

**Agenda Item: 1721**  
**PREP Board: 9.25.2013**

**PIEDMONT REGIONAL EDUCATION PROGRAM**  
**EXECUTIVE DIRECTOR SEARCH SUB-COMMITTEE MEETING**  
**August 22, 2013**

The PREP Executive Director Search Sub-Committee met on Thursday, August 22, 2013, at 10:00 AM at the Albemarle County Office Building, School Board Conference Room, located at 401 McIntire Rd., Charlottesville, Virginia.

**SUB-COMMITTEE MEMBERS PRESENT:** Mr. Ned Gallaway, Albemarle County Schools Representative, Ms. Leah Puryear, Charlottesville City Schools Representative, and Jason Collier, Greene County Schools Representative; Dr. Matthew Eberhardt, Superintendent of Madison County Schools, and Dr. Thomas Smith, Acting Executive Director of Piedmont Regional Education Program

**SUB-COMMITTEE MEMBERS ABSENT:** Mr. G. Rodney Young, PREP Board Attorney

**STAFF MEMBERS PRESENT:** Ms. Natalie Wright, Deputy Clerk: Dr. Nick Smith, Principal:

A listing of Superintendents and Directors in attendance is on file in the PREP office.

**Agenda Item No. 1. Call to Order – Approval of Agenda** Mr. Gallaway called the meeting to order at 10:00 am.

Mr. Gallaway opened the meeting by discussing the process for interviewing once the sub-committee has determined who will be interviewed. He mentioned they have to decide a time-line, set of interview questions, and who will be involved in the interviews.

Mr. Gallaway informed the sub-committee they received thirteen (13) applications. VSBA has made some recommendations. Mr. Gallaway informed the sub-committee that he and Dr. Eberhardt met with VSBA on Monday.

Mr. Gallaway commented, he believes it is the sub-committees job to determine who to take to the Board for interviews. Ms. Puryear agreed.

Mr. Gallaway commented that all nine (9) Board members would be involved in the interviews, and possibly, two (2) Special Ed Directors, a Superintendent and an employee from PREP. Dr. Tom Smith suggested one (1) round of interviews or possibly two (2) and tone down the recommended candidates to bring to the Board. Dr. T. Smith mentioned he did not think a nine (9) member Board plus six (6) additional people should be doing interviews. Dr. Eberhardt mentioned that VSBA mentioned that each interview would be between one (1) – two (2) hours.

Mr. Collier suggested sending out an email to all the stakeholders requesting they send in questions to ask the candidates within five (5) to seven (7) days.

Dr. T. Smith and Dr. Baptist suggested an open forum to include staff and directors (stakeholders) with each candidate. Each candidate would be asked the same questions separately and have 30 – 45 minutes to respond.

The sub-committee decided to hold the stakeholder session on either September 3<sup>rd</sup> or 4<sup>th</sup> at 5:00 pm at Ivy Creek School. Dr. Baptist will be the moderator. Dr. T. Smith commented that he would send out an email to the stakeholders with the schedule of the events. The sub-committee decided to hold the interviews on September the 12<sup>th</sup> at 10:00 am at VSBA.

Mr. Gallaway suggested targeting a ninety (90) minute interview session and build in lunch and thirty minute breaks. Dr. Eberhardt suggested 15 minute breaks. Mr. Gallaway suggested the following schedule for interviews. 10-11 first interview, 11:15-12:15 second interview, 12:15-12:45 lunch 1:00-2:00 third interview, 2:00 – 4:00 Board Discussion. Mr. Gallaway mentioned that VSBA would supply the interview questions. The sub-committee decided Madam Chair, Leah Puryear will lead the interviews.

September 12, 2013, the Board will make their decision and negotiate a contract by September 16th. Dr. T. Smith informed the sub-committee he will consult with School Board Attorney about Executive Director Contract.

**Agenda Item No. 2. Closed Session**

Dr. Eberhardt made a motion that the PREP Executive Director Search Sub-Committee go in to Closed Meeting pursuant to section 2.2.-3711.1 for the purpose of discussion, consideration or interviews of Prospective

**Agenda Item: 1721**

**PREP Board: 9.25.2013**

Candidates for Employment; Assignment, Appointment, Promotion, Performance, Demotion, Salaries, Disciplining or Resignation of Personnel, specifically to discuss candidates for the Executive Director position of PREP and Ms. Leah Puryear seconded the motion. The motion passed unanimously.

**Agenda Item No. 3 Certified Closed Session**

Mr. Jason Collier offered a motion that the Sub-Committee certify by recorded vote that to the best of each Sub-Committee member's knowledge, only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing the Closed Meeting were heard, discussed or considered in the Closed Meeting. Ms. Leah Puryear seconded the motion. The Clerk called roll and each Sub-Committee Member present certified by an affirmative vote that only those matters under the stated codes were discussed. The motion passed unanimously.

WHEREAS, the Piedmont Regional Education Program Joint Board PREP Executive Director Search Sub-Committee has convened a Closed Session on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712(D) of the Code of Virginia requires a certification by this PREP Executive Director Search Sub-Committee that such Closed Session was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Piedmont Regional Education Program Joint Board PREP Executive Director Search Sub-Committee hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed session to which this certification applies, and (ii) only such public business matters as were identified in the motion convening the Closed Session were heard, discussed, or considered.

Ayes: Mr. Ned Gallaway, Albemarle County Schools Representative, Ms. Leah Puryear, Charlottesville City Schools Representative, Mr. Jason Collier, Greene County Schools Representative, Dr. Matthew Eberhardt, Madison County Schools Representative, and Dr. Thomas Smith, Piedmont Regional Education Program Representative.

Nays: None

Abstentions: None

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Deputy Clerk  
Piedmont Regional Education Program Joint Board

**Closed Meeting Actions:**

There were no closed meeting actions

**Agenda Item No. 4 Action Items**

There were no action items

**Agenda Item No. 5 Executive Director Search Committee Member Comments**

There were no comments

**Agenda Item No. 6 Adjournment**

Hearing no objections, Mr. Ned Gallaway adjourned the meeting of the Piedmont Regional Education Program Joint Board of Control PREP Executive Director Search Sub-Committee.

Respectfully Submitted:

**Agenda Item: 1721**  
**PREP Board: 9.25.2013**

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Chair, PREP Joint Board of Control

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Deputy Clerk, PREP Joint Board of Control