

Emergency CAC (Thunderboard) Meeting – Principal Selection Process
Travis Heights Elementary Library
4:00-5:00 pm
March 29, 2018

In attendance:

Maureen Freeman, Daniela De Jongh, Mary Janecek-Friedman, Gretchen Otto, Julie Ulrich, Beth Gerlach, Tonya Penney, D. Merrideth Jiles, Melissa Bowman, Maile Molin, Cesar Benavides

There is a process in place. There will be plenty of opportunity for input and participating. We encourage everyone to trust the process.

Lupe Velasquez is the superintendent representative met with the CAC co-chairs. There is a great deal that needs to happen quickly. It is the Thunderboard's job to make sure this happens efficiently and transparently.

There will be 6 members of a committee that will make a recommendation to the superintendent as far as Lisa's replacement. Beth Gerlach and Tonya Penney are in on the committee as CAC co-chairs.

April 5 there will be a staff meeting at 3:15 and a parent/community meeting at 6 pm. The area superintendent Sandra Creswell will attend to discuss the selection committee process and to develop the principal profile to use to determine qualities for potential applicants. Principal candidates interested in the position will be asked to NOT attend the meetings where the principal profile is developed. After the faculty and the community develop separate principal profiles, the superintendent's office will merge the two.

By April 12th, the names of those on the selection committee will be submitted, and a few days later questions for the interviews must be submitted by the 18th. Six of the eight questions are community-driven questions (two are from the superintendent's). Those who are unable to attend the meetings on April 5th may email sandra.creswell@austinisd.org with input.

The district will read the applications and choose six to interview. The campus committee will be present for the interviews and will choose 2-3 finalists for a second round of interviews. The second round of interviews will occur with only the district and superintendent present. After the superintendent makes his choice, it must be approved by the Board of Trustees.

If anyone has input, please try to attend or email Ms. Creswell, because this process is quick. As CAC (Thunderboard) members, please share this information and encourage members of the faculty and community to provide input.

(email Kelly regarding a digital version of the letters—from district and from Lisa-- that went home on a Friday.)

In addition to Beth and Tonya, one faculty member who is not on CAC (Thunderboard) is needed, as well as one other teacher or staff, and two parents (one of whom must not be on CAC).

People who participate in the selection committee must be present in several meetings and involved in the interview question selection. The CAC can also have one parent alternate and one teacher alternate to fill in for absences. The selection committee members must be available all day April 25th for the interviewing the candidates. The members must have a high level of commitment to confidentiality and professionalism. There will be no discussion about who applied and how the interviews go, to protect the candidates. Should there be a parent on the committee who needs interpreter services, the district will provide one for the day of the interview. There are many other tasks that would require a translation piece, which we would need to deal with if the situation arises.

We are now tasked with the process for how to determine the members of the committee. Campuses have used a variety of methods for the selection process. We need to be clear and fair about the criteria and selection process.

As a CAC we are going to have an application process. Answers to the application can be submitted in any language, through the website or on paper.

April 5-11 to submit their applications. On April 12th, the CAC (Thunderboard) will review the applications. Criteria for the applications will be transparent.

There will be an application process will be shared with the staff at the faculty meeting and with the community at the Community Meeting on April 5th, as well as through the website. Turned in through the Thunderboard box in the office or online. In addition, notification about where to get an application will be provided in the reminder that is sent home in the Wednesday folders on April 4th.

For members of the CAC who are applying to be on the selection committee, you will recuse yourself from the selection process where you are a candidate.

Beth Gerlach will gather applications and cover the names on each one for anonymity. Each response on the application will be read and sorted into "met expectation" or "did not meet expectation". "Meeting expectations" means that all questions were thoroughly completed beyond minimal effort. Of those rated as "met expectation", they will be ranked by the CAC members for selection. If candidates are equally qualified, names will go into a drawing to choose members.