

Discovery Charter School Election Committee meeting  
Tuesday, May 5, 2020 via Zoom

Minutes

Call to order at 11:50 am by chairperson Christiana Sanchez.

- I. Roll call
  - a. The following members were present: Christiana Sanchez, Debby Perry, Miki Walker, Debbie Devine, Cassie Wiselka, Sarah Snow, Jackie Deleon and Pooja Chopra.
- II. Committee secretary selection
  - a. Cassie Wiselka volunteered to act as secretary for this meeting and take minutes.
- III. Introductions
  - a. Approval of agenda
- IV. Discussion
  - a. Election timeline
    - i. Applications are due this Sunday
    - ii. Election committee members will receive the applications on Monday. The applications will be forwarded from Debby Perry to Christiana Sanchez, and she will forward them to the rest of the committee. The committee will have a few days to look them over before moving forward with scheduled interviews via Zoom
    - iii. Scheduling is challenging via Zoom because of work schedules. We will try to accommodate everyone. Interviews will be the week of May 18-22.
    - iv. There are no questions about the election timeline.
  - b. Interviews
    - i. There is a list of interview questions previously prepared by the election committee. We will stick to a similar format.
    - ii. There was a discussion about tailoring interview questions toward specific skill sets and backgrounds of specific applicants. We are not sure if there is a potential problem with each candidate receiving a different set of questions so we will create a base set of questions with room for additions depending on candidates advertised skill sets. Sarah Snow suggested giving a basic 'test' to applicants during an interview to gauge the applicant's knowledge of finance documents.
    - iii. Christiana is open to adding questions but considers adding a test to be potentially since it was not advertised as part of the application process. There are also time limitations that would prevent this from being successful.

- iv. We have no applicants yet. The committee will send an email reminder to the community as a whole, and will again include the specific skill sets in which we are interested with additions. The application will be attached.
- c. Candidate skill set priorities
  - i. Debby mentioned that we are looking at receiving significantly less amount of money per student from previous years, and that finding a candidate with a good skill set in finances and facilities is important.
  - ii. There is one year left on the lease for the Falcon campus and the rent is three times higher than the Phoenix campus. We would like to see a candidate with facilities, and/or commercial real estate or commercial investment experience to possibly assist us with facilities in the future.
- d. Continued interview questions discussion continues from section b.
  - i. The election committee members will be able to ask clarifying questions of each applicant during the interviews. Instead of specifically tailoring questions to their skill set only, follow-up questions about their background and experiences can also be asked.
  - ii. We will have a base set of questions to ask each applicant and then have room for the committee members to ask clarifying questions. We will have about 10-15 base questions.
  - iii. Christiana suggests we should set a specific number of maximum questions outside of our base questions so that we don't go off-track easily.
  - iv. We plan to meet before interviews to discuss specific clarifying questions about individual skills.
  - v. Debbie Devine is sharing her screen with the rest of the committee to view and discuss each individual question from the list created two years ago.
  - vi. We changed wording of questions to reflect more open-ended potential answers.
  - vii. We will not add another finance question, but will tailor clarifying questions if the applicant has a finance background.
  - viii. There is a discussion about the question involving confronting conflict. This question will be reviewed.
  - ix. There is a discussion about the question about qualities that graduating students should have. Does it give us insight into their educational philosophy? Can we call it a filler question? Use it if necessary, not if not. The list of edited questions will be sent to the groups and everyone will have an opportunity to make recommendations for the final set of base questions.
  - x. Changing wording of a question about the "Discovery Experience" to not refer to the document, "The Discovery Experience." Instead, it will refer to the applicant's personal experience at Discovery.
  - xi. We will rearrange questions so that they are in order of topic.
  - xii. Discussion about removal of the question involving strengthening the Discovery community as a whole, while still respecting the uniqueness of

each campus. We will re-word this question. Debbie and Sarah will work together on re-wording it. This question will be left as a base question.

xiii. Discussion about the question about diversity. Changed wording to better reflect an honest answer. Discussion about what types of diversity are we wanting as a community.

e. Candidacy of spouses of Discovery employees

- i. We could have a potential applicant who is married to a Discovery employee. We do not have an official policy on this type of relationship, however the board has previously asked for legal counsel on the matter and was advised to avoid the situation.
- ii. Is there a conflict of interest? The board member could recuse themselves of making conflict of interest decisions. The committee will keep this advice in mind when interviewing potential applicants. If the committee chooses to recommend the spouse of an employee, it will be going against legal advice. An official policy about whether or not the spouse of an employee can run for the board will not be created at this time.
- iii. Perceived potential conflicts of interest do not supersede laws about qualifications.
- iv. Can a staff member be on the board? We would have to ask an attorney if this would become a relevant issue.

V. Meeting adjourned at 1:42 pm.