

**The Education Cooperative (TEC)**  
**TEC Interim Director Search SubCommittee**  
**Minutes**  
**1/9/23**

Attendees: Jeanne Downs, Nancy Gallivan, Susan Kustka, Jeff Marsden, Dori Parmelee

This meeting was conducted via Zoom.

**Process Review**

Nancy Gallivan assigned interview questions to the group. She noted the priorities that she saw for the interim executive director:

- Good for students, districts and programs
- Legal and contract acumen
- Financial knowledge
- Experience running an organization as a whole
- SpEd background
- Interaction with the new Executive Director
- Communication to and support of staff

Nancy further explained the process noting that each candidate would give a brief introduction and then be asked the same five questions.

**Interview with Interim Director Finalist – Brad Jackson**

In his interview, Brad Jackson discussed putting together a strategy with the Board to address the landlord issues noting that an interim allows for a new dynamic in the relationship. He noted that he will work with TEC's auditor and the state to address any questions regarding the budget amendment. He also noted the importance of providing objective and independent leadership, minimizing disruption and being a liaison to the new Executive Director. He looks forward to looking at new opportunities for the Student Data Privacy Initiative while keeping the main mission of TEC, serving students in member districts, at the forefront. Brad ended his interview noting that he offers his services in any way that the TEC Board thinks is best.

Nancy noted the next steps which will be Brad attending the full TEC board meeting on Friday, Jan.13<sup>th</sup> so the board can ask any questions they have.

**Interview with Interim Director Finalist – Deborah Caligaris**

In her interview, Deb Caligaris noted the importance of following the attorney's guidance concerning the landlord dispute. She is hopeful that the budget amendment will be resolved quickly. Deb addressed her institutional knowledge of TEC noting 4 challenges that TEC faces: TEC Phoenix Academy and the need for a central office administrator presence on the campus, mentoring of the new Director of Student Services, the coordinated program review, and addressing personnel concerns. Deb is excited about the possibility of expanding the Student Data Privacy Initiative. Deb ended her interview noting that TEC is

at a precarious time with the Executive Director leaving and needs an Interim Director who can get at the granular level.

Nancy noted the next steps which will be Deb attending the full board meeting on Friday, Jan. 13<sup>th</sup> so the board can ask any questions they have.

**Discussion**

Nancy encouraged the subcommittee to line up their priority with what was heard in the interviews and be ready to make a recommendation at the full board meeting on Friday, Jan. 13<sup>th</sup>. Nancy will share the questions asked to the finalists with the Board. Nancy also discussed the logistics and timing of Friday's meeting with the board making a decision on an Interim Director.

**Adjournment**

Upon a motion made by Jeanne Downs and seconded by Jeff Marsden, the SubCommittee voted unanimously to adjourn at 4:30 pm. A roll call vote was taken as follows:

<b>Member</b>	<b>Yes</b>	<b>No</b>
Jeanne Downs	X	
Nancy Gallivan	X	
Susan Kustka	X	
Jeff Marsden	X	
Dori Parmelee	X	

Respectfully Submitted,

Jeanne Downs

Corresponding Documents  
--Interview Questions