

# **Holy Cross Principal Call Board of Trustees Report to the Voters' Assembly January 2012**

The Principal Call Committee (PCC) reviewed the Holy Cross governing documents at its first meeting and determined that soliciting the congregation for candidate names was the appropriate first action to be taken according to the bylaws. The PCC determined that "pertinent" information would be gathered through telephone interviews with potential candidates first, followed by face-to-face interviews if deemed necessary.

## **PCC Membership**

The current School Advisory Council (SAC) functions as the Board of Parish School Education (BPSE) in matters related to the Constitution and Bylaws. Appointed voting members of the BPSE are: Andy Tom (Chair), Krista Berning, Janet Graham, Brett Motter, Stephanie Oetting, and John Speckhard (ex-officio voting, Congregational president). Pastor Thomas Ahlersmeyer served as ex-officio, non-voting advisory member. In addition, the PCC invited the Holy Cross School faculty to choose two teachers to serve on the PCC as non-voting advisory members. Linda Hoffman (Grade 1) and Kathy Fluegge (Middle School) were selected.

## **PCC Meetings**

The PCC met nine times between August 2011 and January 2012. Meeting dates and a brief summary of the PCC discussion/work is contained in a fully-detailed report filed in the main church office.

## **Rubric Development**

A Principal Candidate Evaluation Rubric was developed over the course of several meetings. The primary source used to develop the rubric was the job description for the principal of Holy Cross Lutheran School; however, committee members also reviewed a variety of other resources including: principal job descriptions, employee candidate rubrics, and interview questions. The rubric was used to evaluate candidates during the telephone interviews.

## **Candidates**

The PCC solicited potential Principal candidates from Holy Cross Congregation and the Indiana District of The Lutheran Church – Missouri Synod. This resulted in a total of 13 potential candidate names. All candidates were contacted by the chair of the PCC to determine their openness to a call and their general support for or experience in a policy-based governance structure. A list of all 13 candidates is available in the fully detailed report.

## **Results**

After each telephone interview was completed, the voting members of the PCC individually rated the potential candidates using the rubric. Rubric scores were then shared and discussed at length within the group. Non-voting advisory teachers participated in interviews for two potential candidates and were asked to share their rating scores and rationale. They also were asked to complete and share a rubric for Mrs. Cecily Chandler, based on their experience as teachers under her supervision during the past four years.

At the completion of all telephone interviews, the rubric scores from PCC voting members were compiled and an averaged rating on a 1 – 10 scale was calculated for each candidate. The complete rubric scores and ratings can be found in the detailed report. The PCC determined that only candidates whose ratings exceeded those of the incumbent would be brought to Holy Cross for an on-site visit and face-to-face interview. The incumbent's rating exceeded those of the other candidates.

**Based upon the work of the PCC, the Holy Cross Board of Trustees brings before the Voters' Assembly the name of Cecily Chandler as the proposed candidate for the called position of Holy Cross Lutheran School Principal.**

**Cecily M. Chandler**  
**Principal Call Information**

**Education:** *In addition to the education accomplishments listed below, Mrs. Chandler completes annual training for her Indiana School Safety Specialist license, as well as attending professional development classes and conferences.*

- Concordia University Ann Arbor Diploma (Colloquy) 2011 Lutheran Teaching Diploma
- Indiana Purdue University Fort Wayne MA 2005 Administration and Supervision
- Indiana Purdue University Fort Wayne MA 2000 Education Reading
- Purdue University West Lafayette BS 1993 Education Elementary

**Experience:** *During her tenure at Holy Cross, Mrs. Chandler has worked to improve and expand information technology, expand professional development activities, and engage parents through electronic communication. In addition to initiating an intentional recruitment program, she created staffing and tuition funding models that have reversed a fourteen-year decline in enrollment and contributed to two consecutive years of Holy Cross Lutheran Church and School finishing “in the black.” She has worked tirelessly with lay and professional leaders to align the mission statement and resultant ministry activities of school and congregation.*

- Holy Cross Lutheran School (Fort Wayne) – School Administrator – June 2007 to present
- Meadowbrook Elementary (New Haven) – Classroom Teacher, Resource Teacher, Teacher in Charge, Tutor Director, Professional Development Leader, Grant Writer – 1999 to 2007
- Fort Wayne Community Schools – Long-Term Substitute Teacher and Job-share Teacher – 1994 to 1999

Mrs. Cecily Chandler and her husband Michael have two children. Nolan is a freshman at Concordia Lutheran High School and Joseph is a fifth grader at Holy Cross Lutheran School. Both of the boys are involved in sports and musical opportunities that keep their parents very busy.