

**Rochester STEM Academy
Personnel Committee Meeting
Thursday Feb. 24, 2011 1-2 PM
Kahler Hotel Lobby**

Committee members present: Jill Leet-Otley, Chair; Mohamoud Hamud, Sarah Stodola, Start-Up Coordinator (via speaker phone). This did not represent a quorum.

Committee members absent: Abdulkadir Abdalla, Jonathon Krown

Guests: Ken Alexander, STEM board member

The meeting began at approximately 1:10. First we had an update on the MDE grant workshop attended by Ken and Sarah on Feb. 23rd.

Ken Alexander brought along handouts from the grant workshop. The committee needs to be sure to follow all federal and state grant guidelines in its hiring policies. Ken urged us to slow down and first develop board policies before we begin contracting.

Sarah concurred and added that we need to be sure to have at least 3 candidates for each position and to document all procedures followed in the interview and hiring process. Sarah added that we cannot contract with anyone who helped to prepare the grant proposal. This would seem to exclude Jonathon Krown who wrote our grant, but who we were planning to contract with for strategic planning services.

Cecelia told Ken that the process we used to hire Sarah was fine but that from this point on we need to strictly follow all guidelines.

Ken volunteered to be on the personnel committee. This will be brought up at the next STEM board meeting.

Sarah reiterated that our top priority at this time is to contract for services with a marketing/recruiting coordinator and a web designer. Mohamoud added that we need to prioritize the search for a director who could possibly begin to do some of the marketing and recruiting duties. We need to develop policies and then begin interviewing candidates as soon as possible.

Sarah will draft a hiring/interview policy as well as a tentative contract before the full board meeting on Saturday Feb. 16, 2011. The contract for services policy will carefully follow the grant guidelines.

Mohamoud also asked that she keep in mind the community that the school will serve as she drafts the policies.

Mohamoud also requested that all board correspondence go only to board members, however we also must send all minutes to our authorizer Bryan Rossi.

The meeting was adjourned at 2 PM.