

# Minutes

## Prospect Hill Academy Charter School

### Head of School Search Committee Committee Meeting

Thursday May 7, 2015 @ 4:00 PM at 50 Essex St, Cambridge - 3rd Floor Conference Room

#### **Committee Members Present**

A. Steinert, J. Kushner, M. Saunders, P. Blackborow, T. Reavis, E. Archibold, E. Moulton, J. Meland, S. Ferguson, W. Etienne, A. Baldwin Beckmann

#### **Committee Members Absent**

S. Istock

## I. Opening Items

#### **Call the Meeting to Order**

A. Steinert called a meeting of the Head of School Search Committee committee of Prospect Hill Academy Charter School to order on Thursday May 7, 2015 @ 4:00 PM at 50 Essex St, Cambridge - 3rd Floor Conference Room.

#### **Approve Minutes**

Please see the attached PDF for minutes from the 4/30/2015 meeting.

J. Kushner made a motion to approve the 4/30/2015 meeting minutes subject to the completion of requested amendments to attendance.

T. Reavis seconded the motion.

The committee **VOTED** unanimously to approve the motion.

## II. Head of School Search Committee

#### **Interview Schedule Logistics**

The Committee discussed scheduling options for candidate interviews, agreeing to 4:00-7:00pm on Thursday nights each week for potential interviews. the Committee also discussed how interviewers will share input and feedback from interviews to the broader search committee.

#### **Review of Competencies and Selection Materials**

Committee members reviewed the draft Competency Rubric and Selection Materials. The Committee selected 7 priority Competency descriptors.

#### **Update w/Redwood Circle, Christina Greenberg and Alicia Robinson**

Christina Greenberg discusses the draft Competency Rubric and incorporates committee's feedback to add language about restorative practice.

A. Baldwin Beckmann made a motion to enter into Executive Session for the review of recent candidate resumes.

J. Kushner seconded the motion.

The committee **VOTED** unanimously to approve the motion.

E. Moulton made a motion to adjourn Executive Session.

A. Steinert seconded the motion.

The committee **VOTED** unanimously to approve the motion.

#### **Next Steps**

No next steps were noted.

## III. Closing Items

### **Adjourn Meeting**

W. Etienne made a motion to adjourn the meeting.

A. Steinert seconded the motion.

The committee **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 06:00 pm.

Respectfully Submitted,

A. Steinert