

## Hiring Task Force Agenda

Meeting #2, Thursday, May 20, 2021 8:00-9:00

(Notes in red)

Members: **Cheri Howe, Emily Miller, Mary Yapp, Deborah Webster, Lisa Dvsgodko, Jessie Heydt, Pauline Ho**  
(members present are in red)

### 1. Approval of Minutes/ Job Tasks:

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

### 2. Upcoming Meetings

Meeting Purpose/description	Time and Date
Meeting #2 <b>Thursday, May 20 at 8am</b>	<b>Thursday, May 20 at 8am on Zoom</b>
Meeting #3 BOD question list, Reference Question checklist	<b>Monday, May 24 at 4:15pm on Zoom</b>
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 in Cheri's room
    - Cheri will send out a Doodle to TF members for these 2 dates
      - Monday, June 7 times of interviews: 4:30-open
      - Tuesday, June 8 times: 2pm-to open
    - Will move forward the best candidates to the BOD final interview (no maximum number, just the best candidates)
    - Hope is to complete the interview maskless (possibility to give them the option to take mask off; interviewers will keep their masks on?)
- 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

Question	Name	How or when to use?
Describe a situation when you had to make a decision that you knew would be unpopular? What did you do beforehand to set the stage for the decision and how did you handle the pushback? (Decision making)	L. Anderson	
Please describe your leadership style (Leadership)	Pauline Ho	
As an Interim Director, how would you go about building relationships of trust and collaboration with staff, parents, and students? (Relationship building)	Pauline Ho	
What is your vision of Special Education? (Special Interests)	Pauline Ho	
What does Crisis Management mean to you? Tell us about your experience with Crisis Management in the school setting. (Conflict management)	Pauline Ho	
How does a school simultaneously support Special Ed and Gifted children? (Special interest)	Lisa Dovgodko	all candidates
What are ways to effectively provide and promote transparency to staff and parents to establish trust? (Relationship building, Communication)	D. Webster	
How would you provide leadership in finding common ground within the MSA community while balancing input from assistant admin and teachers? (Leadership, Conflict management)	D. Webster	

What do you feel are the most important needs and goals for MSA in the next year? How would you prioritize them? (Leadership, Goal setting)	D. Webster	
What is your previous experience in working within a diverse school setting? How would you promote/support diversity at MSA? (DEI - Diversity, Equity, and Inclusion)	D. Webster	
Tell us about yourself. (Getting to know you)	J. Heydt	
What about our school led you to apply to be our leader? (Getting to know you)	J. Heydt	
Why have you applied for this position? Why should we select you rather than any of the other candidates who have applied? (Getting to know you)	“	
What do you enjoy about listening to people? (Communication)	“	
Describe your administrative self. (Strengths and skill set, Leadership)	“	
Tell us about a time when you had to make a decision that you knew would be unpopular. (Persistence, Decision making)	“	
Conflict-resolution and communication are important parts of school leadership. Can you give examples of how you have successfully managed difficult situations at school? Communication, Conflict management)	“	
What are your biggest weaknesses as a building administrator? How do you plan to alleviate or eliminate those weaknesses? (Strengths and skill set)	“	
How do you build a positive school culture or climate? Give examples of how you would do that here. (Communication, Leadership, Teamwork)	“	
What is your experience working in a public charter school? (Getting to know you)	J. Heydt	all