



BOARD OF VISITORS

THE VIRGINIA SCHOOL FOR THE DEAF AND THE BLIND

P.O. BOX 2069

STAUNTON, VA 24402-2069

Senator Emmett W. Hanger, Jr.
Board Chairman

VSDB Executive Committee
March 20, 2014

Executive Committee members present: Virgil Cook, Alice Frick, Delegate Bell, Senator Hanger, Donna Gateley.

Board members present: Rachel Bavister

Office of the Attorney General Representative: Wendell Roberts

School personal: Nate McLamb, Nancy Armstrong

Senator Hanger called the meeting to order, roll call of members present was conducted by introductions. Senator Hanger declared a quorum to be present.

The executive committee is meeting to discuss the Employee Work Profile (EWP) and vacancy announcement for the position of Superintendent. Senator Hanger announced that this is an open meeting and information discussed cannot be specific to any person.

New hiring procedures require the approval of the Secretary of Education before this position can be posted. Nate McLamb, Director of Human Resources, will work with the executive committee through the process.

Dr. Armstrong was asked to provide information on the process when she was hired. At that time VSDB was under the Department of Education. Dr. Armstrong answered questions and commented that the construction project was a high-light of her time as superintendent, and the lack of funding was a frustration.

The BOV will use this opportunity to review the requirements and responsibilities of the position. It would be beneficial to have someone in place before Dr. Armstrong retires. Senator Hanger and Delegate Bell will be meeting with the Secretary of Education next week and will seek permission to post this vacancy.

It was recommended that the BOV also take this opportunity to look at the organizational structure of VSDB and its impact on the budget.

Rachel Bavister asked about the behavior analysis position, was it still open and why it was not being filled.

Alice Frick reported there are nine vacancies for superintendents for deaf schools across the nation. It might be difficult to find a qualified person in this environment. She recommended that the board act quickly.

Delegate Bell pointed out that the board must receive the approval of the Secretary of Education for each part of the process. First the EWP and vacancy announcement must be approved. Once the board has completed the interview process, the selected candidate must also be approved by the Secretary of Education.

Rachel Bavister recommended that the board get input from all stakeholders of VSDB regarding who the next superintendent should be.

Donna Gateley recommended that the board perform an exit interview with Dr. Armstrong before the interview process starts to get a better idea of the position.

Mr. McLamb reminded the board that the EWP needs to be approved before the vacancy can be posted. He recommended the board designate a committee to focus on this process. The committee will need to develop interview questions, to review the applications as they are received, to decide if an incentive package will be offered and what would be included in the package (e.g., moving expenses, bonus, availability of Superintendent's house).

It was recommended that the executive committee perform these functions. Rachel Bavister requested to be the lead for the search for the new superintendent. She cited that she has many connections in the deaf community and deaf schools.

Nate McLamb had several recommendations for the EWP:

- Section 17. Knowledge, Skills, Abilities and/or Competencies, required to perform the work successfully. Need to add duties/liaison with the VSDB Foundation.

Virgil Cook moved to add VSDB Foundation activities to section 17. The motion passed.

- Section 19B. Core Responsibilities, Leadership and School Administration, also need to have the duties related to the VSDB Foundation added.

Delegate Bell moved to include the VSDB Foundation duties to section 19B. The motion passed.

- Section 19D. Core Responsibilities, Agency Program Management, needs to be modified to remove specific reference to the consolidation project and to include a non-specific duty to "assist the board with oversight of capital improvement projects".

Senator Hanger moved that all three recommendations be implemented and to give Nate McLamb authority to develop appropriate language for each section. The motion passed.

No further discussion.

Alice Frick moved to present the EWP with amendments to the full board for approval. The motion passed.

Rachel Bavister moved to recommend the vacancy announcement to the full board. The motion passed.

Donna Gateley moved to recommend the posting of the vacancy announcement, after approval of the Secretary of Education. The motion passed.

The executive committee adjourned at 11:00 am.

DRAFT