

STATON ELEMENTARY SCHOOL

School Organizational Team Minutes

April 5, 2017

4:00pm

The Staton Elementary School Organizational Team (Team) meeting was called to order at 4:05pm on April 5, 2017. The meeting was held at the Staton ES Library.

Members present:

- Patti Haire, Kindergarten Teacher
- Carrie Kern, 1st grade Teacher
- Teri Mann, GATE Teacher
- Michael Harger, Site Base Technician
- Kristy Froehlich, Parent
- Nicole Hamilton, Parent
- Kristina Havill, Parent
- Leigh-Anne Mateyka, Parent
- Gina Retke, Parent
- Carrie Robine, Parent
- Julie Hosea, Office Manager
- Christina Fitch, Assistant Principal
- Dr. Joan Lombard, Principal

Members Absent:

- Robert Hollowood, Science Teacher, Vice Chair
- Julie Hosea, Office Manager

The minutes from the meeting dated March 1, 2017 were presented and approved as presented.

New Agenda Items

- SCHOOL ORGANIZATIONAL TEAM PRINCIPAL HIRING PROCEDURES
 - Handouts that detail the Principal hiring process were handed out and discussed. Section 27/#3 and #4 from the Adopted regulation R142-16 were highlighted. "Whenever a vacancy occurs in the position of principal for the local school precinct, the organizational team shall establish a list of qualifications that the organizational team determines are desirable for the next principal and provide it to the Superintendent. The Superintendent shall post notice of the vacancy. The Superintendent shall interview qualified candidates and establish a list of at least three but not more than five candidates to submit to the organizational team." (#4) From the list of candidates submitted by the Superintendent, the organizational team shall recommend one candidate for the position of principal within 15 school days after the receipt of the recommendation. The Superintendent, in consultation with the school associate superintendent, must, in his or her sole discretion, determine whether to hire the candidate recommended." It was also noted that each person who participates in

interviewing candidates must comply with all laws that apply to an employer when making a decision about employment.

- Dr. Lombard gave an update on the hiring process and the PTO meeting with Mrs. Rakita, Associate School Superintendent.
 - The Staton Principal position opening flew on 3/30/17 and closes today at 5pm. Any current principal can apply as well as anyone in the principal pool (assistant principals and coordinators) there are 78 candidates in the pool. Mrs. Rakita will get the list of applicants on April 6th. Mrs. Rakita will screen the applicants with the help of another principal and Dr. Lombard. The SOT cannot be a part of the initial candidate screening. 3-5 candidates will interview with the SOT. These candidates will be approved by the Superintendent and then Mrs. Rakita will coordinate interview dates. The SOT will provide Mrs. Rakita with our list of qualifications and interview questions. All voting members of the SOT will sign confidentiality agreements in order to maintain the integrity of the process. All details and discussions in the process must stay in the group and no materials may leave the interview.
 - Each SOT member will score each candidate then the SOT will discuss the scoring. The candidates can be ranked then or the SOT can take the 15 days to provide the list to the Superintendent. The SOT may meet again with Mrs. Rakita in a closed meeting if further discussion is needed. At the previous meeting with Mrs. Rakita it was asked if the SOT could ask follow up questions during the interview. We are waiting on an answer to this question, however it is required that each candidate has the same interview questions.
 - The Superintendent will be given the SOT's candidate ranking and candidate preference. The Superintendent will then interview this candidate with one SOT member present. The SOT member will be selected by the SOT. The Superintendent has the final say in selecting who is ultimately hired. The earliest date the new Principal could be selected is mid May but most likely toward the end of May. There is only one principal being hired in our performance zone.
- Gina Retke/PTO President presented the results of the school survey results. Following are the results as they ranked.
 - Vision
 - Differentiation (GATE, accelerated, etc.)
 - Academic excellence (rigor)
 - Provide well-rounded education (STEM, arts, garden, etc.)
 - Teacher empowerment
 - Sense of community
 - Principal Qualities
 - Empowers teachers (is a macro manager)
 - School atmosphere (Staton family)
 - Team builder (creates a zest and joy for learning)
 - Experience in best practices
 - Visible to students and parents
 - Has an open door policy
 - Consistent in discipline
 - Awareness of demographics

- Public Comment
 - o Jennifer Carvahlo/Parent – Mrs. Carvahlo has children at Staton and was part of the process to hire Dr. Lombard. She encouraged the SOT to get as much information as possible in the hiring process and to ask for enough time to review the candidates. She asked if the SOT could get the CCSD Accountability Report from the Dept. of Education or the Performance Framework Survey form the candidate’s school. Can the SOT pursue having a member in the screening interview as is outlined in the regulation?
- DISCUSSION ABOUT INTERVIEW QUESTIONS FOR HIRING A NEW PRICIPAL
 - Questions were formed during the PTO meeting that discussed the survey results and will be given to the SOT. These can be used in the SOT’s meeting to determine interview questions. The question was asked as to whether we open up the submission of interview questions to the Staton public. After discussion, the answer is no. With the input from the PTO survey and the input from the SOT we will be able to come up with interview questions.
 - Our next meeting on April 19th will be to construct interview questions. Carrie Robine will take the minutes.
 - ***Motion to table further discussion on the interview questions until our next meeting April 19th. Motion seconded, all in favor, motion approved.***
 - SOT members should bring their questions, ready for discussion to our next meeting or you may email them to Kristy F. at rrfarch@cox.net
 - Public Comment
 - Mary Ann Powley/Parent gave her support of the work Gina Retke has done in conducting the survey and appreciates the work the SOT is doing and agrees with taking the parent input as collected via the survey.

General Discussion

- UPDATE ON WINDSONG GRANT
 - Windsong will be renewing the grant for \$50,000 to Staton. Gina Retke asked for \$82,500 but received \$50,000. Following are some options for using the money.
 - Put the \$50,000 towards the technology teacher and get the rest of the funds from PTO. We would have to know by the beginning of May so that the position would be available to those teachers wanting to apply via voluntary transfer.
 - Envision Math Program- we have the option to pay in 3 yearly installments and the first payment would be \$25,000.
 - Professional Development for differentiated students – We could hire trainer/speaker Richard Cash for \$6,000 or another gentleman at an unknown cost. These speakers specialize in ALM/GATE but would train the entire staff. Is there the possibility of sharing the training and cost with Bonner and Givens?
 - The teachers will be surveyed to see if they would prefer money to be put towards CTT’s or the technology teacher.
 - Kristy F. will ask her source for \$32,500 to cover the balance of the technology teacher if we put the Windsong money toward hiring one. The money for the position has to be in the Public Education fund in order to fly the position.
 - Gina Retke has applied for a grant for the math program.

Information

- FUTURE MEETINGS
 - Next meeting April 19th 4-6pm
 - We will discuss CTT's, teacher survey and interview questions.

Public Comment

- Caryne Shea /Parent– Regarding the Read by 3 Grant, how is it affected by maternity leave? Dr. Lombard said that the grant does not provide for a substitute. Mrs. Shea noted that there are different ways to apportion the grant if it is not being used by the Strategist. Examples are DRA kits, teaching materials, given as a part of a salary or bonus to a teacher who is high achieving who might take on the position while it is vacant. This is something Dr. Lombard will look into. Mrs. Powley expressed her gratitude to the SOT and urged us to do what the teachers want. Mrs. Powley has a concern with teacher burn out and what we are doing to help teachers not feel overwhelmed.

The meeting was adjourned at 5:07pm