

**FINNEYTOWN LOCAL SCHOOL DISTRICT  
Special Meeting/Working Session  
Administrative Office Conference Room  
8916 Fontainebleau Terrace  
Cincinnati, OH 45231  
November 2, 2023  
6:00 pm**

The Finneytown Board of Education met in special session on Thursday, November 2, 2023, in the Finneytown Secondary Campus District Office, 8916 Fontainebleau Terrace, Cincinnati, OH 45231. Mr. Gast, Ms. Lee, Mr. Rea, Ms. McMullen, Mr. Reeb, Tom Burton, and Mari Phillips were present. The President called the meeting to order at 6:07 pm.

**143-23** Mr. Rea moved, seconded by Mr. Gast, that the Board appoint Ms. Lee as Treasurer Pro Tempore in the absence of Mr. Oliverio, Treasurer. The President declared the motion passed.

**144-23** Mr. Rea moved, seconded by Mr. Gast to dispense with the Opening Ceremony and Approval of the Minutes from the Regular Meeting of October 16, 2023.

**145-23** Mr. Reeb moved moved, seconded by Ms. Lee, that the Board approve the following overnight student trip for Restorative Practices Peer Mediator Training Retreat.

Restorative Practices Peer Mediator Training Retreat  
Destination: Camp Campbell Gard  
Depart: November 5, 2023  
Return: November 6, 2023  
Transportation: Transportation Department  
Supervision: Secondary Campus Staff Members  
Anticipated Cost per Student: none

There was no discussion. The President called for a vote and the item passed 5-0. The President declared the motion passed.

**Superintendent Job Description - Discussion**

Mr. Tom Burton and Ms. Mary Phillips, consultants, WeEmpower LLC, led a discussion on job description development for the superintendent.

Mr. Burton: My next step is a leadership walk through on 11/3/23. Then we will pull together the report from the survey. There was a lot of engagement on the survey. For tonight, my main request is that we continue to behave at the high level we have seen so far. After a conversation with Tony, we have a couple of options: Looking over the website, looking over policies and standards, maybe see some revisions there, and we can use the current templates, which are pretty good. We have a few activities to get a feel for what is really important. The role of the superintendent is strengthened by a good relationship with the board. Let's start with communication. At the end of the process, we will leave with everyone understanding and agreeing with the job descriptions.

Mr. Gast: One of my goals is to have a job description that is the basis for evaluations and aligns with the standards from the state. As we work, we should be thinking, how does this tie in with the next evaluation process.

Mr. Rea: It also needs to be fair. To both Laurie and Dave.

Mr. Burton: That is a good point. But, also remember, this is not about Dave and Laurie. This is about your vision and your intentions and what you want to do. This is bigger than any individual person.

Examples of job descriptions were handed to each board member.

Mr. Burton: The best action is to just scan these for the next 5-10 minutes. Then afterward I'll ask some questions, and we can then do a deeper dive for 15-20 minutes. Then finally we will name our 3 big items (no repeats).

Board scans examples.

Mr. Burton: What words stick out?

Board members: Ethical, Employees, Inclusive, Responsibilities...

Mr. Gast: A lot of these lists are exhaustive.

Ms. McMullen: Builds Commitment

Mr. Burton: See if there is a specific language you like. Read through, highlight, circle, mark out things. Look for verbiage you like on student data/student learning.

Board reads examples more thoroughly.

Mr. Burton: Rotate around and hit a couple points. We don't need to affirm each other, we are looking for new answers.

Mr. Rea: I like ones with focus on students. They also tend to focus on staff. The bullet points seemed less robotic.

Ms. Lee: I pulled ones I thought were visually appealing, examples I liked and then examples I didn't like. I don't like the unnecessary repetition, where several bullet points could be combined into 1 point. Words I liked: data, alignment to the vision, tied to strategic goals. I think the sections on physical requirements are ableist and wrong. I hate that section.

Ms. McMullen: I liked the ones focused on building community, the lighter ones. Seek to make school more effective.

Mr. Reeb: Some call out who represents the school and when, but they aren't really clear. I like calling out the board relationship. Professionalism is called out and that's

real important. I don't like the tools section. Setting years of experience seems limiting. The word "summoning" is very degrading.

Mr. Gast: "Accepts accountability." Ties in with leading and delegating. Visionary leadership is very clear, but is redundant in some of these. Supervises all activities thru delegation. Superintendent should be doing this. Management must happen when something isn't going well, until delegation can return.

Mr. Rea: Safety. Leading and managing go hand in hand.

Ms. Lee: One key word I think is missing is "supporting".

Ms. McMullen: I don't like execution of all board decisions. It should be a partnership.

Mr. Reeb: Legal and safety things. Assigns and defines duties. The more headers, the better.

Mr. Gast: Suspends staff and reports to the board – this again shows ownership of accountability. Ensures alignment of evaluation with staff goals. Maintains confidence and trust.

Mr. Burton: When talking about policy, every board does not have a great handle on policy. What jumps out from your policy?

Ms. Lee: The job description is much more detailed than the policy outlines.

Mr. Burton: There needs to be a happy medium in the policy that's somewhat vague, but not too vague. Let's look at themes.

Mr. Gast: Why would we not use the 5 standards as the 5 themes?

Mr. Burton: Before going into that, let's see them organically.

Mr. Gast: We missed the finance piece and usually don't see the superintendent as involved, but really they are.

Mr. Rea: The 2 roles have a give and take.

Mr. Burton: What other themes?

Mr. Reeb: Mission, vision, student, staff, community, communication

Ms. McMullen: I thought we would have something more structured. Respectful, communication, trust. It's hard for me to wrap my mind around how to create something like this when I've never done a day in the job.

Mr. Burton: Even though you don't do the job, we each have experience and opinions of what education should look like. The fact is you represent the community. Things to be

cautious of: developing work plans is part of the minutiae/day to day work. You do NOT want to be involved in that.

Mr. Gast: So we develop 2-3 priorities and while we may not be involved in the work plans, we want to see them.

Mr. Burton: It's called your strategic plan. It's why your plan needs to be measurable. What gets measured gets done. Everything can then be tied back to the strategic plan. You can't have one-offs to distract you. This doesn't mean we aren't responsive to new trends. This is about developing capacity. Ultimately when it comes to communication, for example, the hardest thing is for the superintendent to communicate in a way the board understands. What does communication look like? What are the expectations? It's a two way street. When information gets to the board you need to let the superintendent know. If someone lets you know, inform them to notify the superintendent.

Mr. Burton: Visionary and structural leadership – good? What about engagement? Finneytown seems to have community engagement. Let's go once around now – would you be ok with us putting together the job descriptions based on words you've said?

Mr. Reeb: One thing we didn't include is diversity, equitable.

Mr. Rea: I'm good as long as there's a discussion after.

Mr. Gast: I assumed this was coming.

Mr. Reeb: Clarifying board/superintendent relationship would be helpful.

Mr. Burton: I think that's a deeper conversation.

Ms. McMullen: I feel like the community needs to be more informed.

Mr. Burton: Do you have Parent Educational Series? Let me get you details on what that is.

Ms. Lee: I think we've covered everything I need.

Mr. Gast: I'll fight with you personally over the work plans.

Mr. Burton: We will send a report. You can read it and push back. Once finished, we will collect all the feedback and create the final draft. All parties will review.

Mr. Reeb: Are we detailing groups to communicate with? We will miss some.

Mr. Burton: No. After all is done, we will compare to the policy and adjust the policy as necessary.

Ms. McMullen: What's the next part of the strategic plan?

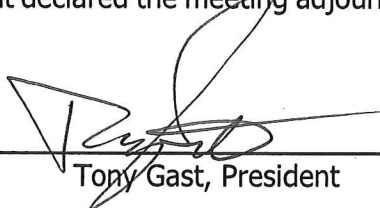
Mr. Burton: We will send a report from the survey, then we are going to use the ProAction Café for more input.

No action was taken on the agenda item to move to Executive Session, in accordance with Ohio Revised Code Section 121.22 (G)(1), in order to consider the employment and compensation of public employees. The item failed.

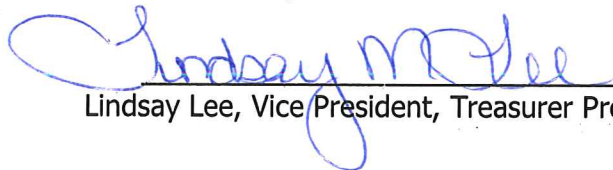
**Superintendent Job Description - Discussion**

No further discussion took place.

**146-23** There being no further business, Ms. McMullen moved, seconded by Mr. Reeb, that the meeting be adjourned. The president declared the meeting adjourned at 7:58pm.

  
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Tony Gast, President

ATTEST:

  
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Lindsay Lee, Vice President, Treasurer Pro Tempore

