

# University High School Council

Minutes 2020-2021

Meeting Date: 5/29/2020

Meeting Location: Online Zoom

## Meeting

Members present	Administration	Faculty	Students	Parents
	Andrea Evans	Beth Braun	Iselle Barrios	Barney Holtzman
		Jeff Marchant	Sydney Kim	James Mandolini
		Ann Mitchell	Ananya Munjal	Paisley McGuire
		Mike Schmidt		Lea Standridge
		Matt Ulrich		Tim Sonier
	Community Members			
	Kris Tully			
Members absent	Community Members	Faculty	Students	Parents
	Kevin Gebert	Kimberly King	Rachel Dai	Alicia Mackenzie
	Administration	Jacob Ollanik	Jade Kuan	Chris Read
	<del>Joel Bacalia</del>	Leiba Schuneman	Randy Navarro	Kara Vathauer
	<del>Amy Cislak</del>		Andy Pendleton	
			Mila Tomizuka	

*(Ms. Cislak and Mr. Bacalia were asked not to attend because the principal hiring process was the topic of discussion.)*

- I. Approval of the Agenda
  - a. Motion to approve.
    - i. Motion by Standridge.
    - ii. Second by Marchant.
  - b. Agenda approved by unanimous consent.
  - c. Information and Updates on online meeting expectations
    - i. Schmidt requests that both council members and audience members keep their microphones muted unless given the floor to ask a question
    - ii. Schmidt asks that questions not be posted to the chat by audience members
    - iii. Schmidt defers the possibility of a time for open questions to the guest speakers from TUSD.

II. Discussion & Action Items

a. Discussion Item: Discussion/explanation of upcoming UHS principal hiring process from the Assistant Superintendent and representatives from TUSD HR department

i. Introductions:

1. Ernest Rose; Assistant Superintendent for the Arcadia Region
2. Eva Ybarra; HR Coordinator for TUSD
3. Maricela Meza; Director – Labor Relations for TUSD

ii. Overview from Mr Rose:

1. The process of this principal hire started very late in the year.
2. The district has had difficulty finding appropriate candidates to apply.
3. TUSD wants to honor the process of allowing UHS School Council having input into the principal hire.
4. HR is still processing applications.
5. If the district feels there are no qualified candidates in the pool, they may still appoint an interim principal to fill the position for one year.

iii. Mr. Rose introduces Eva Ybarra and cedes the floor to her

1. Position will close tonight at midnight.
2. Screening applicant all of next week
3. Current Principal Hiring Process
  - i. Process usually starts in February to have access to the largest quality of candidates.
  - ii. Typically all site vacancies post as one large group, due to the timeline UHS, this posting was for UHS only
  - iii. Initial Screening process- a check to make sure candidates meet minimum requirements
  - iv. Screening interview – 3 questions
  - v. Regional Superintendent Interview
  - vi. Site Council Interview
    1. Usually 5-6 applicants
    2. Move 2 people forward to Dr. Trujillo
  - vii. Dr. Trujillo interview
    1. Presentation based interview
  - viii. Dr. Trujillo selects and sends hiring recommendation to the board

b. Site Council Interview Process

- i. Interview Panel make-up
  1. 10 members
  2. “You already have 5 people pre-set for you.”
    - a. Assistant Superintendent
    - b. ELI Representative (provided by HR)
    - c. Site Council Facilitator

- d. TEA Representative
  - e. AFSCME Representative
  - f. All stakeholders should be represented
  - g. Panel must respect student population in terms of ethnic representation
  - h. Other 5 positions can be filled by teachers, parents, students, or community members
- 3. Because of the virtual format, TUSD will create the Zoom rooms
- 4. No last minute changes in order to meet demographic requirement for the panel
- 5. All panel members must be present for all interviews
- ii. Question from Schmidt: Will the Rincon Principal be the ELI rep, if not is Ms. Welch sit on the panel?
  - 1. Ybarra: No
  - 2. Rose: Yes
  - 3. Schmidt: Is Ms. Welch considered one of the SC selections for the panel or is she placed by the district on the panel?
  - 4. Rose: Ms. Welch will be on the panel
  - 5. Schmidt: Does that put us below the 2/3 of the panel selected by School Council as dictated by Governing Board Policy
  - 6. Rose: No, UHS school council gets to select its facilitator, TEA, and AFSCME representatives. School Council still sects 7 of the 10 positions.
- iii. Panel must be submitted before interviews
  - 1. If AFSCME rep cannot be found from site, TUSD will pull one from another school.
- iv. Human Resources will provide all documents for the interviews.
  - 1. Zoom link
  - 2. Interview Questions
  - 3. Quality Forms
- v. Ybarra will sit in on the interviews as a proctor
- vi. Interview Questions
  - 1. Must be developed from a framework of the Professional Standards for Educational Leaders
  - 2. 22 questions must be submitted; 2 questions from each of 10 standards and 2 site-specific questions
  - 3. Questions should be explanatory, high quality questions; not yes or know

4. We will not be able to clarify questioning
5. Site specific questions are specific to UHS; whatever is important to the school
6. Question: Schmidt will all 20 questions be used or 1 from each standard
  - a. Not all standards will necessarily be represented.
  - b. Some standards may be represented more than once
  - c. There is not a set number of questions
  - d. Number of questions will be selected to fill a 30 minute interview
  - e. Cannot share questions out, this is a confidential process.
  - f. Compromising confidentiality requires restarting the process.
  - g. Once questions are developed they will be sent to TUSD HR
  - h. HR will not contact again until just before interviews
  - i. Resumes will be shared with interview panel for review just before the interview
  - j. Interview process will be very standardized; every applicant should get the same interview
  - k. 30 minutes for interview, 5 minutes for introductions and next steps
  - l. Time will be built in for interview panel to discuss strengths and weaknesses of each candidate.
  - m. Panel will make recommendation for 2 candidates to move on to interview with Dr. Trujillo
  - n. Question from Rose: Has there ever been a situation where two names were forwarded to Dr. Trujillo and neither were picked?
    - i. Ybarra: Yes
    - ii. Dr. Trujillo will then explain why he is not comfortable with either candidate
  - o. Rose: We want UHS to feel comfortable with the candidates they move forward. If they feel none are appropriate, we should say that and move forward with an interim for a

year. The timing for this is not good at all.

iv. Questions from councilmembers and audience

1. Question one from chat (Anjelina Belakovskaia): “How will the interview panel be selected?”
  - i. Rose: That will be decided by your Site Council
  - ii. Schmidt: We have UHS policies in place that will have interview panel selected by Personnel Subcommittee
    1. Rose: have your policies been approved by the TUSD Governing Board
    2. Schmidt: I was contacted by Mr. Ross (TUSD Senior Council) though no school’s constitution and policy documents have been Governing Board approved, both documents were made with assistance from TUSD and they have had input into possible conflicts as recently as 2018.
    3. Schmidt: At times, when TUSD Governing Board policy changes, UHS then needs to update the UHS Policy document to prevent conflict. This last happened during 2018 assistant principal interviews when the procedure outlined in UHS policy did not match the updated TUSD policy. In those cases, the Governing Board’s policies always take priority.
    4. Rose: Are the policies board approved?
    5. Meza: Our department houses the School Council documents. It appears that there a different use of the word policy. Traditionally, TUSD uses the terminology bylaws withing a School Council.
    6. Rose: It’s a matter of terminology. The word policy indicates that Governing Board approval.
    7. Schmidt: In that case, the UHS bylaws dictate that the interview panel will be selected by the Personnel Subcommittee.
2. Question from chat (Merchant and others): What is the timeline for the process?
  - i. Ybarra: Administrator contracts begin July 1<sup>st</sup>.
  - ii. Rose: Governing Board Special Meeting is June 23<sup>rd</sup>
  - iii. If questions are submitted by June 8<sup>th</sup>, we can have interviews maybe Friday the 12<sup>th</sup>, interview with Dr. Trujillo on the week of June 18<sup>th</sup>. Will this work?
    1. Schmidt: I believe so

- iv. Ybarra: I will send the documents by the end of day today
- v. Final thing for the subcommittee to submit are required/preferred qualities
  - 1. Must be measurable and specific
- 3. Question from chat (Sonier and others); What is the selection process by the district if an interim principal is placed for one year?
  - i. Rose: TUSD wants to make sure our voice is heard, the submitted list of preferred/required qualities would be taken into account.
    - 1. TUSD reaches out to retired and other interested in-district administrators.
    - 2. Dr. Trujillo will make the final decision.
- 4. Question from Evans: Can Connie Price-Johnson, who has worked as UHS admissions coordinator serve as the ELI representative on the interview panel?
  - i. Ybarra: [shaking head no] HR selects the ELI representative for you. In effort not to sway the interview panel a neutral representative is placed into that position. HR looks for representatives that are dealing with issues similar to your school.
- 5. Question from Rose: Can [Ybarra] please speak to the posting for this position?
  - i. Ybarra: Posting was nation-wide
    - 1. Higher Ed
    - 2. ADE
    - 3. Virtual job sites
    - 4. TUSD page
      - a. This posting received more advertising than most.
      - b. Application window was extended until tonight.
  - ii. Schmidt: Can you share with us the number of applicants so far?
    - 1. Ybarra: As of last night, about 18.
    - 2. There are other applications that are in process, final number may be higher
    - 3. All of these applicants will need to be screened, possible that not all 18 meet minimum requirements.
- 6. Schmidt: As questions have been taken from the chat, this has also become an informal call to the audience. Are there any other questions from either councilmembers or audience members?

7. Schmidt: One question that was submitted from audience directly to me; "What is the make-up of the initial screening panel?"
  - i. Ybarra: Other Admin from around TUSD
  - ii. Schmidt: Am I assuming correctly that Site Council and UHS has no participation in that process
8. Question from Rose: "How do you [UHS School Council] feel about this timeline?"
  - i. Schmidt: I cannot speak for the Council, we have not had the opportunity to discuss this. Speaking personally, the timing is less than ideal. UHS has experience both better and worse timeframes for principal hires. It comes down to those 18 candidates. We might have a winner among those. The UHS family is largest priority is finding an administrator that understands the unique challenges of UHS. With one-year interims, this can prove more difficult. [There have been cases in which] Interims come in with administrative experiences very different than UHS. They {one-year interim principals] can have difficulty understanding the demands of sharing a campus with Rincon, the interactions with parents from an exam school. The site-specific questions are very important to us as we can address those unique challenges that the UHS principalship demands.
9. Ybarra: I have additional information about where the job was posted:
  - i. Linked-In
  - ii. ASBO
- v. Schmidt: We know our next steps; the Personnel Subcommittee will begin work on creation of the interview panel and once we receive the information we will begin creating the questions. We will get those to TUSD HR before the 8<sup>th</sup>.
- vi. Additional Question (Holtzman): [Schmidt] can you remind us who is on the personnel subcommittee?
  1. Schmidt: I will send an email out to the entire Council asking for volunteers. Our subcommittee is in flux due to some stakeholder groups temporarily continue their 2019-2020 positions and other groups (specifically students) that have seated their 2020-2021 members.
  2. An email will be sent out providing all council members the opportunity to join the subcommittee in a way that is in compliance with our UHS policies (or bylaws).
- vii. Meza: Thank you Mr. Schmidt for your work as a facilitator for your work as a School Council facilitator.

- III. Request for Agenda Items for next meeting (please submit action & discussion items in electronic format)
- IV. Reminders:
  - a. School Council meeting time and place will be posted 24 hours in advance (on UHS Admin. Bulletin Board and in public). Attendance and minutes will be submitted to a School Council officer prior to the next meeting.
  - b. Please observe proper decorum and schedule your time to be able to attend the entire School Council meeting. Each meeting should last 90 minutes and will be adjourned by 5:00 p.m. A quorum, your time, and your participation are valued assets of the UHS School Council.
- V. Adjournment at 2:55 p.m.
  - a. Motion to adjourn.
    - i. Motion by Holtzman
    - ii. Second by Standridge
  - b. Passes by Unanimous consent. [Schmidt did not call the question, but members began logging out of the Zoom meeting at this time.]

**Next REGULAR meeting: Tuesday, August 18<sup>th</sup>, 2020 at 3:30 p.m. in the RUHS Library.**