



Local School Decision Making Council (LSDMC) Meeting - **NOTES**
Special Meeting
Wednesday, February 13, 2019
4:00 – 6:00 p.m.

Location: Room 3314

VISION

PRM is a model for the nation as a premier public urban neighborhood school noted for its diverse and peaceful environment, community involvement, and outstanding student outcomes.

MISSION

To offer every neighborhood child a quality Montessori education, collaborating with community Partners in a peaceful and environmentally – conscious setting, which nurtures a lifelong love of learning.

Members Present:

Angela Robertshaw (Community Partner)
Marissa Johnson (3-6 Rep)
Shawn Williams (6-9 Team Rep)
Jim Katenkamp (9-12 Rep)
Jerri Schultz (PR Rep)
Peg Conway (Amberley Rep)
Brandi Robinson (PRM Staff Rep)
Justin Drew (PRM Staff Rep)
Erin Fay (Parent Rep)
Jen Jarman (Parent Rep)

Guests Present:

Ashley Green (PRM Teacher)
Josh Kauffman (Parent)
Missy Kyrlach (Parent)
Jackie Bonfield (PRM Teacher)
Bill Myles (CPS Ass. Superintendent)

Purpose of this Meeting – 5 min.

- Gain understanding of the overall Principal Interview process
- Create an interview guide for candidates applying for the position of PRM Principal
- Set interview dates/times to share with CPS Central Office

Principal Interview Process – 10 min.

- Step 1:** Vacancy is identified.
(LSDMC completes need assessment and develops interview questions.)
- Step 2:** Vacancy is posted by HR with a job description and posting closing date.
- Step 3:** Central Office will screen applications and resumes for qualified candidates.
- Step 4:** LSDMC Chair will receive viable candidate resumes from Central Office and interview schedule is developed.
- Step 5:** LSDMC and Central Office representative will conduct interviews.
- Step 6:** LSDMC makes recommendation to the Superintendent.
- Step 7:** Board votes to approve the selected candidate.
(Not official until Board approves.)

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Bill Myles elaborated on the following information regarding the Principal Interview Process:

The CPS Board needs to have a copy of the PRM Needs Assessment , the Interview Guide, the current PRM LSDMC roster and interview dates for the LSDMC team prior to scheduling candidates. The questions on the Interview Guide must be tied to the items listed on the Needs Assessment.

When LSDMC makes a recommendation to the Superintendent, LSDMC consensus is strongly advised in order to lend support to the new principal.

Upcoming CPS Board Meeting Dates: April 3rd, April 15th, April 29th, May 6th, May 15th

Upon making a recommendation, LSDMC should also develop a Plan of Engagement for the new Principal and the larger PRM community.

Interview Guide Questions – 60 min.

- What are questions that must be included based on the needs of who you represent on LSDMC?
- Ideal limit of questions is around 15 total questions
- Order/flow of questions on Interview Guide

Members of the LSDMC will send their top 3 to 5 needs for PRM and corresponding interview questions to Jen Jarman via email by 2/19/19; Jen will send out a draft of both documents to the team by 2/22/19

Additional Discussion Topics – 45 min.

- Select Interview Dates/Times

LSDMC Interview Dates: April 3rd starting at 3pm, April 4th starting at 3pm, April 10th starting at 3pm and April 11th starting at 3pm in Room 3314 (*Peg will follow-up with Sharon)

- Role of Jen K.W. as LSDMC Chair during the Interview Process

Bill Myles will follow-up with the PRM LSDMC by 2/15/19

Future Meeting Dates

a. PRM Meeting dates

- a.i.1. February 27 LSDMC District meeting – 6 pm at Mayerson Academy
- a.ii. March 6
- a.iii. April 3
 - a.iii.1. April 24 LSDMC District meeting – 6 pm at Mayerson Academy
- a.iv. May 1
- a.v. June – TBD



Dates during Spring Break?

Full LSDMC Representation?

1 Interview/candidate? What if we have follow-up questions?

What happens once LSDMC makes a recommendation?

Do we need to create a Vacancy Announcement?

Who would lead LSDMC if Jen K.W. should recuse herself?