07 2012 Special Work Session

For ADA assistance, contact the Office of Equity and Compliance, 534-0781, at least 3 business days before the meeting.

New Business

Board Agenda Review

Discussion

Item 1

1. [8:30 AM - 12:00 PM NEOLA Review of Board Bylaws and 1000/3000/4000 Series Policies](#)

Attachment: [po1111.pdf](#)  
Attachment: [po1122.02.pdf](#)  
Attachment: [po1124.pdf](#)  
Attachment: [po1130.pdf](#)  
Attachment: [po1150.pdf](#)  
Attachment: [po1217.pdf](#)  
Attachment: [po1220.pdf](#)  
Attachment: [po1231.01.pdf](#)  
Attachment: [po1419.02.pdf](#)  
Attachment: [po1440.pdf](#)  
Attachment: [po3000.pdf](#)  
Attachment: [po3120.pdf](#)  
Attachment: [po3121.01.pdf](#)  
Attachment: [po3130.pdf](#)  
Attachment: [po3139.pdf](#)  
Attachment: [po3161.pdf](#)  
Attachment: [po3216.pdf](#)  
Attachment: [po3217.pdf](#)  
Attachment: [po3231.01.pdf](#)  
Attachment: [po3362.02.pdf](#)  
Attachment: [po3425.pdf](#)  
Attachment: [po3550.pdf](#)

Attachment: [po4111.pdf](#)  
Attachment: [po4120.03.pdf](#)  
Attachment: [po4120.11.pdf](#)  
Attachment: [po4122.04.pdf](#)  
Attachment: [po4122.pdf](#)  
Attachment: [po4131.pdf](#)  
Attachment: [po4139.01.pdf](#)  
Attachment: [po4170.01.pdf](#)  
Attachment: [po4170.pdf](#)  
Attachment: [po4213.pdf](#)  
Attachment: [po4214.pdf](#)  
Attachment: [po4215.pdf](#)  
Attachment: [po4217.pdf](#)  
Attachment: [po4231.pdf](#)  
Attachment: [po4362.pdf](#)  
Attachment: [po4419.01.pdf](#)  
Attachment: [po4425.pdf](#)  
Attachment: [po4430.01.pdf](#)  
Attachment: [po4550.pdf](#)  
Attachment: [po1030.pdf](#)  
Attachment: [po1120.pdf](#)  
Attachment: [po1121.pdf](#)  
Attachment: [po1122.01.pdf](#)  
Attachment: [po1122.02.pdf](#)  
Attachment: [po1122.pdf](#)  
Attachment: [po1129.pdf](#)  
Attachment: [po1139.pdf](#)  
Attachment: [po1160.pdf](#)  
Attachment: [po1161.pdf](#)  
Attachment: [po1170.01.pdf](#)  
Attachment: [po1211.pdf](#)  
Attachment: [po1215.pdf](#)  
Attachment: [po1216.pdf](#)  
Attachment: [po1231.pdf](#)  
Attachment: [po1243.pdf](#)  
Attachment: [po1380.pdf](#)  
Attachment: [po1419.pdf](#)  
Attachment: [po1420.pdf](#)  
Attachment: [po1425.pdf](#)  
Attachment: [po1431.pdf](#)  
Attachment: [po1550.pdf](#)  
Attachment: [po3111.pdf](#)  
Attachment: [po3120.06.pdf](#)  
Attachment: [po3120.08.pdf](#)  
Attachment: [po3120.10.pdf](#)  
Attachment: [po3122.02.pdf](#)  
Attachment: [po3128.pdf](#)  
Attachment: [po3129.01.pdf](#)  
Attachment: [po3131.pdf](#)  
Attachment: [po3160.pdf](#)

Attachment: [po3214.pdf](#)  
Attachment: [po3215.pdf](#)  
Attachment: [po3220.pdf](#)  
Attachment: [po3231.pdf](#)  
Attachment: [po3232.pdf](#)  
Attachment: [po3243.pdf](#)  
Attachment: [po3419.pdf](#)  
Attachment: [po3420.pdf](#)  
Attachment: [po3430.02.pdf](#)  
Attachment: [po3600.pdf](#)  
Attachment: [po4120.08.pdf](#)  
Attachment: [po4120.pdf](#)  
Attachment: [po4122.02.pdf](#)  
Attachment: [po1000.pdf](#)  
Attachment: [po1122.pdf](#)  
Attachment: [po1129.01.pdf](#)  
Attachment: [po1210.pdf](#)  
Attachment: [po1213.pdf](#)  
Attachment: [po1430.02.pdf](#)  
Attachment: [po1430.pdf](#)  
Attachment: [po1600.pdf](#)  
Attachment: [po3120.04.pdf](#)  
Attachment: [po3122.04.pdf](#)  
Attachment: [po3121.pdf](#)  
Attachment: [po3122.pdf](#)  
Attachment: [po3140.01.pdf](#)  
Attachment: [po3150.pdf](#)  
Attachment: [po3213.pdf](#)  
Attachment: [po3281.pdf](#)  
Attachment: [po3310.pdf](#)  
Attachment: [po3410.pdf](#)  
Attachment: [po3590.pdf](#)  
Attachment: [po1120.01.pdf](#)  
Attachment: [po1131.pdf](#)  
Attachment: [po1214.pdf](#)  
Attachment: [po1232.pdf](#)  
Attachment: [po1281.pdf](#)  
Attachment: [po1362.02.pdf](#)  
Attachment: [po1590.pdf](#)  
Attachment: [po3120.03.pdf](#)  
Attachment: [po3122.01.pdf](#)  
Attachment: [po3140.pdf](#)  
Attachment: [po3170.01.pdf](#)  
Attachment: [po3170.pdf](#)  
Attachment: [po3211.pdf](#)  
Attachment: [po3362.pdf](#)  
Attachment: [po3380.pdf](#)  
Attachment: [po3430.01.pdf](#)  
Attachment: [po3430.pdf](#)  
Attachment: [po3440.pdf](#)

Attachment: [po3531.pdf](#)  
Attachment: [po4000.pdf](#)  
Attachment: [po4120.04.pdf](#)  
Attachment: [po4121.01.pdf](#)  
Attachment: [po4122.01.pdf](#)  
Attachment: [po4124.pdf](#)  
Attachment: [po4130.pdf](#)  
Attachment: [po4140.pdf](#)  
Attachment: [po4150.pdf](#)  
Attachment: [po4160.pdf](#)  
Attachment: [po4161.pdf](#)  
Attachment: [po4210.pdf](#)  
Attachment: [po4220.pdf](#)  
Attachment: [po4281.pdf](#)  
Attachment: [po4310.pdf](#)  
Attachment: [po4362.02.pdf](#)  
Attachment: [po4380.pdf](#)  
Attachment: [po4419.02.pdf](#)  
Attachment: [po4420.pdf](#)  
Attachment: [po4430.02.pdf](#)  
Attachment: [po4531.pdf](#)  
Attachment: [po4600.pdf](#)  
Attachment: [po4130.01.pdf](#)  
Attachment: [po4211.pdf](#)  
Attachment: [po4232.pdf](#)  
Attachment: [po4410.pdf](#)  
Attachment: [po4430.pdf](#)  
Attachment: [po4440.pdf](#)  
Attachment: [po4590.pdf](#)  
Attachment: [po1120.11.pdf](#)  
Attachment: [po1121.01.pdf](#)  
Attachment: [po1122.04.pdf](#)  
Attachment: [po1128.pdf](#)  
Attachment: [po1139.01.pdf](#)  
Attachment: [po1140.pdf](#)  
Attachment: [po1170.pdf](#)  
Attachment: [po1362.pdf](#)  
Attachment: [po1419.01.pdf](#)  
Attachment: [po1430.01.pdf](#)  
Attachment: [po3120.11.pdf](#)  
Attachment: [po3124.pdf](#)  
Attachment: [po3129.pdf](#)  
Attachment: [po3139.01.pdf](#)  
Attachment: [po3210.pdf](#)  
Attachment: [po3419.01.pdf](#)  
Attachment: [po3419.02.pdf](#)  
Attachment: [po4216.pdf](#)  
Attachment: [po4419.pdf](#)  
Attachment: [po4425.pdf](#)  
Attachment: [po4129.pdf](#)

Minutes:

Tab 7

0149.1 Public Expressions of Members - Consensus to use Version 1 with the exception to change 'letters' to 'communications' on page 11, 3rd paragraph.

0149.2 Board Member Participation at District Committee Meetings

- Language to read: Board members may participate in committee discussions and serve in a non-voting capacity.

0149.3 Board-Staff Communications

- Strike second sentence of first paragraph: ~~Nevertheless, the Board believes.....~~

C. Social Interaction (move 2nd paragraph to B section (strike, ~~However, since~~). 1st paragraph to become the 2nd paragraph of the introduction. ~~However, since~~ Individual Board members are not authorized to act on behalf of the Board unless in open public .....

Add: 2nd paragraph: Individual Board Members are not authorized to act on behalf of the Board unless in an open public session or when specifically vested with such authority, it will be considered to be...

B. Board Communications to Staff

\*\*\*Board Member policy regarding record requests is to be included under Board Members Communications with Staff and titled Board Member Requests for Information. A hyper link to the records request form is to be included.

Three areas of concern: data requested for upcoming vote that involves time/research; requests that can be answered quickly; and requests that are not connected to a vote but will require extensive staff time.

Tab 8: Organization

0151 to be changed to include new law regarding year of national election.

0153: Appointees - At the organizational meeting, the Board Chair shall appoint

0154 Motions - Consensus to use Version 1

0155 Committees - Consensus for Version 1 first ( ) only

0156 Legal Counsel - Keep current policy (blue print) but change 'shall' to 'may' in the first sentence;

Strike ~~At the Organizational meeting, the ....~~ and begin with ( ); The chair shall appoint members as may be necessary

Add language of Board hiring a School Board Internal Auditor.

#### Tab 9 Meetings

0161 Parliamentary Authority

Select Board attorney as the parliamentarian at all board meetings

Add current language (last sentence: It shall be the policy..... to NEOLA's 0161

0162: Quorum

0163: Presiding Officer

Delete section....if neither person is available..... and binding.

0164: Notice of Meetings

0165: Meetings - Consensus to use NEOLA's wording.

0165.1 Agenda - Use NEOLA's wording

0165.2 Regular Meetings - OK

0165.3 Special Meetings (remove title "consent agenda")

Special meetings shall be called by the Chair or the Superintendent or by a majority of the members of the Board at a public meeting.

0165.4 Recess

0165.5 Adjourn

0166 Executive Session - NEOLA will include a list of opportunities, if one exists.

0166.1 Work Session - Current policy, under B, remove last sentence...The Superintendent (or designee) will contact each board.....concerns.

In first sentence change 'call' to 'contact'.

0167 Voting

Abstentions shall only be permitted as authorized by law. (include definition of abstention)

All actions requiring a vote can be conducted by voice vote, electronic vote, or roll call vote.

0167.1 Use of Electronic Mail (to be a procedure included in the New Member Board Book

Keep first sentence of first paragraph; delete all up to first 2 paragraphs on top of page 12 of 16.

0168 Minutes

Strike ~~READ~~; shall be reviewed, corrected, and approved at the next regular meeting

Strike ~~TAPE~~...Begin with 'Recordings shall be made of each meeting; delete last sentence.

0169.1 Public Participation at Board Meetings

Add requirement ( ) Attendees must register their intention to participate in the public portion of the meeting upon their arrival at the meeting.

( ) Strike last sentence: persons will be recognized in the order in....received.

~~Strike tape or video recordings are permitted~~

Of the last two paragraphs, delete paragraph....The portion of the meeting during...

Keep : No Board action shall be taken on requests made during the meeting.

Policy would be to allow 3 minutes.

Tab 10 will be addressed at next meeting.

Item 2

2. [1:00 PM - 4:00 PM Superintendent Search](#)

Minutes:

Mr. O'Reilly arrived for the afternoon session.

Mrs. Sellers would prefer to look outside for an interim. If a current employee was named, someone else would need to fill their position during that time; creating a domino effect.

Consensus of the Board was to approach Dr. John Stewart.

Mrs. Sellers and Wes Bridges, School Board Attorney, will negotiate a contract with Dr. Stewart.

Dr. Wayne Blanton, President of the Florida School Boards Association, provided insights on a superintendent's search.

- It must be open, transparent and professional.
- The person should be a good match with the Board and the community.
- He recommends a national search to allow sitting superintendents, associate superintendents, area superintendents, deputy superintendents to apply. Because we have 95,000+ students, we are a large district; larger than the majority of districts nation wide.
- Establish a time line.
- Overlap with interim superintendent.
- Advertise broadly: Education Week (used by everyone looking for a superintendent position), brochures mailed to nationwide groups; potential candidates within FSBA's data base (aligned with like-size districts), on-line notifications to other school districts and associations, Council of City Districts, etc.
- Anticipate 40 applications - read EVERY resume. (expect them to arrive the last week due to sunshine law, press, and union. The application becomes a public record.
- Check resumes: look at movement; size of district at each change; check each gap in employment. If it shows time as a consultant, it probably means they were let go or fired. Check someone other than those listed as references. Background check
- Visitations - allow them to visit here or you visit their area. (bring back verbal reports)
- 2 -3 day visit for each; allows time for community visits; view facilities/departments
- Spouse of applicant should be treated professionally for their community interests/involvement.
  
- Years of service, degree, level of administrative experience, size of district, length of contract (recommends a rolling 3-year contract).
  
- Fringe benefits and salary range for advertising.
- Finalists and semi-finalists - limit to 3-5 candidates.
- What qualities (expertise) you want in a superintendent.
- Local input - public hearings to hear their expectations: invite chambers of commerce, NAACP, Unions, general public, etc.
- 2-3 hour public participation in the interview process. Develop a form for public input/questions (should be reviewed by legal).



- Sunshine Law - cannot discuss candidates with other board members outside a work session or board meeting. Any notes you make becomes a public record.
- Set aside time for one-on-one interviews (2-3 hr); they interview you as well as you interview them.

FSBA cost for a search is at most \$20,000; includes \$8000 for travel of candidates (\$500 daily).

Mrs. Fields asked what happens if it is not a good fit after 6 months. Dr. Blanton stated that FSBA do another search at no charge (even after 12 months).

Mr. Berryman asked if FSBA or the Board will review applicants. Mr. Blanton suggested the Board review all resumes for a full understanding of who applied; he will provide the top 5 based on the qualifications submitted. The Board can either accept someone from the 5 or add someone from the applicant pool.

Several board members requested to hear from other consultants. Broward, Duval and Orange recently used outside consultants. Check on their level of satisfaction with the search and applicants presented.

Pat McManus, Senior Staff Assistant to the School Board, will provide a list of counties for Board Members to call. They will also see if an RFP was used.

Information

Adjournment

Meeting adjourned at 12:00 PM. Minutes were approved and attested this 22nd day of January, 2013.

---

Hazel Sellers, Board Chair

---

John A. Stewart, Ed.D., Superintendent