

**District Advisory Council – Subcommittee  
Superintendent Search  
Approved Minutes  
February 25, 2014**

The School Board of Alachua County *District Advisory Council Subcommittee for the Superintendent Search*, was called to order by Chairman Janine Plavac at 5 p.m. in Conference Room E of the Kirby-Smith Center, 620 East University Avenue, Gainesville, Florida.

The following eleven (11) Subcommittee members, who volunteered to serve on the Superintendent Search Subcommittee, were present:

1. Janine Plavac, Chairman (High School teacher)
2. Scott Costello, Vice-Chairman (Business leader/parent) **Board-appointed**
3. Adam Boukari, Member (Assistant City Manager, City of Alachua)
4. Cynthia Chestnut – Arrived at 5:35 p.m. (Gainesville Community Member) **Board-appointed**
5. Sarah Freedman (Middle School parent)
6. Sue Legg – Arrived at 5:28 p.m. (Gainesville Community Member) **Board-appointed**
7. Rick Nesbit (Alachua Community Member) **Board-appointed**
8. Aimee Oelrich (Business leader/parent) **Board appointed**
9. Clay Reddick (Middle School teacher)
10. Sherry Sakai (Elementary School teacher)
11. Donna Sheffield (High School teacher)

Staff Members present: Everett Caudle, Director of Project Development, and Rose Ramos, Secretary.

Chairman Plavac called the meeting to order.

INTRODUCTIONS	Chairman Plavac welcomed DAC Subcommittee members to the meeting and thanked them for attending. Each member introduced themselves.
ROLE IN SUPERINTENDENT SEARCH	Responsibilities of the Superintendent Search Subcommittee were discussed, which is charged with interviewing the candidates for Superintendent and selecting the strongest candidate.  Members briefly discussed the applications that have been received.
SUPERINTENDENT SEARCH TEMPLATE	Use of the Superintendent Search template was discussed and members were reminded that a template must be completed for <b><u>ALL</u></b> candidates.
SCENARIOS	Committee members discussed different interview formats, and a suggestion was made to use the template as a model.
REVIEW/DISCUSSION OF SUBMITTED QUESTIONS FROM DAC MEMBERS	Members Adam Boukari and Rick Nesbit reported that they met with staff member Everett Caudle regarding the interview process the School Board currently uses for school administrators, and members were provided with a copy of the handout entitled STAR:  <b>STAR:</b> S = <b>Situation/Task</b> – What was the context? Why? A = <b>Action</b> – What was done (or not done)? How was it done? R = <b>Result</b> – What was the effect of the Action (or inaction)?

FORMAT OF INTERVIEW  
PROCESS

Following discussion, committee members voiced their support of consistent structured **scenario questions** based on the categories listed in the Targeted Selection Interview Dimension definitions:

- Judgment
- Leadership
- Sensitivity
- Planning and Organizing
- Work Standards
- Control
- Technical/Professional Knowledge
- Analysis
- Persuasiveness
- Decisiveness
- Tolerance for Stress
- Initiative
- Integrity
- Oral Presentation
- Energy
- Delegation
- Job Motivation
- Impact
- Oral Communication

COMMENTS/DISCUSSION

Members suggested the length of the interview be a total of 1.5 hrs.

Member Costello stated he was against time limits and suggested a small set of questions which would build upon the first question. He felt that going by a script is a bad idea.

Members discussed maintaining the integrity of the process and being fair to all candidates. Member Sue Legg stated that the committee needs to have a consistent set of questions that are agreed to and used for each candidate.

Member Boukari stated that each DAC member will develop their own list of questions. He noted that his questions would primarily focus on the Superintendent/School Board member interaction, separation of powers; and ensuring that the candidate is strong enough to handle five bosses.

DAC Member Aimee Oelrich stated that the DAC will be held accountable for the selection of the Superintendent. She has been approached by citizens in the community that are very concerned that the School Board is going outside to look for a candidate. She understands that they have submitted emails to School Board members in support of Interim Superintendent Lyons. She asked if those emails were public information and if they could be shared with DAC members.

Mrs. Ramos provided the committee with copies of the emails received in the Superintendent's Office in support of Mr. Lyons being selected as Superintendent.

DAC Member Costello stated that Mr. Lyons is a viable candidate, is obviously supported in the community, and the district would save money on the search process.

DAC Member Legg stated that she would absolutely not consider Mr. Lyons because it is not the DAC's role to pick Mr. Lyons. The DAC's role is to evaluate the candidates

that come before the DAC. She stated that if the DAC tries to pick a candidate on their own list, she would resign.

DAC Member Nesbit indicated that the committee could recommend a 'No Hire' if there are no qualified candidates.

DAC Member Chestnut stated that Mr. Lyons will have an opportunity to re-evaluate and he can make a decision by Friday, February 28. If he applies, the DAC can then consider him as a candidate.

Chairman Plavac stated as a private citizen that no one is aware of the reasons Mr. Lyons is not applying and it is his decision.

Committee members were given homework to come up with 10 questions using the STAR template and send them to Chairman Plavac by March 7 by email [plavacjd@gm.sbac.edu](mailto:plavacjd@gm.sbac.edu) The committee reconvenes on March 11. Chairman Plavac requested that the questions be grouped by the applicable category.

Member Nesbit also suggested that the committee would benefit from a "mock" interview.

It was also noted that once the questions are developed, each member would ask the applicants the same question.

NEXT MEETING

The next meeting of the DAC Sub-Committee for the Superintendent Search will be held on **Tuesday, March 11, 2014, 5 p.m., Conference Room E**

ADJOURN

The meeting adjourned at 6:10 p.m.