

**STEM Magnet Academy
Local School Council
Special Meeting Minutes**

April 22, 2015

I. Call to order

Mrs. Langston called to order the special meeting of the Local School Council for the STEM Magnet Academy at 5:32pm on April 22, 2015, in the STEM Magnet Academy gymnasium.

II. Roll call/Establish Quorum

Mrs. Langston conducted a roll call. The following persons were present:

Jeremiah Abiade (Arrived at 5:44pm)
Maria Amoruso
Deborah Bonner
Deana Caccavale
Deidra Harper
Sadika Langston
Jeff McCarter
William O'Neill (Left at 7:03pm)
Gretchen Brinza
Lindsay McGrane
Zakiya Libby-Williams (Arrived 5:35pm)
Maria McManus (Not Present)

Quorum was established.

III. Review and Approval of Agenda

Mrs. Amoruso made a motion that development of the principal resume rubric be included on the agenda for this meeting. Mrs. Langston moved to approve the agenda with the amendment. Mr. McCarter seconded the motion.

Vote: 9 in favor

IV. Approve meeting minutes from 3/17, 3/18, and 3/25

Mrs. Langston provided the name for a public participant (Mrs. Gamble) from the March 25th meeting. Mrs. McGrane shared a public comment by Mrs. Blake added to the March 18th meeting minutes. Mrs. Langston moved to approve the minutes with the amendments. Mrs. Brinza seconded the motion.

Vote: 10 in favor

V. Principal Selection

-- Finalize and approve parent survey – LSC members discussed the dissemination of a survey to solicit parent feedback in the principal selection process. LSC members discussed how the data from the survey would be utilized and how the data would be aggregated. Mrs. Langston stated that she feels that the survey is important because parents feel that they want to have some input or a voice. Mrs. Langston has sent this draft over to the legal department and found out that the survey needs to target the entire community and be anonymous. Dr. O’Neill stated that he thought that parent feedback was the most important piece to of feedback for the LSC to consider. Mrs. Amoruso asked if there would be any direction for the additional comments section. Mrs. Langston suggested that there be additional comments section under each heading. Mrs. Langston moved to approve the parent survey with additional comments under each section. Dr. O’Neill seconded the motion. Mr. McCarter asked where the survey would come from. Mrs. Brinza volunteered to create a Survey Monkey survey and send out the link via the stem.lsc.secretary@gmail.com account. Mrs. Langston stated that she had created a few brief introductory paragraphs for the survey that she would send to Mrs. Brinza. Mrs. Amoruso asked about anonymity and how we will manage how people respond to the survey (e.g., will parents answer once per student, once per parent, etc.) Mr. McCarter suggested that families be allowed one response per parent. Mrs. Langston suggested having paper copies in the office as well. Mrs. Harper suggested that the survey run for 10 total days. Mr. Abiade asked if the LSC would be moving back the date of the vote on whether or not to proceed in the process in order to allow review of parent feedback. Mrs. Harper suggested that the LSC go into closed session on May 6th to review data. Mr. Abiade suggested that this data be used to inform the decision of the LSC to move beyond the resume review. Survey will close 5/4.

Vote: 10 in favor.

VI. Finalize Rubric for Resume Review

-- LSC members made changes to the resume review rubric in the areas of: Vision, Instructional Leadership, School Leadership, Communication, Collaboration, and Administration/School Management to reflect the needs of STEM and ensure that the rubric is aligned with the qualities described in the advertisement for the principal position. Mrs. Brinza asked how we would quantify the numbers on the rubric. Mr. Abiade suggested that the headings “Overwhelming,” “Much,” “Minimal,” “Can’t Tell” and “Negative” be used to quantify the amount of evidence provided in each each resume and cover letter. Mr. McCarter suggested that the “Can’t Tell” column not

count against a candidate. Mrs. McGrane suggested that these essential qualities should be heavily weighed and that as such, candidates would be expected to speak to the qualities described in the advertisement. It was clarified that a resume would not be provided for review if the candidate was not in the CPS eligibility pool. Mrs. Harper made a motion to approve rubric. Dr. O'Neill seconded the motion.

Vote: 10 in favor.

VII. Re-schedule 4/29 meeting

-- It was suggested that in lieu of the meeting scheduled for April 29th, that the LSC would instead move to closed session at 5/6 meeting in order to discuss resumes received for principal candidates. Mr. McCarter stated that he would not be at the May 6th meeting but would like to participate via Skype or FaceTime. Mrs. Langston stated that she would send out resumes for principal candidates when she receives them.

VIII. Public Participation

-- Ms. Lohitsa complimented the completion of rubric.
-- Mr. Christians stated that he would like to see a copy of the rubric.

IX. Announcements

-- Mrs. Langston stated that she has not yet received resumes, but that the position closed Monday, April 20th. She should receive the resumes within three business days. Mrs. Brinza clarified that the resumes would fall under the confidentiality agreement signed by all LSC members at the start of the principal selection process.

-- Mrs. Langston made a motion to go into closed session. Dr. O'Neill seconded the motion.

Vote: 11 in favor.

X. Principal Selection - Closed Session

XI. Adjournment

Mrs. Langston moved to adjourn the meeting at 7:12pm. Mrs. Harper seconded the motion.

Vote: 10 in favor.

Minutes submitted by: Lindsay McGrane