

---

---

**EAST GRAND RAPIDS PUBLIC SCHOOLS**  
**2915 Hall Street SE**  
**East Grand Rapids, MI 49506**

**Sara M. Shubel, Ph.D.**  
**Superintendent**

**Superintendent's Office**  
**Phone: (616) 235-3535**  
**FAX: (616) 235-6730**

---

*MINUTES*

A *SPECIAL MEETING* of the Board of Education was held on **Thursday, September 13, 2007 at 7:00 p.m.** in the Community Board Room in the James E. Morse Administration Center at Woodcliff, 2915 Hall Street, SE, Grand Rapids, Michigan 49506. The telephone number for information is 235-3535.

***PURPOSE OF THE SPECIAL MEETING***

**Board of Education:**

**Present:** Mr. Brian Ellis, Mrs. Diane Bok, Mrs. Stacy Trierweiler, Mrs. Julie Ridenour, and Mr. Joe Camp

**Administration:** Dr. Sara Shubel

**Absent:** Mr. Steve Edison

**Meeting Called to Order**

Mr. Ellis called the meeting to order at 7:00 p.m.

**Acknowledgement of Guests** - None

**Public Comment** - None

**Board Secretary's Report** - Mrs. Trierweiler

Mrs. Trierweiler reported that 8 people had submitted letters indicating their interest in filling the open Board seat. The people who have applied are: Eileen Chamberlin of 535 Cambridge Blvd. SE; Marilee A. Fisher of 855 Lakeside SE; Paul Howland of 2809 Woodcliff Circle SE; Tom Koperski of 2550 Oakwood SE; Rita Maddox of 939 Plymouth SE; Kori Crandall Quinn of 553 Gladstone Avenue SE; A. Michelle Rabideau of 3000 Hall Street SE; and Peter G. Ruppert of 929 San Lucia Drive SE.

**Board Vacancy**

Due to the resignation of Beth Lent on August 27, 2007, the Board of Education has 30 days to appoint someone to fill her seat until the next election in May of 2008. The Board discussed process and procedures as it relates to interviewing candidates for the Board vacancy.

The Board discussed options for interviewing. The two options discussed were: 1) screening and narrowing down the field, and/or 2) interviewing all eight candidates. The consensus was to screen all eight candidates and narrow down the field. The Board agreed to meet again on Tuesday, September 18, 2007 at 7:00 p.m. to begin screening and narrowing the field of candidates and on Wednesday, September 19, 2007 at 5:00 p.m. to begin interviewing finalists. If needed, the Board has also reserved Thursday, September 20, 2007 at 9:00 a.m., if needed. A letter will be written to each candidate thanking them for applying and giving them the timeframe and the process.

The Board then discussed the format to be used for screening. Each Board member will receive the letters/applications of each candidate and complete on their own an initial screening. The Board member will then rank each of the candidates against the criteria outlined in the announcement of the open position and put each candidate into one of three groups: yes interview, maybe interview and no interview. Finalists to be interviewed will be evaluated against a deeper set of criteria.

It was suggested that the interview format be a one hour interview consisting of a 5 minute opening statement by the candidate; 40 minutes for questions from the Board and Superintendent; and a 5 minute closing statement by the candidate. Each Board member and the Superintendent will be given the opportunity to ask 3 questions of each candidate.

The Board discussed the criteria for evaluation and revised and added to it. Dr. Shubel will develop a grid, as was used during principal interviews, to help the Board further evaluate the various qualities each of the candidates brings.

Mr. Ellis asked each member to funnel in relevant interview questions to him for the Wednesday interviews. He will distribute the list of questions prior to Wednesday interviews.

It was agreed that whomever is appointed to fill the open Board seat, will need some training and will need to meet with various administrators. The candidate will also be sworn in to the office at the September 24<sup>th</sup> Board meeting and will participate in that meeting.

**Any other matters that come before the Board** - None

### **Adjournment**

Mr. Ellis adjourned the meeting at 7:52 p.m.

Respectfully,

Stacy L. Trierweiler, Secretary  
East Grand Rapids Board of Education

\* Minutes for this meeting will be available in the Superintendent's Office at 2915 Hall St. SE, East Grand Rapids, MI 49506. The phone number is 235-3535.

\*\* If you plan to attend and have a special need and require accommodation to attend this meeting, please contact Dr. Sara M. Shubel at 235-3535.  
aht 09/14/07