

**Sigsbee Charter School Board Meeting
Regarding Principal Selection Process
Monday, March 22, 2010 4:00PM
Sigsbee ES, Room 11**

Board Members Present: Leslie Crabbs, Christine Geary, Emily Lo, Sandy Higgs, Steve Cartier, Tom Walsh (via phone)

Board Members Present: Jim Olive (excused/self-recused in all principal discussions)

Guests: Karen Coats

Proceedings:

- Meeting called to order at 4:07PM by Leslie Crabbs. Meeting called for sole purpose of establishing concrete guidelines and communication of expectations from Sigsbee Charter School Board (SCSB) to Principal Hiring Committee (PHC)
- At present time, PHC has 8 highly-qualified candidates and feel they may not be able to further narrow it down within the given time frame via telephone interviews only. To date, PHC has 7/8 responses back from written questions given to candidates on Monday, March 15, 2010. Interviews are scheduled as follows at Sigsbee ES, Room 11:
 1. Tuesday, March 23, 2010 @ 7PM
 2. Wednesday, March 24, 2010 @ 4PM
 3. Monday, March 29, 2010 @ 9AM, 4PM, 6PM
 4. Monday, April 5, 2010 @ 3PM
- Discussion centered around financing for principal hired and exact start date. Facts:
 1. We have \$6,000 in our start up grant to pay for the principal and one staff member. **Solution: Need specific information from District as to when we can get our grant money. SCS can offer principal a stipend as early as May 1, 2010**
 2. Some candidates have contracts and cannot start until contracts end (June 6, 2010)

Motions Made

1. Steve Cartier motioned for the Board to ask PHC to present the top three candidates and supporting documentations to the Board on **April 8, 2010** at the scheduled Board Meeting. Leslie Crabbs seconded motion. Discussion was made on motion, vote was taken and is as follows: Yes: Steve Cartier, Leslie Crabbs, Christine Geary, Emily Lo, Tom Walsh. Opposed: Sandy Higgs **Motion Passes (5/1)** Principal Hiring Committee to submit to the Board the following documentations for the top three principal candidates:

- A. Resume
 - B. Synopsis of Interview Matrix
 - C. Responses to 3 written questions
 - D. Notes from reference checks
 - E. Written notes by committee member on initial and second round interviews and why they recommend this particular candidate
2. Christine Geary motioned to have a special Board meeting on **Monday, April 12, 2010 at 5PM** for the sole purpose of selecting a principal from the top three candidates given to the Board. Steve Cartier seconded the motion, unanimously passed.
 3. Sandy Higgs made a motion to have the selected principal under contract by April 19, 2010. Leslie Crabbs seconded the motion. Discussion on issue was made, vote was taken and is as follows: Yes: Sandy Higgs, Emily Lo. Opposed: Christine Geary, Steve Cartier, Tom Walsh, Leslie Crabbs. Motion denied (2/4)

Sandy Higgs volunteers to get sample contracts for principal hire.
Christine Geary to draft Memo of Understanding
Leslie Crabbs to check with attorney Ron Zemlicka about drafting contract

IMPORTANT SET BOARD MEETINGS:

Thursday, April 8, 2010 at 6:30PM, Double Tree Grand Key Resort. Principal Hiring Committee will present to the Board top three principal candidates

Monday, April 12, 2010 at 5PM, Sigsbee ES, Room 11. Board will meet to select first SCS principal

Thursday, April 15, 2010 at 6pm, Sigsbee ES, Room 11. Regularly scheduled Board meeting