



## Arizona State Board of Education

### NOTICE OF SPECIAL MEETING

Pursuant to Arizona Revised Statutes (A.R.S.) §38-431.02, notice is hereby given to the members of the Arizona State Board of Education and to the general public that the Boards will hold a special meeting, open to the public, on **Tuesday, September 15, 2015, at 2:00 PM at the Arizona Department of Education, Room 122, 1535 W. Jefferson, Phoenix, AZ 85007**. A copy of the agenda for the meeting is attached. The Board reserves the right to change the order of items on the agenda, with the exception of public hearings. One or more members of the Board may participate telephonically. Agenda materials can be reviewed online at <http://azsbe.az.gov>.

Pursuant to A.R.S. §38-431.02 (H), the Board may discuss and take action concerning any matter listed on the agenda.

Pursuant to A.R.S. § 38-431.03(A)(3) and (4), the Board may vote to convene in executive session for discussion or consultation for legal advice from the Board's attorneys concerning any items on this agenda and/or for discussion or consultation with the Board's attorneys in order to consider its position and instruct its attorneys in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation.

Persons with a disability may request a reasonable accommodation such as a sign language interpreter, by contacting the State Board Office at (602) 542-5057. Requests should be made as early as possible to allow time to arrange the accommodation.

DATED AND POSTED this 14<sup>th</sup> day of September, 2015.

Arizona State Board of Education

By: \_\_\_\_\_

A handwritten signature in black ink, appearing to read "Christine Thompson", written over a horizontal line.

Christine Thompson  
Executive Director  
(602) 542-5057

SPECIAL MEETING  
ARIZONA STATE BOARD OF EDUCATION  
Tuesday, September 15, 2015  
2:00 PM  
Arizona Department of Education, Room 122  
1535 W. Jefferson, Phoenix, AZ 85007

2:00 p.m. CALL TO ORDER AND ROLL CALL

1. **Presentation, discussion and possible action regarding the execution of the May 18, 2015, and August 24, 2015, Board policy requiring the Superintendent to grant the employees of the State Board Investigation Unit access to necessary documents, records and electronic information, including possible litigation.** Pursuant to A.R.S. 38-431.03(A)(3) and (4) , the Board may vote to convene in executive session, which will not be open to the public, for discussion or consultation for legal advice from the Board's attorneys and/or for discussion or consultation with the Board's attorneys in order to consider its position and instruct its attorneys in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation.
2. **Presentation, discussion and possible action regarding the maintenance of the Board's website at <https://azsbe.az.gov/>, and redirection of all web traffic from the Board's former website at <http://azed.gov/state-board-education/>, and its subpages, to the Board's current website at <https://azsbe.az.gov/>, including possible litigation.** Pursuant to A.R.S. 38-431.03(A)(3) and (4), the Board may vote to convene in executive session, which will not be open to the public, for discussion or consultation for legal advice from the Board's attorneys and/or for discussion or consultation with the Board's attorneys in order to consider its position and instruct its attorneys in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation.
3. **Presentation, discussion and possible action regarding filling a Board staff vacancy in the position of Executive Assistant to the Board, including consideration of the Superintendent's recommendation and those of other Board members.** Pursuant to A.R.S. 38-431.03(A)(3) , the Board may vote to convene in executive session, which will not be open to the public, for discussion or consultation for legal advice from the Board's attorneys.
4. **Presentation, discussion and possible action regarding filling a Board staff vacancy in the position of Executive Director, including appointment of an interview committee, review of the position description, and consideration**

**of the Superintendent's recommendation and those of other Board members.** Pursuant to A.R.S. 38-431.03(A)(3), the Board may vote to convene in executive session, which will not be open to the public, for discussion or consultation for legal advice from the Board's attorneys.

5. **Presentation, discussion and possible consideration regarding Douglas v. State Board of Education (MARCV2015-006171; 1CA-CV 15-0597).** Pursuant to A.R.S. § 38-431.03(A)(3) and (4), the Board may vote to convene in executive session, which will not be open to the public, for discussion or consultation for legal advice with the Board's attorneys and/or for discussion or consultation with the Board's attorneys in order to consider its position and instruct its attorneys in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation.

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## **Proposed Executive Director Responsibilities, Knowledge and Skills (Proposed 9/2015)**

The Executive Director of the State Board of Education and State Board for Vocational and Technological Education ("State Board of Education", "State Board" or "Board") directs, manages, administers and supervises the operations of the State Board of Education office, including staff, budget and designated programs and reports. The Executive Director engages State Board members and education stakeholders, including elected officials, state agencies, the Department of Education, the Arizona Board of Regents, the Early Childhood Development and Health Board, education organizations, and boards of education in other states regarding policy decisions effecting the K-12 education system. The Executive Director maintains activity in the National Association of State Boards of Education. The Executive Director executes Board directives and ensures State Board compliance with all state and federal laws and regulations. The Executive Director makes recommendations regarding Board actions, and provides background and historical information related to matters before the Board.

The Executive Director employs, evaluates, dismisses, disciplines, directs and sets compensation for professional, clerical, technical, investigative, and administrative personnel necessary to carry on the work of the Board. The Executive Director interprets laws, rules and policies on behalf of the State Board of Education. The Executive Director speaks on behalf of the State Board of Education, clarifying the Board's position and intent of its actions, and resolves complaints and issues which fall under the jurisdiction of the Board. The Executive Director acts as the authorized agent of the State Board of Education in legal matters, including negotiation and execution of legal documents and filings, contacts and interagency service agreements; and represents the Board in legal matters, including testifying at legal proceedings and writing position and explanatory statements on behalf of the Board. The Executive Director represents the Board as the primary point of contact for the education community, governmental entities, media, local and national associations and organizations, and the public. The Executive Director develops policies, procedures, legislation, administrative rules, correspondence, informational materials, and documents related to actions and positions adopted by the Board. The Executive Director serves as the designated public lobbyist for the State Board of Education. The Executive Director manages the administrative operations of the Board office to ensure that the mission, goals and performance objectives are met effectively and efficiently. The Executive Director develops and manages the Board budget, and expends monies appropriated to the State Board of Education for the function of the Board.

### **REQUIRED KNOWLEDGE AND SKILLS**

Employee must have a thorough, comprehensive knowledge of Title 15 of the Arizona Revised Statutes, the Education Code, and of the K-12 education system. Employee must have a knowledge of the workings of an appointed Board and an understanding of Arizona's educational structure, such as relationships between appointed Board members and an elected State Superintendent of Public Instruction, relationships between the State Board of Education and State Superintendent with local governing boards, school districts, charter school operators and school personnel. The employee must have a thorough knowledge of Title 7 of the Arizona Administrative Code, State Board of Education administrative rules, and of Title 41 of the Arizona Revised Statutes,

the Administrative Procedures Act. The employee must have a complete understanding of the legal requirements of appointed officials and of conducting of meetings. The employee must have a complete understanding of the state Open Meeting Law and of Robert's Rules of Order. Employee must have a thorough knowledge and understanding of the legislative process and the budget process. Employee must have a knowledge of the Department of Education policies and procedures. Employee must have knowledge of state rules related to personnel.

Employee must have organizational skills as well as skills in interpreting laws, rules, regulations and policies. Employee must have outstanding oral communication skills and writing skills, used in correspondence, informational materials, legislation and legislative initiatives. Employee must have excellent interpersonal skills and skills in developing good working relationships with individuals from various educational entities, agencies and organizations. Employee must possess effective program management skills and skills in interviewing, counseling and advising. Employee must possess skills in budget development, agenda development and legislation development. Employee must have skills in effective budget management. Employee must possess analytical skills and political sensitivity.

The position requires experience and training or related job experience as an executive director of a state board or state agency for a minimum of 5 years; or 3 years' experience combined with course work related to administration and/or management.

## **Executive Director Responsibilities, Knowledge and Skills (Proposed 09/2015 changes related to PDQ dated 11/1997)**

~~Employee serves as the~~ The Executive Director of the State Board of Education and State Board for Vocational and Technological Education ("State Board of Education", "State Board" or "Board"). ~~Employee directs, manages, administers and supervises the operations of the State Board of Education office, including staff, budget and designated programs and reports, and the Division of Charter Schools. Employee consults with~~ The Executive Director engages State Board members and education stakeholders, including elected officials, legislators, state officials and state agencies, the Department of Education, the Arizona Board of Regents, the Early Childhood Development and Health Board, education organizations, and boards of education in other states regarding policy decisions effecting the K-12 education system. The Executive Director maintains activity in the National Association of State Boards of Education. The Executive Director executes Board directives and ~~Employee ensures State Board compliance with all state and federal laws and regulations mandates required of the Board contained Title 15 and, specifically, A.R.S. §15-203, the powers and duties of the State Board of Education and A.R.S. §15-183, related to charter schools. The Executive Director makes recommendations regarding Board actions, and provides background and historical information related to matters before the Board. Consults and coordinates with other State agencies and educational organizations, as well as State Boards of Education in other states. Is active in the National Association of State Boards of Education.~~

~~Employee is authorized to make decisions related to the administrative functions of the State Board of Education office and the Division of Charter Schools. The Executive Director employs, evaluates, dismisses, disciplines, directs and sets compensation for professional, clerical, technical, investigative, and administrative personnel necessary to carry on the work of the Board. Employee is authorized to make hiring, termination, salary and discipline decisions regarding employees under supervision. The Executive Director interprets~~ interpret laws, rules and policies on behalf of the State Board of Education. The Executive Director speaks ~~Employee is authorized to speak on behalf of the State Board of Education, clarifying the Board's position and intent of its actions, and resolves complaints and issues which fall under the jurisdiction of the Board. The Executive Director acts as the authorized agent of~~ Employee is authorized to represent the State Board of Education in legal matters, including negotiation and execution of legal documents and filings, contacts and interagency service agreements; and represents the Board in legal matters, including testifying at legal proceedings and writing position and explanatory statements on behalf of the Board. The employee is authorized to correspond, orally and in writing, on behalf of the State Board of Education, either initiating such correspondence or in response, with the public, the media, the legislature and other state agencies and officials The Executive Director represents the Board as the primary point of contact for the education community, governmental entities, media, local and national associations and organizations, and the public. The Executive Director develops ~~Employee is authorized to develop and disseminate policies, procedures, legislation, administrative rules, correspondence, informational materials, and documents information, materials and documentation, either initiated or upon request, related to actions and positions~~ programs and policies adopted by the Board. Employee is The Executive Director serves as the designated public ~~an authorized lobbyist for the State Board of Education and is authorized to lobby and speak to the legislature on behalf of~~

~~the State Board of Education. This employee is authorized to respond to requests for information on behalf of the Board and preparing those responses, such as requests from auditors for programmatic information. The Executive Director manages Employee has the authority to make changes in the administrative operations of the Board office or the Division of Charter Schools to ensure that the mission, goals and performance objectives are met effectively and efficiently. Employee has the authority to expend The Executive Director develops and manages the Board budget, and expends monies appropriated to the State Board of Education for the function of the Board and the Division of Charter Schools.~~

### **REQUIRED KNOWLEDGE AND SKILLS**

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Employee must have organizational skills as well as skills in interpreting laws, rules, regulations and policies. Employee must have outstanding oral communication skills and writing skills, used in correspondence, informational materials, legislation and legislative initiatives. Employee must have excellent interpersonal skills and skills in developing good working relationships with individuals from various educational entities, agencies and organizations. Employee must possess effective program management skills and skills in interviewing, counseling and advising. Employee must possess skills in budget development, agenda development and legislation development. Employee must have skills in effective budget management. Employee must possess analytical skills and political sensitivity.

The position requires ~~On-the-job~~ experience and training or related job experience as an executive director of a state board or state agency for a minimum of 5 years; or 3 years' experience combined with course work related to administration and/or management.