

Pending approval.

November 4, 2008

Special Board Meeting of the Lawrence Public Schools Board of Education.

Members Present: Julie Beam, Chuck Carpp, Jeff Johnson, Bill Lux, Carol Sjoquist, Carrie Rokos, Jim Sanborn. All present

Administration Present: Bob Gendron, Sue McQueen, John Overley. All present

Athletic Director Jeff Miller present

Student Representatives Present: None

The meeting was called to order by Johnson at 7:35 p.m.

Beam moved and Sanborn supported the motion to approve the October 6, 2008 open and closed minutes as presented. Motion carried 6-0 with Sjoquist abstaining.

Sjoquist moved and Lux supported the motion to approve the bills as presented. Discussion was held. Motion carried 7-0.

Comments from the public:

Tom Reynnells gave positive support for the varsity football coach.

Glenn Alters, representing the Young Marine program, asked if there would be a bus for purchase to transport Young Marine students to functions.

Sanborn moved and Sjoquist supported the motion to place an unused bus up for bids. Discussion was held. Motion carried 7-0.

Elementary Principal's report: McQueen highlighted the successful elementary fund-raiser, the Mobile Dentist program, the upcoming Grandparent's day and the many field trips the students had been able to take. She stated the MEAPs had been completed. Discussion was held regarding concerns over the process in giving this year's MEAPs.

Jr./Sr. High School Principal's report: Gendron highlighted the upcoming blood drive sponsored by the Student Council, the Parent/Teacher conferences to be held November 5 & 6, and the PSAT test that 20 of our 10th and 11th graders took. He stated the MMC committee had been working on details regarding the MMC and also stated his appreciation to the staff for their flexibility in the administration of the MEAP test. Gendron thanked Dale Gribler and the VB Sheriff's Department in partnering with the VB Sheriff's Department for a security grant from the U.S. Department of Justice. They are finalizing the details of that grant at this time.

Athletic Director's report: Miller stated the fall sports have been completed and congratulated the Cross Country team in receiving 18th in the State. The winter sports season is about to begin. He presented a letter of resignation from Becky Cook, 7th grade girl's basketball coach.

Sanborn moved and Beam supported the motion to accept the letter of resignation from Becky Cook with regret. Motion carried 7-0.

Sjoquist moved and Rokos supported the motion to approve a resolution to allow direct fund transfers from the general fund to the payroll account per audit. Motion carried 7-0.

Beam moved and Lux supported the motion to congratulate the transportation department for receiving a Certificate of Excellence for achieving a 100% pass rate on School Bus Safety Inspections from the Michigan State Police for the third year in a row. Motion carried 7-0.

The following was accepted as the second reading of the "Hiring Process for a Teaching Position":

- 1. Teaching position becomes available. Submit letter of resignation to Board for acceptance. (Position can be posted prior to Board action.)*

2. *Position with required certification/requirements/deadline posted:*
  - a) *Internally to all faculty and staff*
  - b) *Posted on School web site*
  - c) *Externally to university placement offices*
    1. *WMU*
    2. *GVSU*
    3. *MSU*
    4. *U of M*
    5. *EMU*
    6. *Others as may be appropriate*
3. *Building Principal—initial screening of candidate resumes determining who should be interviewed based on appropriateness and quality of qualifications.*
4. *Principal conducts initial interviews with candidates. This may be done in person or via phone. Principal will determine a minimum three candidates that will be asked to come to a second interview with the hiring committee. The principal will check references and credentials of the final applicants and have a report on each candidate for the members of the committee.*
5. *Finalist interview with a committee consisting of:*
  - a. *Building principal*
  - b. *Two teachers (Grade level @ elementary; subject area in high school)*
  - c. *One board member*
  - d. *One parent/community member*
  - e. *Others as may be appropriate.*

*Committee will present a final recommendation to the principal*
6. *Principal will double check references and credentials and confer with superintendent and prepare a recommendation to the board. Principal will then notify the candidate as to their selection.*
7. *Principal will prepare a credential and resume summary to present to the board with recommendation for hiring.*
8. *Board approval will be contingent on a clean (fingerprinting) background and previous employer record check.*
9. *New employee must fill out an employment application, provide a copy of college transcripts, and a copy of their teaching certificate for our files.*

The following was accepted as the second reading of the “Hiring Process for a Principal”:

1. *Principal position becomes available. Submit letter of resignation to Board for acceptance. (Position can be posted prior to Board action.)*
2. *Position with required certification/requirements/deadline posted:*
  - a) *Internally to all faculty and staff*
  - b) *Posted on school web site*
  - c) *Externally to university placement offices*
    1. *WMU*
    2. *GVSU*
    3. *MSU*
    4. *U of M*
    5. *EMU*
    6. *Others as may be appropriate*
3. *Superintendent—initial screening of candidate resumes determining who should be interviewed based on appropriateness and quality of qualifications.*
4. *Superintendent conducts initial interviews with candidates. This may be done in person or via phone. Superintendent will determine a minimum of three candidates that will be asked to come to a second interview with the interview committee. The superintendent will check references and credentials of the final applicants and have a report on each candidate for the members of the committee.*
5. *Finalists interview with a committee consisting of:*
  - a) *Superintendent*
  - b) *A District principal*
  - c) *Three teachers—from specific building*
  - d) *One board member*
  - e) *One parent/community member*
  - f) *Others as may be appropriate*

*Committee will present final recommendations (minimum of three) to the board for interviews.*
6. *Superintendent will double check references and credentials and committee reports for board interviews. Superintendent will also notify candidates of schedule for board interviews.*
7. *Board will interview final candidates. Board will make a decision on the new principal based on specific interview information and input from the interview committee.*
8. *Board approval will be contingent on a clean (fingerprinting) background and previous employer record check.*
9. *Superintendent will notify interview finalist of the Board decision. New employee must fill out an employment application, provide a copy of college transcripts, and a copy of their teacher certificate for our files.*

Discussion was held regarding updating board policies. NEOLA and MASB have programs available. Overlay was directed to look into other areas for the updating process.

8:20 Beam left the meeting.

Carpp moved and Lux supported the motion to approve a request from Angela Hooper to release her four children to attend Hartford Schools with the stipulation they participate in Schools of Choice in January, otherwise they would return to Lawrence in January. Motion carried 6-0.

Sjoquist moved and Sanborn supported the motion to approve the following slate of winter sports coaches:

Mike Salvano, V Boy's Basketball

Scott Whittington, Volunteer V Boy's Basketball

Dave Abel, JV Boy's Basketball

Joe Hillman, Freshman Boy's Basketball

Chip Christie, 8th Grade Boy's Basketball (pending background check)

Carrie Rokos, Volunteer 8th Grade Boy's Basketball

Dale Gribler, 7th Grade Boy's Basketball

Phil Beeching, Volunteer 7th Grade Boy's Basketball

Dave Smith, V Girl's Basketball

Patty Zimmerlee, JV Girl's Basketball

Wendy Murney, 8th Grade Girl's Basketball

MaryAnn Nunez, 7th Grade Girl's Basketball (pending background check)

Troy Zimmerlee, V. Wrestling

Matt Pingel, Volunteer V. Wrestling (pending background check)

Matt Houser, Volunteer V. Wrestling (pending background check)

Nic Lavanway, Volunteer V. Wrestling (pending background check)

Brandi Ellis, V. Cheer (pending background check)

Debbie Peek, Volunteer V. Cheer (pending background check)

Motion carried 5-1 with Johnson voting no.

8:30 Beam returned.

Gendron stated three candidates had been selected to be interviewed for the H.S. English position. The interview committee consisted of two English teachers, a board member, a parent/community member and the principal. The committee recommended Brad Manning be hired for the English position. Carpp moved and Rokos supported the motion to hire Brad Manning to fill the High School English position beginning January 12, 2008. Motion carried 7-0.

The board will be honoring Dave Nicholas for his dedication and years of service to the Lawrence School Board at a private dinner on November 17, 2008.

Sanborn, representing the Athletic Boosters, expressed a concern regarding the condition of the track. Overlay will look into the concern.

Sanborn expressed a concern regarding the basketball schedule for the 2009-2010 season that had been set by the SAC Athletic Directors. Gendron noted the concern would be addressed at the upcoming Principal's meeting.

Sjoquist moved and Rokos supported the motion to move into closed session for negotiations and attorney/client information. Roll call vote: Carpp Y; Beam Y; Lux Y; Sjoquist Y; Rokos Y; Sanborn Y; Johnson Y. Motion carried 7-0.

The open session adjourned 8:55.

Pat Garrod, Recording Secretary

The board returned to open session at 10:09 and adjourned. No action taken.