

Interim Hiring TF Tentative Agenda Meeting #1 (Notes in red)

Members: Cheri Howe, Emily Miller, Mary Yapp, Deborah Webster, Lisa Doygodke, Jessie Heydt, Pauline Ho (members present are in red; Lisa Anderson is also here)

1. Determine Jobs

Jobs:	TF Member:
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. Determine your Schedule

Meeting Purpose/description	Time and Date
Meeting #2 Thursday, May 20 at 8am	Thursday, May 20 at 8am on Zoom
Meeting #3 (May 24 or 25) Determine Applicants	Monday, May 24 at 4:15pm on Zoom
Interviews: May 27- June 3	Cheri will send out Doodles for member availability of this week (at least 2)
BOD Interview: Probably the week of June 7, depending on how they want the interview to	You don't need to put anything here right now, I just want it to be on your radar.

work, they might need some of us. I will find out more information at the May 17 BOD meeting.	
Other?	

3. Tasks

- A. Pick interview questions for the first interview 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.
 - a. 21st is the last day of the posting for this job
 - i. Been posted on various places by Lisa and she will post to others recommended by the task force
 - ii. Mary will also post the job on LinkedIn
- B. Do you want your interviews via Zoom or in person?
 - a. Will revisit this issue in future
 - i. Good to be in person but there is something to be said for reading a person's facial expressions
 - b. If in-person, will be in Cheri Howe's room
 - c. Length of interviews = ~45-55mins plus ~20-30mins in between for reflection and scoring
- C. Determine questions Determine what the Social Media check consists of. This must be consistent across all candidafor the reference check. This must be consistent across all candidates, you can ask follow up questions, but not just random questions.
 - a. Need a script for this (will work on at next meeting)
- D. tes.
- 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. Although I believe the BOD will come up with some of their own questions, they may also ask this group for questions, so we may have to come up with some. I will know more after the May 17 BOD meeting.
 - a. Next meeting: **Monday, May 24 at 4:15pm on Zoom**
- G. Based on how the BOD wants to run their interview, they may need members of this TF to "entertain" or show the other candidates around the school when they are not being interviewed. I will know more after the May 17 BOD meeting.
- H. Other?

4. Other meeting notes:

- A. Lisa is the liaison between the BOD and the search committee
- B. Focus for an interim will be different than a regular director--Need to figure out what our goals are:
 - a. Waiting to hear from the BOD with regard to what these are (task oriented direction or values?)
- C. First round of interviews is this task force, second round is the BOD (so only 2 rounds)

D. Interviews will likely be the last week of school and the BOD will likely interview final candidates the second week of June