

Lake Harriet Community School Site Council
March 12, 2013 5:00-6:00 p.m. Meeting Minutes

Members in attendance:

Mary Rynchek, Teresa Harich, Angie Arnold, Caroline Cochran, Gwen Spurgat, Toni Gerard, Seth Paradis, Maggie Quinlan, Barb Boerboon, Merry Tilleson, Heather Legris, Ian Hunter, Joel Stensrud

Guests: Theresa Battle, Ann Smith, Karen Knapp

LHCS principal posting and timeline (Theresa Battle, all)

Caroline summarized the LHCS principal selection process as described by Theresa Battle on 2.26.13 and provided questions to Theresa Battle regarding the process prior to this meeting. Theresa answered these questions for Site Council (see below). This Q & A was distributed to S.C. members as a document prior to the meeting. Clarifications discussed during the meeting are in italics.

Questions for Theresa Battle

1. Are there separate parent, staff, and community stakeholder groups or a single stakeholder group?

There is a selection team that includes district staff and there is a separate stakeholder team.

2. How many members in the stakeholder group(s)?

7 to 8 people. I will need two parent representatives and two staff representatives.

3. When do we need to have the parent, staff, and community selection committee members identified for the stakeholder group(s)?

The principal posting will occur on March 13 by the end of the day. The posting will close on April 5. Therefore, stakeholder interviews will be April 29-May 4. These members should be identified by April 19. There will be stakeholder training before the interviews.

- *Stakeholder group will be comprised of 2 parents, 2 staff, 1 HR rep, and 1 community member.*
- *Selection Team will be comprised of Theresa plus two people from the district selected by Theresa.*
- *There was extensive discussion as to whether the new principal will oversee K-8 or 4-8. Theresa agreed to remove the "4-8" descriptor on the job posting to allow more time to explore this concern. Theresa will add a listening session for lower campus staff on this issue.*

4. What time commitment is expected from the stakeholder group(s)?
The time for training should be no more than 1-2 hours and the interviews may be held over two days depending on the number of finalists brought before the team.
 - *There will be a group interview involving several candidates. This interview is actually an assessment center exercise. Candidates are assessed on several key competencies based on the profile developed with stakeholder input.*
 - *Candidates will be asked to submit their vision for their first 90 days as principal. Interview team will be given time to read the 90 day plans.*
5. Will the stakeholder group have input into the screening process prior to the interview (i.e., will this group help create the list of final applicants to be interviewed)?
No.
6. Do we receive a summary of the stakeholder feedback from the survey and the site council, PTA, and parent meetings?
Yes, you will receive a Lake Harriet Community School principal profile and it will be part of the principal posting. If you want to see an example, you can view the Lyndale, Folwell and Sanford postings via our MPS website under Human Resources Department and click on "Careers". Scroll down until you see the principal postings and click on one. You will see MPS desired skills for all principals, as well as the leadership qualities the site stakeholders identified.
7. How is this stakeholder feedback incorporated into the overall selection process?
The feedback from the interview is considered as well as the other materials the candidates submit. These include the application materials, all interviews, 5D assessment and reference check.
8. Will the stakeholder feedback be incorporated into the application and cover letter screening process?
No, the application review's purpose is to make sure all required materials are submitted by the deadline. The cover letter screening's purpose is to determine the job the candidate is applying for and to review written expression.
9. What will replace the phone interview step in the selection process?
The phone interview is optional for selection team members to follow-up on any responses in the candidate's application.
10. Is the 5 D Assessment a separate step in the selection process?
It is completed in conjunction with group and individual interviews.
11. Is the 5 D Assessment used as a selection step prior to the interview or is it used in conjunction with the interview to make a final decision?

It is reviewed as a component to making the final decision.

12. When will the interviews be conducted?

April 29-May 4, 2013

13. Is the entire stakeholder group present during the interviews?

Yes.

14. Will the stakeholder group provide interview questions?

Staff and parent representatives will be asked to submit 2-3 questions to be considered for the interview. All questions will be vetted by Human Resources personnel and the Associate Superintendents.

15. Will the stakeholder group provide a final hiring recommendation?

The stakeholder team will make recommendations for each interviewee according to Human Resource protocol. Recommended candidates will be given to the Associate Superintendent. The Associate Superintendent makes a recommendation to Supt. Johnson who makes the final decision.