Morningside Elementary School

SBDM Special Meeting Minutes

March 30, 2021

MES Media Center

The SBDM meeting began at 4:03pm. Members that were present for today's meeting include Morgan Cross, Roger Henson, Amy Key, Ashley Atcher, David Headspeth, and Melissa Nepi. Kelli Bush was present and is serving as the chairperson for all future meetings that pertain to principal selection. Per legal requirements, acting principal is not allowed to be a part of the principal selection process. The Superintendent of the district will be the acting chairperson.

Council reviewed the current agenda. Amy Key made a motion to approve the agenda. Ashley Atcher seconded the motion and all were in consensus.

No public comment on this date.

Kelli Bush presented to Council the policy statement and legal requirements for principal selection. She reviewed policies regarding the hiring process, training, and special meetings. She also further discussed legal requirements that are to be upheld by the SBDM members.

Kelli Bush noted that the Superintendent hires by the recommendation of the Council. The position will be posted on the district's website until April 16th. If more time is needed, then the time can be extended.

Ashley Atcher asked if there is a way to know if a person has applied for both the principal positions at MES and EHS as a member of the SBDM. If so, what would happen if both committee’s chose the same candidate? Kelli Bush reported that the recruiter/trainer would be able to answer that question and it would be addressed during the training on a future date.

Kelli Bush shared with Council that there was an article in the News Enterprise advertising the principal vacancy at MES as well as a posting on KEP’s website. This will further advertise the position.

Kelli Bush shared with Council that a trainer must be hired for the principal selection process. This individual will come on site and train SBDM members for the hiring process and the training will last 3 hrs. Kelli Bush recommended that Lynn Kean from KACS be hired; she has been used in the past and she is an excellent candidate. She also recommended training for April 13th at 4pm. Lastly, Kelli recommended that the training take place at EHS, due to a principal vacancy at the high school and members needing to be trained there as well along with more ideal social distancing conditions. Ashley Atcher made a motion to approve Lynn Kean as the trainer, April 13th as the date of the training, and EHS as the location. Amy Key seconded the motion and all were in consensus.

Kelli Bush recommended to Council training focus areas for principal selection. Interviewing questions/process and reference checks will be a main focus for current members as requested.

Kelli Bush reported to Council that the principal selection process is a confidential process when in a closed session. Anything discussed in that closed session can not be shared with others outside of the selection committee.

Kelli Bush opened up the floor for any questions.

Amy Key asked if a neutral interview site was possible in order to ensure confidentiality of interviewees. Kelli Bush reported that it was an option and it would be considered when the time came.

Ashley Atcher asked if interviews would be taking during or after the school day. Kelli Bush reported that it would be determined on a case by case basis.

David Headspeath made a motion to adjourn the meeting. Morgan Cross seconded the motion and all were in agreement. The meeting adjourned at 4:35 pm.

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Kelli Bush, Superintendent Amy Key, Co-chair