

Permanent Director Hiring TF Meeting #2 8.16.21
Zoom Meeting
Notes

Members Present: Isaac Leonhardi, Ken La Casse, Jennifer Levitt, Brian Bartle, Annette Smith, Greg Larson, Jeana Albers, Wendell Sletten, Tara Richert

Members Absent: Jennifer Heydt-Nelson, Markell Anderson, Trung Nguyen, Tim Zeller

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: Understand timeline of hiring process, review job description, add additional framework to Day at MSA.

Agenda

1. Introductions
2. Liaison Reports
 - a. BOD (Lisa)
 - b. Search Committee (Jennifer)
 - i. Review Timeline for Hiring
 - c. Values Committee (Lisa)- has been working to develop a survey that can be sent out once school begins which will frame the application questions and maybe adjust the job description. September's meeting will be in part with the values task force to go over the survey.
3. Review the Mission and Core Values
 - a. Background and Practical Implementation on Mission and Vision (Lisa)
4. Review Position Description- had a question on if we wanted to keep preferred or change it to required for administrative licensure.
5. Review Application Questions
 - a. Final Ranking after Joint Meeting with Values Committee
 - i. Make sure they align with the survey results
6. Review Day at MSA (Annette)
 - a. Make comments on Day at MSA document and sign up for a task prior to September's meeting.
7. Next Meeting - Joint Meeting with Values Committee
 - a. Goal of joint meeting to help refine PD hire applications questions and evaluation tools.

Assignments:

1. If you have evaluation tools that you have used in the past for hiring that you liked, please put them in the folder and be prepared to speak about them. We will need tools to evaluate the following
 - a. Resumes
 - b. Initial Interviews
 - c. Secondary Interviews
 - d. Reference checks (including questions to ask)
 - e. Social Media Checks