

APPROVED

# Vida Charter School

## Minutes

### Board Meeting

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#### **Date and Time**

Tuesday March 15, 2016 at 6:30 PM

#### **Location**

Vida Charter School auditorium, Eisenhower Bldg.

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#### **Trustees Present**

A. Kittelberger, C. Bowen, D. Marritz, J. Brandauer, L. Leonard, M. Novoa, M. Rosenberger, S. White

#### **Trustees Absent**

*None*

#### **Guests Present**

Amelia Contreras, Elizabeth Kellett, J. Yablonsky, Kathy Hewitt, Kathy Johnson, Linda Moose, Mary Moores, Todd Orner

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### **I. Opening Items**

#### **A. Record Attendance and Guests**

#### **B. Call the Meeting to Order**

S. White called a meeting of the board of trustees of Vida Charter School to order on Tuesday Mar 15, 2016 at 6:37 PM.

#### **C. Approve Minutes**

L. Leonard made a motion to approve minutes from the Board Meeting on 02-29-16 Board Meeting on 02-29-16.

M. Novoa seconded the motion.

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

#### **D. Public Comment**

E. Kellett distributed two news articles, spoke concerning the Recruitment Policy 320, and requested intangibles be taken into consideration when hiring a new executive director.

A. Kittleberger thanked her for her comments.

## II. Executive Session Notice 3/15/16

### A. New item

A. Kittleberger provided notice of executive session that occurred prior to the board meeting from 6:04 to 6:32PM to discuss a confidential personnel matter.

## III. Other Business

### A. Search plan and process for expected executive director vacancy

L. Leonard facilitated the candidate search process and requested the boards input into the process. A. Kittleberger modified the candidate search process document.

The steps involved in the process are as follows: 1. Create Job Announcement 2. Stakeholder Input: ongoing through process. 3 Clarification details of process (IE: who will screen candidates, who will interview, will there be a job-talk, how will input from the screeners be obtained, how will the stakeholders provide input, etc.) 4. Determine and map out the time frame 5. Create structured interview questions 6. Set criteria to evaluate the candidate 7. Pre-screen the candidates 8. Rank the candidates 9. Conduct phone interviews 10. Discuss and compare candidates; select candidates for 2nd interview 11. Complete second round round on-site interviews and make candidate selection 12. Do background checks and check references 13. Make recommendation to the board for approval 14. Set transition agreement (for both incoming and outgoing directors).

The board is requested to provide commentary on the process via e-mail with N. McGowan, business operations manager and C. Maldonado for compilation and inclusion into the finalized candidate search process to be voted upon at the next board meeting, March 29, 2016.

C. Maldonado reported that the job description has been posted on numerous websites and the Vida website and Vida Facebook pages.

J. Brandauer noted that Vida is looking for board member candidates and encourages any interested parties to contact C. Maldonado.

## IV. Closing Items

### A. Motion to Enter Executive Session

C. Bowen made a motion to enter executive session to discuss confidential personnel matters.

D. Marritz seconded the motion.

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

The board moved into executive session at 7:59 and exited at 8:36PM.

**B. End Meeting**

C. Bowen made a motion to adjourn the meeting.

J. Brandauer seconded the motion.

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

**C. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:37 PM.

Respectfully Submitted,

S. White