

Hiring Task Force Agenda

Meeting #3, May 24, 2021 4:15-5:15

1. Approval of Minutes/ Job Tasks:

Job Tasks	
Chair	Mary Yapp (Cheri Howe will support)
Note Taker	Jessie Heydt
Interview Scheduler	Cheri Howe
Check References	Mary Yapp
Email applicants not asked for an interview	Emily Miller
Social Media Check	Emily Miller
Background Check (liaison with person who does this)	Deb Webster
Call applicants who came in for an initial interview, but are not asked to return for the BOD one.	Deb Webster
Who will run the interviews?	Jessie Heydt
If you want your interviews in person, someone will have to arrange a room at MSA.	Cheri Howe's room (if in person)
Other?	N/A

2. Upcoming Meetings

Meeting Purpose/description	Time and Date
Meeting #3 BOD question list, Reference Question checklist	Monday, May 24 at 4:15pm on Zoom
Meeting #4 week of June 1-4 Review applicants determine interviewees	
Job Closing Date:	Friday, May 28
BOD Interview: June 10	

3. Update of Applicants:

4. Tasks

- A. Determine a process for picking the candidates you want to interview - this will probably be informal because of the nature of the interim, but just so you know before May 27/28.
- B. Determine questions for the reference check. This must be consistent across all candidates, you can ask follow up questions, but not just random questions.
- C. Determine what the Social Media check consists of. This must be consistent across all candidates.
- D. Bring forth a slate of questions for the BOD to ask the candidates.
- E. The BOD wants to run their interviews all on June 10, with all candidates on campus for 2-3 hours. There will be 3 rooms or stations if you will, one with teachers/ parents for the candidate to meet with, one with AD/ Student/ Task Force member to give tour of campus, and then the BOD interview. We will need to set up a google form with questions and an opportunity for audiences participating in the station rooms to submit their responses for the BOD for review at the end of the night on each candidate. We will need members of the TF in each of the rooms/ outside the BOD interview room to monitor and direct. meeting.
- F. Other?

Next Meeting: June ?? @ via Zoom