

Permanent Director Hiring TF Meeting #6 12-16-21
In-Person at MSA Room 5C at 5:15pm
Minutes

Members: Isaac Leonhardi, Jennifer Levitt, Brian Bartle, Jennifer Heydt-Nelson, Greg Larson, Jeana Albers, Tim Zeller, Wendell Sletten, Tara Richert, Lisa Anderson

Goal of Task Force: The goal of this task force is to bring 3 experienced candidates to the Board for a final interview in February.

This task force will complete all parts of the hiring process, with the exception of the final interview which will be conducted by the BOD. The task force will post ads, determine interview questions, interview applicants during the initial process, and complete social media and reference checks. This TF will also organize the 'Day at MSA' next February for the community and organize the BOD interviews.

Meeting Goals: Finalize Questions for Round 1, Review the Draft Plan for 'Day at MSA' and Community Engagement Evening Event

Agenda

1. Liaison Reports
 - a. BOD (Lisa)- One thing to point out about the board update is that there have been some changes to the mission and vision. Because of this, we might have some candidates who are using the old mission and vision, so keep it in the mind that some candidates might not know that those were changed. Did figure out when the board wanted to have their interview, which will be on Feb. 24. This committee will not have to do too much for that besides forwarding applications to those members.
 - b. Search Committee (Jennifer)
2. Review Process for Candidate Evaluation (Lisa)- when you go through the candidates you will need to make a copy of the evaluation matrix and then you will fill it out for each candidate. This will be a place for us to see if they have the different elements that we are looking for. You can also add more in the miscellaneous column. Remember to plan to discuss who each of our top 5 candidates are at the first meeting in January (Tuesday, 1/4). We will have 3 days of interviews with 3 slots, so 9 total.
3. Quick Review of Interview Schedule (Lisa)- Lisa has sent out all of these dates as calendar invites as well. Applications close at 12/31 at midnight. Tuesday, January 4 will pick out candidates for 1st round interviews. Remember to come prepared with top 5 choices. January 5-7 an administrative assistant will call to line up interviews. First round of interviews will begin January 13 from 5:30-8:30 pm (or really at 7:30 so that we can pick out who we want to interview in the 2nd round). Potentially be ok with the first round of interviews being on zoom, but request in-person during the 2nd round. Will be looking to get a greeter to let candidates into building B (interviews will be in room 202B). Have some time buffered in between interviews and day at MSA to allow us some flexibility.

For Day at MSA community situation, 75 students are normally in the gym at a time, so that's an idea for how many could attend.

4. Finalize Round 1 Interview Questions- Group went around and identified the first round of interview questions. Lisa will put a sheet out for each candidate with the questions on them so that they can look at them during the interview so that they can think about it. Will leave some time at the end for questions that they have. Lisa recorded the additional questions. Agreed on 7 questions. Will wait to determine the 2nd round of questions until after the first round in case other questions come up after doing the interviews or if questions come in from staff or community.
5. Review interview timeline
 - a. The interviews will take place in room 202B
 - b. Working to get a greeter for that evening.
6. Review Day at MSA (Lisa)
 - a. Select date for Day at MSA
 - i. 2/15 1-7pm
 - b. Determine assignments for Day at MSA
 - i. MC for the Community Panel Discussion (Evening):
 1. Jennifer, Hosted in Gym
 2. Review Format and Outline of Evening
 - ii. MC for the Teacher Panel Discussion: (Lisa or other) (Afterschool)
 1. Wendell, Hosted in Music Room 302B
 2. Teacher board members can be there but should not participate
 3. Wendell will ask about the questions in topic chunks (ex. finance)
 - iii. Hospitality Room: Bring food and restock (throughout the day, but not constant)- this will be the staff lounge in Building B. Tim Zeller and Greg Larson signed up for this. Panera will be arranged for dinner.
 - iv. Guide: (Throughout the day and evening, but not constant) Lisa
 - v. Room Observation (Jen H-N will create form for teachers interested done with submissions by 1/21)
 - vi. MC for the Student Interviews: (Afternoon) Jeana and Tara will create a form for teachers to provide names of middle/high school students for tours and one MC. Will submit results back to Lisa by 1/21. Student council will be asked if they would like to do the interviews. One person from each grade.
 1. Reach out to Student Council, NHS, Tri-M and Cheers for Volunteers. (Student council for interview questions)
 2. Lisa will meet with the student volunteers on Jan 28 and Feb 4 during advisory at 3 pm.
 3. This will be in room 202B
 - vii. Be in charge of the Technology in the gym:
 1. The Light and Sound Crew
 2. Justin to livestream it
 - viii. Creation of the google feedback form- Isaac L will create

- ix. If we cannot have the public here because of covid, we should make that determination by Feb. 1(?). Then we can still collect questions from the community, and Jennifer can still ask them. And then we could put it in a smaller room as well.

*Discussed change to lengthen dinner time during Day at MSA and allow more time for parents/guardians to get to school. 6-7:30 pm for community panel.

*Could encourage an RSVP for COVID sake and offer to livestream. On the RSVP will include a place for questions to be asked for those who cannot attend. The only way to guarantee your question will be asked is for you to be in person. Lisa will make the RSVP.

*Need the evaluation form for the 1st round. Brain Bartle will make this.