

CSC Meeting Minutes

Date: Wednesday, December 13, 2017

Time: 4:00 pm

Location: Cory Elementary School Library

Attendees

CSC committee members

- Bill Esbenshade, Co-Chair & Parent Rep
- Tyson Sollenberger, Co-Chair & Parent Rep
- Jennifer Daily, Secretary & Parent Rep
- Jennifer Grumman, PTA & Parent Rep
- Liz Tencate, Principal
- Patty Kozma, Primary Teacher Rep.
- Katie McOwen, 4/5 Teacher Rep
- Angela Alexander, Specials Teacher Rep

Additional

- Alona Hastings, Instructional Superintendent

Discussion Items

Agenda Item #:1	Review of principal search committee applications and select search committee (facilitated by Alona Hastings) The December CSC meeting outcomes are to: <ol style="list-style-type: none">1. Review principal search process2. Understand committee make up / parameters3. Select the committee4. Establish general timelines
Options/Points Raised:	The CSC meeting focused on developing the committee for selecting a school principal. <ul style="list-style-type: none">• CSC reviewed the principal search process with Alona (handout was provided, see below for a copy).• Timeline: Cory has been prioritized among all the schools because it currently has an interim leader and no assistant principal. Timing of process will be driven by Superintendent's schedule; however, generally will begin in January.• Committee will be 8-10 people + Alona (Instructional Superintendent)<ul style="list-style-type: none">○ 5 staff○ 3-5 parents / community (>1 has to be CSC member)• The CSC discussed the stakeholders whose views would "optimally" be represented on the principal search committee. Among the stakeholders considered are: primary teacher, intermediate teachers, instructional leadership team rep, specialist, support staff, newer staff, veteran staff, primary parent, intermediate parent, GT parent, special ed parent, ELA parent, SKEE parent.

	<ul style="list-style-type: none"> Then, the CSC reviewed the applications from both staff and parents. There was extensive deliberation on composition of the committee but final decision was arrived at.
Decision or Recommendations:	<p>The final principal search committee will be:</p> <p><u>Faculty:</u> Brent Conklin Sara Clark Sarah Laughlin Diana Golden <i>One classified staff member still to be identified</i></p> <p><u>Parents:</u> Laura Quartarone Marissa Ferrari Bill Esbenshade Dana Carpenter Kristine Hawthorne</p>
Agenda Item #2:	Next CSC meeting agenda and date: 4 PM Thursday Jan 11 2018
Options/Points Raised:	<p>Many proposed agenda items not covered in December CSC meeting, to be considered for next CSC agenda:</p> <ul style="list-style-type: none"> Review of school leader hiring community input forms and develop leadership trait/qualities for the committee to drive the search process Updates re GT/HGT program/vision Para support for larger classrooms or classrooms with clusters of difficult children — is it adequate? Are there ways to address any problems in this area, like a “floating para” who could provide additional help for a classroom with a cluster of difficult children? (Bill E. has heard from a parent about potential issues here) School temperature solutions: possibly using fans on timers, which has been discussed and/or tried at Lincoln elementary (Tyson) Other issues: UIP, school budget, making field trips more productive, etc.
Decision or Recommendations:	

Action Items		
Task to be Done	Person Responsible	Due Date
Notify all selected principal search committee members	Alona and Liz	Complete
There were no applicants from support staff, Alona will recruit.	Alona	

Establish principal search schedule (note: will be driven by the Superintendent's schedule)

Alona



School Principal Search Advisory Committee

Insert school logo

Roles and Responsibilities

1. Purpose of the Advisory Committee for Principal Selection

- a. The purpose of this committee is to provide advisory input to the Instructional Superintendent as they recommend finalist candidates to the Superintendent.

2. Committee Development

- a. The Instructional Superintendent will meet with the Collaborative School Committee (CSC) to review the process for Principal selection.
- b. The CSC will determine the members to the Advisory Committee for Principal Selection.
- c. Advisory Committee composition:
 - i. The Instructional Superintendent will serve as a chair/facilitator
 - ii. The remaining eight to ten members, representative of the diversity of the school population, will be determined by the CSC as follows:
 - I. Five building staff members. This must include three teaching staff members and one non-teaching staff member; the fifth may be any member of the school staff. The current principal is not eligible to serve on the committee.
 - II. Three to five parent/guardians and community members. The members must include one parent or guardian of a student currently enrolled in the school and one CSC representative.
- d. The Instructional Superintendent reserves the right to refer the composition of the Committee back to the CSC to ensure adequate representation from the entire school community.

3. Interview Process

- a. The Advisory Committee will meet with the Instructional Superintendent to review the interview process and talk through the schools' characteristics, priorities, and needs as related to what the committee seeks in a new school leader.
- b. A survey will be sent to all staff and parent/community members soliciting input as to the characteristics desired in the new leader and challenges this new leader may face. The survey responses will support the Advisory Committee in the development of questions for the interview.
- c. The Instructional Superintendent will work with the committee to add questions from the question back to the set of questions that are required.
- d. The committee will receive training in interviewing and effective/ethical practices in interviewing by a Human Resources Partner.
- e. The candidates identified and selected by the Instructional Superintendent will be invited to interview with the Advisory Committee.
- f. The committee will conduct the interview process, collecting evidence that aligns with the Expectations in the DPS School Leadership Framework.
- g. The Advisory Committee, under the leadership and direction of the Instructional Superintendent, will complete the interview process and identify each candidate's strengths and weaknesses.
- h. At least two references will be called for the top out-of-District candidates, one of which will be an immediate supervisor. The immediate supervisor will be called for In-District candidates.
- i. The Instructional Superintendent, with the input provided from the Advisory Committee, will determine the top finalists to move forward.
- j. The Instructional Superintendent will provide the Candidate Profile form representing a summary of the Framework-based strengths and needs of each candidate and provide this summary to the Superintendent for review and selection of Finalist candidates.

4. Finalist Activities:

- a. Community Forum:** An opportunity to meet the top finalists will be provided for staff and parent/community members.
- b. Learning Walk:** Top finalists will participate in a Learning Walk and second interview along with the Instructional Superintendent and Assistant Superintendent. The second interview may include completing a writing sample and/or a leadership scenario/problem-solving activity.

5. Superintendent Interview:

- a.** The Instructional Superintendent, Assistant Superintendent and Superintendent will conduct a final interview with finalists.
- b.** The Superintendent will determine the final candidate to be recommended for hire to the School Board.