

**New School High Board of Directors Meeting  
Virtual Special Meeting Minutes**

**Date:** Sunday, August 8, 2021

**Time:** 1:30 pm

**Location:** Zoom Meeting ID: 946 7043 3904 Passcode: 6Ma7hX

**1. Call to Order and Roll Call**

The meeting was called to order by Nic at 1:36 pm.

Present: Sam Barresi, Nic Cooper, Carolyn King, Joanne Lamar, Rick McCoy, Briana Sprague  
Absent: None

Public: Joey Zurawskyj (NSH Teacher)

Recorder: Wendi Felgner

**2. Public Comment**

Joey Zurawskyj is present to hear what the Board will discuss. He mentioned students may struggle with change and that's something to keep in mind.

Sam Barresi suggested a common message be provided to staff.

Nic thanked Joey for his presence. Briana has had communication with Carol Janowski and Caryn McCarthy who expressed interest in this meeting also. Rick emphasized the importance of teacher communication.

**3. Approval of Agenda**

Rick moved to approve the revised August 8 agenda including a closed session new business item. Sam seconded. The amended agenda for the August 8 special meeting was approved.

Roll Call Vote   Ayes: Briana, Rick, Joanne, Carolyn, Nic, Sam  
                      Nays: None

**4. Correspondence**

Nic mentioned the August 7, 2021 email message (letter) he sent to staff informing them of Tracy's resignation. Nic informed Malverne Winborne (EMU) by email.

**5. Action Items**

**A. New Business**

**a. Hiring School Leader**

**i. Communication**

Nic asked for input on the message he sent staff. The message needs to be positive, forward-looking.

Rick suggested there be an exit interview with Tracy to gather her perspective. Sam agreed it would be beneficial to gain the perspective of any AccessPoint HR employee - New School High staff who is exiting.

Nic and Rick will be the Ad Hoc Committee to schedule and conduct an exit interview. The interview findings will be shared.

Sam offered an email message be sent to families.

**ii. Hiring Process**

Nic said communication to parents, students, prospective parents and prospective students. Wendi will appreciate a scripted message when answering the school phone. Nic will create a message and request feedback. Sam suggested using some of Tracy's resignation language in the message. Nic estimated this message will be sent Tuesday, August 10.

Rick asked where the position will be posted. Briana has access to the Handshake and Indeed accounts. Briana will get more information about the Frontline (Wayne RESA). Rick inquired about a job description. Sam mentioned Madonna University and EMU as well as board members' professional contacts. Nic offered the Institute could be a resource.

Nic has the questions from the interview held in 2019. Joey will communicate with staff about areas of importance or interest in order to get information back to the Board by Wednesday, August 11.

### **iii. Participants in Process**

An interview committee could include three board members given the Board's size. Rick suggested a staff member, parent and student be participants. Sam suggested this process should be expeditiously completed with the same committee participants.

Rick offered committee participants.. Nic suggested three board members, Wendi and a staff person conduct the initial interviews, then the parents and students hold second interviews with the top candidates. Rick suggested in the event there are two strong candidates the parents and students could interview. Carolyn suggested not including parents and students this time.

Nic restated the interview committee will be three board members, Wendi and a staff member.

Sam raised the topic of administrative support. He offered a Teacher-in-charge. The staff person could have a stipend or reduced instructional schedule. Briana agreed this should be a direction for the future. Nic offered the Board's administrative experience as an immediate support to the Leader then a future plan for a support role.

### **iv. Staff Involvement**

The staff person on the committee will inform the rest of the staff.

### **v. Informing Authorizer**

EMU will be informed as the process moves along.

### **vi. Interim Leader**

Nic asked whether an interim person is needed. Names of possible interims will be shared.

Rick moved to suspend the open meeting and go into a closed session. Sam seconded. A closed session was approved by vote.

Roll Call Vote Ayes: Briana, Rick, Joanne, Carolyn, Nic, Sam  
Nays: None

### **b. Closed Session**

The Board entered a closed session at 2:56 pm. Joey and Wendi did not participate in the session.

The Board voted to return to the open meeting at 3:25 pm.

Roll Call Vote Ayes: Briana, Rick, Joanne, Carolyn, Nic, Sam  
Nays: None

Sam, Nic and Rick will be the interview committee members. Briana will continue her administrative duties behind the scenes. Joanne is working full-time this month. Carolyn is on vacation.

Nic will be sharing questions and a message script.

Briana has a couple tasks - covid communication and Saturday, August 21 ice cream social time. She will set a time in order to invite students and parents to the event.

Nic suggested the Board control communication to parents.

**10. Extended Public Comment**

Joey said he is comfortable with the Board's direction and would like to sit on the interview committee.

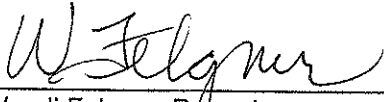
**11. Comments from the Board**

- a. Confirmation of the next board meeting date and time - Wednesday, August 18, 2021 6:30 pm

**12. Adjournment**

Sam moved to adjourn the meeting. Rick seconded. The meeting adjourned at 3:36 pm.

Minutes Certification:



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Wendi Felgner, Recorder  
August 8, 2021

Approved by New School High Board of Directors



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Carolyn King, Secretary

Date: August 18, 2021