

Pending approval.

December 1, 2008

Regular 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

Student Representatives Present: None

Athletic Director: Jeff Miller, present.

The meeting was called to order by Johnson at 7:30 p.m.

Sanborn moved and Lux supported the motion to approve the November 4, 2008 open and closed minutes as presented. Motion carried 7-0.

Sjoquist moved and Rokos supported the motion to approve the bills of \$520,653.35 as presented. Discussion was held. Motion carried 7-0.

There were no comments from the public.

Elementary Principal's Report: McQueen highlighted the successful Parent/Teacher conferences stating 94% of the student body had been represented. Grandparent's Day was also a success. She stated the fourth graders went to Lansing and visited the capital and museum.

Jr./Sr. High School Principal's Report: Gendron highlighted the successful Southwestern Athletic Conference Leadership Summit with two students from each of the grades 7-12 attending. The Student Council exceeded their goal in collecting pints of blood for the Red Cross. The VB Technology Center named seven of our students as "Student of the Month". The Parent/Teacher conferences had 65% of our students represented and the program will be reviewed in the future.

Athletic Director's Report: Miller highlighted the Cross Country Academic All State Award, The SAC All Conference Football honorees and congratulated Shayne Whittington for signing with Western Michigan University. He presented additional volunteer coaches for consideration to the board and stated the fall coach evaluations will be presented at the January board meeting. He thanked those who helped in obtaining an exercise bike, new cheerleading uniforms and the football field light poles. Admission to the December 15 ball games will be free to those who bring a toy for the "Toys for Tots" campaign.

Rokos moved and Carpp supported the motion to approve the Student Council Winter Formal on January 10, 2009 at the Van Buren Conference Center. Motion carried 7-0.

Carpp moved and Lux supported the motion to approve the purchase of 28 new Dell computers from MNJ Technologies for a total price of \$17,528. Discussion was held. Motion carried 7-0. The computers will be placed in the elementary lab. Overley thanked Gene Butler for researching and obtaining bids for this project.

Sjoquist moved and Sanborn supported the motion to approve the following:

Debbie Peak, High School Cheerleading Coach

Bill Gendron, Freshman Boys Basketball volunteer; pending background check

Heather Jarka, Jr. Varsity girls basketball volunteer

Vince Lindel, Wrestling volunteer; pending background check

Nic LaVanway, Wrestling volunteer; pending background check

Motion carried 7-0.

Sjoquist moved and Rokos supported the motion to approve an unpaid maternity leave request from Ashley Flowers, Bilingual Aide. Motion carried 7-0.

Rokos moved and Beam supported the motion to approve the English Department field trip to Chicago Shakspeare Theater on March 6, 2009. Motion carried 7-0.

Sanborn moved and Sjoquist supported the motion to accept the high bid from the Van Buren County Young Marines for the purchase of the 1995 school bus for \$2500. Motion carried 7-0.

Sanborn moved and Sjoquist supported the motion to approve the proposal to utilize the VBISD for disposal of the old computers replaced by the technology bond. Motion carried 7-0. Overley stated the VBISD will take the computers and erase all data at no cost to Lawrence and then return 50 computers to the school to be given to families who do not have access to a computer.

Beam moved and Lux supported the motion to accept the third reading of the procedure for hiring teachers and principals as the final reading:

“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.*

“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.*

Motion carried 7-0.

Overley stated he was continuing to look into the concern raised at the November meeting regarding the condition of the track.

Gendron stated the SAC principals were continuing to work with SAC Athletic Directors redefining protocol. Miller stated in the 2009-2010 season, the varsity boys and girls basketball teams will be playing on the same nights. The freshmen/JV boys and girls basketball teams will also be playing on the same nights.

Sanborn stated the Athletic Boosters were purchasing new wrestling uniforms for the team.

Discussion was held regarding the need to update and correct the school web site.

Discussion was held regarding written guidelines for the counselor's position.

Discussion was held regarding the procedure for students or adults driving students to and from school sponsored events.

Sjoquist moved and Sanborn supported the motion to move into closed session. Beam Y, Carpp Y, Johnson Y, Lux Y, Sjoquist Y, Rokos Y, Sanborn Y. Motion carried 7-0.

The open session adjourned 8:30.

Pat Garrod, Recording Secretary.

The board returned to open session at 9:05. Sanborn moved and Sjoquist supported the motion to move the regular January meeting to Monday, January 12, 2009. Roll call vote: Beam Y, Carpp Y, Johnson Y, Lux Y, Sjoquist Y, Rokos Y, Sanborn Y. Motion carried 7-0.

Meeting adjourned 9:07 p.m.