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| University High School Council | **Minutes 2020-2021** |

Meeting Date: 5/29/2020 Meeting Location: Online Zoom Meeting

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| 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 | | ~~Joel Bacalia~~ | Leiba Schuneman | Randy Navarro | Kara Vatthauer | | ~~Amy Cislak~~ |  | Andy Pendleton |  | |  |  | Mila Tomizuka |  | |

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

1. Approval of the Agenda
   1. Motion to approve.
      1. Motion by Standridge.
      2. Second by Marchant.
   2. Agenda approved by unanimous consent.
   3. Information and Updates on online meeting expectations
      1. Schmidt requests that both council members and audience members keep their microphones muted useless given the floor to ask a question
      2. Schmidt asks that questions not be posted to the chat by audience members
      3. Schmidt defers the possibility of a time for open questions to the guest speakers from TUSD.
2. Discussion & Action Items
   1. Discussion Item: Discussion/explanation of upcoming UHS principal hiring process from the Assistant Superintendent and representatives from TUSD HR department
      1. 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
      2. 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.
      3. 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

Process usually starts in February to have access to the largest quality of candidates.

Typically all site vacancies post as one large group, due to the timeline UHS, this posting was for UHS only

Initial Screening process- a check to make sure candidates meet minimum requirements

Screening interview – 3 questions

Regional Superintendent Interview

Site Council Interview

Usually 5-6 applicants

Move 2 people forward to Dr. Trujillo

Dr. Trujillo interview

Presentation based interview

Dr. Trujillo selects and sends hiring recommendation to the board

* + - * 1. Site Council Interview Process

Interview Panel make-up

10 members

“You already have 5 people pre-set for you.”

Assistant Superintendent

ELI Representative (provided by HR)

Site Council Facilitator

TEA Representative

AFSCME Representative

All stakeholders should be represented

Panel must respect student population in terms of ethnic representation

Other 5 positions can be filled by teachers, parents, students, or community members

Because of the virtual format, TUSD will create the Zoom rooms

No last minute changes in order to meet demographic requirement for the panel

All panel members must be present for all interviews

Question from Schmidt: Will the Rincon Principal be the ELI rep, if not is Ms. Welch sit on the panel?

Ybarra: No

Rose: Yes

Schmidt: Is Ms. Welch considered one of the SC selections for the panel or is she placed by the district on the panel?

Rose: Ms. Welch will be on the panel

Schmidt: Does that put us below the 2/3 of the panel selected by School Council as dictated by Governing Board Policy

Rose: No, UHS school council gets to select its facilitator, TEA, and AFSCME representatives. School Council still sects 7 of the 10 positions.

Panel must be submitted before interviews

If AFSCME rep cannot be found from site, TUSD will pull one from another school.

Human Resources will provide all documents for the interviews.

Zoom link

Interview Questions

Quality Forms

Ybarra will sit in on the interviews as a proctor

Interview Questions

Must be developed from a framework of the Professional Standards for Educational Leaders

22 questions must be submitted; 2 questions from each of 10 standards and 2 site-specific questions

Questions should be explanatory, high quality questions; not yes or know

We will not be able to clarify questioning

Site specific questions are specific to UHS; whatever is important to the school

Question: Schmidt will all 20 questions be used or 1 from each standard

Not all standards will necessarily be represented.

Some standards may be represented more than once

There is not a set number of questions

Number of questions will be selected to fill a 30 minute interview

Cannot share questions out, this is a confidential process.

Compromising confidentiality requires restarting the process.

Once questions are developed they will be sent to TUSD HR

HR will not contact again until just before interviews

Resumes will be shared with interview panel for review just before the interview

Interview process will be very standardized; every applicant should get the same interview

30 minutes for interview, 5 minutes for introductions and next steps

Time will be built in for interview panel to discuss strengths and weaknesses of each candidate.

Panel will make recommendation for 2 candidates to move on to interview with Dr. Trujillo

Question from Rose: Has there ever been a situation where two names were forwarded to Dr. Trujillo and neither were picked?

Ybarra: Yes

Dr. Trujillo will then explain why he is not comfortable with either candidate

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.

* + 1. Questions from councilmembers and audience
       1. Question one from chat (Anjelina Belakovskaia): “How will the interview panel be selected?”

Rose: That will be decided by your Site Council

Schmidt: We have UHS policies in place that will have interview panel selected by Personnel Subcommittee

Rose: have your policies been approved by the TUSD Governing Board

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.

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.

Rose: Are the policies board approved?

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.

Rose: It’s a matter of terminology. The word policy indicates that Governing Board approval.

Schmidt: In that case, the UHS bylaws dictate that the interview panel will be selected by the Personnel Subcommittee.

* + - 1. Question from chat (Merchant and others): What is the timeline for the process?

Ybarra: Administrator contracts begin July 1st.

Rose: Governing Board Special Meeting is June 23rd

If questions are submitted by June 8th, we can have interviews maybe Friday the 12th, interview with Dr. Trujillo on the week of June 18th. Will this work?

Schmidt: I believe so

Ybarra: I will send the documents by the end of day today

Final thing for the subcommittee to submit are required/preferred qualities

Must me measurable and specific

* + - 1. Question from chat (Sonier and others); What is the selection process by the district if an interim principal is placed for one year?

Rose: TUSD wants to make sure our voice is heard, the submitted list of preferred/required qualities would be taken into account.

TUSD reaches out to retired and other interested in-district administrators.

Dr. Trujillo will make the final decision.

* + - 1. Question from Evans: Can Connie Price-Johnson, who has worked as UHS admissions coordinator serve as the ELI representative on the interview panel?

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.

* + - 1. Question from Rose: Can [Ybarra] please speak to the posting for this position?

Ybarra: Posting was nation-wide

Higher Ed

ADE

Virtual job sites

TUSD page

This posting received more advertising than most.

Application window was extended until tonight.

Schmidt: Can you share with us the number of applicants so far?

Ybarra: As of last night, about 18.

There are other applications that are in process, final number may be higher

All of these applicants will need to be screened, possible that not all 18 meet minimum requirements.

* + - 1. 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?
      2. Schmidt: One question that was submitted from audience directly to me; “What is the make-up of the initial screening panel?”

Ybarra: Other Admin from around TUSD

Schmidt: Am I assuming correctly that Site Council and UHS has no participation in that process

* + - 1. Question from Rose: “How do you [UHS School Council] feel about this timeline?”

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 that 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.

* + - 1. Ybarra: I have additional information about where the job was posted:

Linked-In

ASBO

* + 1. Schmidt: We know our next steps; the Personnel Subcommittee with 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 8th.
    2. 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).
    3. Meza: Thank you Mr. Schmidt for your work as a facilitator for your work as a School Council facilitator.

1. Request for Agenda Items for next meeting (please submit action & discussion items in electronic format)
2. Reminders:
   1. 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.
   2. 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.
3. Adjournment at 2:55 p.m.
   1. Motion to adjourn.
      1. Motion by Holtzman
      2. Second by Standridge
   2. 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 18th, 2020 at 3:30 p.m. in the RUHS Library.**