

Hiring Task Force Agenda
Meeting #2, May 20, 2021 8:00-9:00

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 #2 Thursday, May 20 at 8am	Thursday, May 20 at 8am on Zoom
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: This has changed due to BOD interviews	Friday, May 28

Interviews: June 7-8?	
BOD Interview: June 10	

3. Update of Applicants:

4. Main Goals of Interim Director:

- A. Due to timing of BOD interviews, background check and offer, the likely start date for the candidate will be July 1. Fall planning will already need to have begun, so AD's will need to spearhead that.
- B. The Strategic Plan needs to be completed this year by the director and BOD, and expansion will be discussed as a part of that, but does not need to be a focus or goal of the ID.
- C. The Search Committee has identified the following 3 main goals:
 - a. Creating a positive school culture
 - i. This will incorporate tactics including:
 - 1. Organizational Assessment
 - 2. Review of Job Descriptions/ allocation of duties
 - 3. Review of evaluation system
 - b. Mindset change:
 - i. What are administrative tasks, dept chair tasks and teacher tasks
 - ii. Moving us from a small school mindset to a medium school mindset
 - c. Policy Evaluation
 - i. With our growth, policies have not been kept up to date
 - ii. More emphasis is on policy and procedures now than has ever been before.
 - iii. Policies need to be defined and assigned to who owns them

5. Tasks

- A. Pick interview questions for the first interview that will focus on these skills and determine who is going to ask which question. This must be consistent across all candidates, you can ask follow up questions, but not just random questions.
- B. Redetermine interview dates with June 10 being the BOD interview
June 3 and 4
June 7 and 8
- C. Determine questions for the reference check. This must be consistent across all candidates, you can ask follow up questions, but not just random questions.
- D. Determine what the Social Media check consists of. This must be consistent across all candidates.
- E. 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 24/25
- F. Bring forth a slate of questions for the BOD to ask the candidates.
- G. The BOD wants to run their interviews all on the same night, 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.

H. Other?

Next Meeting: May 24 @ 4:15 pm via Zoom