



The Schools of McKeel Academy

**McKeel Academy of Technology
McKeel Elementary Academy (dba McKeel Academy Central)
South McKeel Academy**

**Board of Trustees
Executive/Search Committee Meeting**

MINUTES

March 31, 2014

The Search Committee Meeting was called to order by Committee Chair Larry Ross on Monday, March 31, 2014, at 8:02 a.m., at The Schools of McKeel Academy Business Office. Board members in attendance included Taylor Caffey, Mark Thompson, Larry Ross, and Stephanie Campbell. Trustee Seth McKeel attended via conference call. Staff members attending were Dr. Linda Acocelli, Principal of MAT; Judi Morris, Principal of SMA; Michele Spurgeon, Principal of MAC; Bob Kuhnert, Teacher at MAT; and Olivia Hazell, Executive Assistant.

The committee determined that job postings will not be renewed and the initial phase for collecting applications will end on Friday, 4/11/14.

Upon a motion made by Mark Thompson, seconded by Stephanie L. Campbell, the motion to close the initial application period at close of business on Friday, April 11, 2014, carried unanimously.

Committee members discussed the applications received as of today and created a short list of the top three (3) candidates. Dr. Ross will contact the top three candidates selected at today's meeting to set up Skype interviews. Dates proposed for the Skype interviews were: 4/21/14 and 4/25/14. Committee members will rank applications received after today's meeting and send to Mrs. Hazell by Friday, 4/4/14. Members were encouraged to notify anyone interested to apply for the job before the cut-off date.

Upon a motion made by Mark Thompson, seconded by Stephanie L. Campbell, the motion to proceed with Skype interviews with short list candidates carried unanimously.

Dr. Ross will assign committee members to call for reference checks for short list candidates. The committee determined that applicants scoring below a 3 on the combined ranking should receive a rejection letter and applicants scoring a 3 or above will receive a letter explaining that their application is under review.

Upon a motion made by Mark Thompson, seconded by Stephanie L. Campbell, the motion to send rejection letters to applicants scoring below a 3 on the combined ranking and a review letter to applicants scoring a 3 or above carried unanimously.

The next meeting of the Executive/Search Committee will be held on Monday, April 14, 2014, at 8:00 am in The Schools of McKeel Academy Business Office.

There being no further business, the Executive/Search Committee meeting adjourned at 9:16 a.m.



Larry Ross, Committee Chair

ATTEST:



Olivia Hazell, Secretary