

# Citizen Advisory Committee

Calvert County Board of Education

February 24, 2025 Minutes

## **Members Attended:**

Denali Mohler  
Greg Cooper  
Claire Hill  
Andrew Clark  
Felicia Sorrells  
Jerri Bell  
Michael Bowles  
Kristina Nicely  
Margot Densing  
Crystal Honeycutt  
Anne Schultz  
James Arthur  
JC Hooker  
Emersyn DeVerteuil

## **C.C.P.S Staff:**

Susan Johnson  
Jackie Jacobs  
Steve Williams  
Jen Stalker

## **Board Members:**

Lisa Grenis  
Joe Marchio

## **Presenter:**

Zach Seawall, Director of Human Resources

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The February 24 meeting of the CAC was called to order by Chairperson Nicely. The minutes of the meeting from January 27 were presented and approved by a majority of the committee.

The first item on the agenda was department report from Human Resources. Zach Seawall, Director of Human Resources, provided a presentation on the hiring process.

The steps of the hiring process and timeline were outlined.

## **Hiring process:**

### **Step 1: Requesting a job positions:**

- Supervisor submits a requisition based on a known or expected vacancy.
- Requisition is reviewed and approved/denied.

### **Step 2: Job posting**

- Job is posted based on the required number of days from the Negotiated Agreements.

**Step 3: Candidate Screening**

- Supervisors review applications and select candidates to interview.

**Step 4: Request for interviews**

- Supervisor selects a date for interviews and determines the interview panel.
- Interviews are scheduled.

**Step 5: Conducting Interviews.**

- Interviews are held for the position based on the date and times selected by the supervisor.

**Step 6: Request to hire**

- The supervisor submits a request to hire a candidate based on the interviews.

**Step 7: Job offer**

- HR confirms final eligibility for position.
- HR contacts the candidate and offers the position.
- Candidate accepts or declines position.

**Step 8: Security Screening**

- After accepting the position, the candidate is scheduled for fingerprinting and any other required security screening.

**Step 9: Employee onboarding**

- After the candidate passes the security screening, the candidate is sent the electronic onboarding paperwork.
- Candidate completes the onboarding paperwork.

**Step 10: Intake Meeting**

- After all of the onboarding paperwork is completed and submitted, the employee is scheduled for a required intake meeting.
- The employee may begin working after the intake meeting is completed.

This process can take anywhere from 30 to 60 days.

The group entered discussion with Mr. Seawell and provided questions on the process.

The question and answer period with Board Members was next on the agenda.

The question was asked:

Why do parents remove their children from the school system to participate in parental instruction?

Response:

This is not data we collect. We cannot require families to tell us why they are homeschooling. We do offer an optional question on our notification form if a parent/guardian wishes to tell us why they are homeschooling. We do not maintain that information.

The reasons are typically in one of these areas:

- Choice
- Emotional/Behavioral condition that makes the regular school environment too difficult
- An incident or incidents at school
- To pursue a GED prior to age 18
- In transition to/from the district (ex. military families with orders to move)

The question of whether we had applied for an extension for Federal Impact Aid was asked. CCPS is covered through the 7003E Hold Harmless provision for the next 2 years. We did not apply for an extension because upon review of our data, we would not receive enough forms to change the amount of money we would receive.

Prospective presentations for future meetings were shared. Staff will see what can be done to accommodate these requests.

Meeting Adjourned at 7:45 p.m.