**University High School**

**School Council Meeting Minutes**

**June 3, 2013 1:00 P.M.; Library**

**University High School**

* Motion to approve the agenda - Bryson; Second - Klahr. **MCU**
* Motion to approve the minutes from May 31, 2013 - Klahr; Second - Bryson. **MCU**
* No Audience requested to speak/
* Guests Introduction: Dr. Abel Morado, Assistant Superintendent, and Dr. Mark Stegeman TUSD School Board Member.

* Discussion of the principal hiring process outline (as prepared by Ms. Pamela Palmo) (attached #1)
* Paper screen completed
* #1 Dr. Morado's office is Secondary Leadership
* then steps 2 & 3
* #3 taken from job description=preferred characteristics
* 15-20 minute interview of candidates sent by HR to Dr. Morado, In the interview it is Dr. Morado, Director of HR and Director of HS leadership. 5-7 questions are asked of the 4-10 candidates he whittles down to 6-8 candidates

*Eades:* If you are not able to get to 4 minimum candidates would Dr. Morado re-open posting? *Dr. Morado* stated he would consult with Elizabeth if there are less than 4 candidates.

What information will come to the site in preparation for interviewing candidates? Application, resume, and letters of recommendation, said Dr. Morado.

*Dr. Morado* stated that background checks will happen after screening but before interviews.

After the site interviews the candidates, they will forward on 1-3 candidates directly to the superintendent no central panel this time.

*Discussion of the word "Consensus" Dr. Morado defined it as*:

If not all agreed but they can live with it the majority would rule. If Majority enthusiastically and or support candidate they would move forward. Also asked if he would drop it, said it may be a word in the regulations so he can't drop it.

Dissent - may strongly disagree and what it noted that you strongly disagree.

3 choices for site (1) highly support (2) support (3) does not support. 1 and 2 are aggregated. If there is a highly disagree HR would be called in to tell the superintendent what actually went on in the room during the decision making. Superintendent would take this into consideration and can probe further (if there was redefined negative vote)

No one on the interview team should ever feel pressured to vote one way or another.

Superintendent makes the final decision, HR gets paperwork together then it goes to Executive Session of the School Board they ask any questions and bring the recommendation to the public meeting to vote on hiring.

*Discussed Reference checks:* Candidate A - they may not want their principal to know they are applying so would go lightly into background checks once the final reference checks need to be done direct supervisors will be contacted

We will have a new principal by July1, 2013 unless there are moving considerations.

*Discussed attachment #2:*

Reviewed the schedule with the exclusion of the secondary leadership panel.

*Dr. Morado* assured us Pam Palmo would be with us the entire time to avoid confusion and that the process is directed by Dr. Pedicone. Pam P will be the facilitator for the interviews.

*Yell:* Constituency bodies have turned over for the interview committee, Lazarevicz stated he is working on a form to have a balanced interview team in line with UHS racial makeup.

Question if a candidate cannot travel here will we still interview them? Yes via Skype/phone. Will interview pool be interviewed all in one day - yes.

* + Discussion of characteristics we are looking for in a UHS Principal (see attached)

*Dr. Morado* liked attachment #3 regarding Candidate Characteristics and may use as a district model - Adam went point by point

Forward questions to Klahr & Lazarevicz they will compile a list and submit to for interviews of the candidates. Email to Bonnie as Adam is leaving for Europe tirp Dr. *Morado* stated that because we submit questions does not necessarily mean they will be asked. He will work with Bonnie and Adam to fine tune the questions. We should have 10-12 questions keep them confidential do not want them leaked to any potential candidate prior to the interviews.

* + Further discussion of the interview process:

Candidate should be aware of the U.S.P., can Dr. Morado make sure candidates are forewarned?

*Eades:* the candidates should have done homework on UHS and understand what and who we are.

*Klahr:* We need a "Go Getter" if someone can't do the work to prepare for the interview not a good fit for us. A question might be What have you done to prepare for your interview at UHS?

*Dr. Morado* stated Characteristics document is very clear and congratulated us on it.

*Rankin:* Can there be an allowance for clarifying questions to the candidates. Dr. Morado, no. team has to ask the same questions to each candidate in the same maner. as it can come beck with "unfair hiring".

*Yell:* Can interview facilitator clarify with interviewee there are no follow up questions answer the full question.

*K. Tully:* Will candidate have lists of questions? Dr. Morado, yes.

*Cislak:* Recommended that the candidate be given a minute to review question before answering it.

*Dr. Morado* suggested having an early question: Introduce yourself tell a leadership story it will speak to their passion and why they are here interviewing.

*D'Amore:* Will technology be in place to do phone/skpe interviews - Dr. Morado said it would be ready.

*Karlowicz:* Thanked Dr. Morado for clarifications and asked does the commiittee have recommend a candidate - Dr. Morado said no.

If no: will we have an interim process? Dr. Morado stated that he and Dr. Pedicone are working on a "plan B" for interim principal or Assist. Principal.

Are 4 candidates from the last interview able to reapply? Dr. Morado answered that yes they can

Did qualifications change? Dr. Morado said that the 3 year requirement needs to be met by July 1 rather than at the time of application so that a potential candidate is not disqualified for being a few months short of the 3 years..

*Eades:* Is having a shared principal off the table? Dr. Morado answered that yes it off the table as a viable option.

1. Adjournment 2:25 pm

**Next Scheduled Meeting: 3:15 PM Tuesday, August 13, 2013**

Respectfully submitted,

Wendy Wurr

Substitute for Secretary