



SAUGANASH LOCAL SCHOOL COUNCIL * 2024-2025

Where we "Believe to Achieve in the Power of the Chief"



Principal Selection Committee Meeting Minutes/Sauganash Local School Council

Type of Meeting: **Principal Selection Committee Meeting**
 Date and Time: **Mon, October 15, 2024**
 Location: Sauganash School
 In Attendance*:
 Depak Bapu, Parent, Chair Lori Hoagland, Parent
 Robert Szczesniak, Parent Nathan Evans, Appointed
 Stephen Couper, Parent Mathew McGrath, Appointed
 Teri Court, Appointed Elaine Fitzgerald, Community
 Hallie Askuvich, Teacher Anna Ihanna, Teacher Rep
 Michael Tader, Appointed Terri Ciccone, Non-Teacher Rep
 Prepared By: Elaine Fitzgerald
 Date Prepared: Start 10/21/24, completed 10/21/24
 Approved On**

Action Items from this Meeting: Members to review rubric and send comments to Robert in advance of next meeting.

* Attendees in remote are indicated as "virtual".
**Minutes are draft versions until approved at a regular meeting.

- 1) Call to Order
6:32pm, meeting called to order.
- 2) Roll Call
Reference attendance list above.
- 3) Approval of Agenda
No amendments. Motion made, seconded and approved unanimously.
- 4) Motion, discussion, and vote to select Principal Selection Committee chairperson.
Robert Szczesniak for chairperson; Motioned and approved; Unanimous approval for Robert Szczesniak.
- 5) Motion, discussion, and vote (if applicable) to develop the Principal Selection Resume Scoring Rubric.
Intent of meeting explained: To define what the selection rubric is for and to define what is included on the rubric.
 - Reference document from LSC General Reference Guide was shown; Chair will email this example to members.
 - Every member of the PSC will score every resume
 - PSC members ability to review resumes needs voted on at Regular LSC Meeting
 - The rubric will be used for screening the entire package. Both resume and cover letter were requested in our advertisement, no references were requested.
 - Rubric will contain some mandatory requirements (with no quality measure) and will be yes/no check.

Some items from the discussion:

- There was some concern on resume style – how does rubric take this into account – and up to everyone’s interpretation – trying to remove subjectivity but it will always be there.
- This is a high-level screening and not an in-depth review of the resume: Some interview questions may come from the exercise.
- PSC is in hopes of getting to a final version by next Friday or following Monday to keep in step with proposed timeline.
- We heard (3) other schools are looking for candidates, that may not be the same type of positions.
- Reminders were made that items that made the advertise can be in the rubric. Advertisement items were developed from survey information.
- The reference point of the reviewer was brought up, that there should be a deliberate cross reference of perspectives.
- The committee was asked to share with other committee members, any knowledge that would help in the details for the groups review.



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- We were reminded closed sessions are for private information; Sequence will be that public comments will be possible before resumes are reviewed.
- Rescoring – with specificity – doesn't change their attributes – scoring is not relative – it's an individual thing.
- Discussion of show through of bias will happen if were all reviewing all and as long as you are consistent.
- Rubric to review resumes for scoring designed for enough to differentiate candidates.

It was decided an updated version would go out to the committee along with other reference material (LSC Reference Guide, and (2) other scoring examples). The group shall review content and plan for a night with PSC to vote on the rubric to LSC to approve at a Special Meeting.

Interview Discussion was started with a start on the following items:

- What the interview questions might be and how they are developed.
- Procedures for interviews – same group or mixing people? Same questions, same order for each candidate with one follow up question.
- 8-9 questions, less than 2 hours, 5-8 minutes for a response (suggested by Chief McGlade in another meeting)
- As you go through rubric – think of questions – free to think of our own; We can have a second round of interviews, reference checks, and school visits.

6) Public Comment

Please sign-up on the Sign-In Sheet if you would like to comment.

Public Participants Notice: Welcome to all our guests. Thank you for attending today's meeting. During this part of the meeting, you are invited to make comments pertaining to the LSC agenda items, which include the Continuous Improvement Work Plan (CIWP), budget issues, and Principal Reports. We ask that you keep your comments to two minutes so that we can respect the meeting time frame. The council encourages feedback and participation in our committees. If your comments are of a different nature than the agenda, please schedule a meeting with Mrs. Munns or contact the head of one of the committees. Thank you!

Commenters will be thanked; no questions will be answered.

7) Set Agenda Items for Next Meeting

8) Announce Date for Next Meeting: Both Wed Oct 23 - PSC Meeting at 6:30pm; LSC Special Meeting at 7:30pm.

9) Adjourn: Motioned, seconded and unanimous approved. Adjournment 7:58pm.