

Permanent Director Hiring TF Meeting #3 9-21-21
In-Person at MSA Room 5C
Notes

Members Present: [Isaac Leonhardi](#), [Ken La Casse](#), [Jennifer Levitt](#), [Jennifer Heydt-Nelson](#), [Jeana Albers](#), [Wendell Sletten](#), [Markell Anderson](#), [Tara Richert](#)

Members Absent: [Annette Smith](#), [Greg Larson](#), [Tim Zeller](#), [Trung Nguyen](#), [Brian Bartle](#)

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: Review Survey Results, Finalize Application Questions, Final Review of Ad, Review/Assignments Day at MSA, Create Sub-committee for Evaluation Tools

Agenda

1. Introductions
2. Liaison Reports
 - a. BOD (Lisa)- Board is planning on looking at the mission and vision during Strategic Plan development, but has been conveyed that no major changes. However, we might have to adjust depending.
 - b. Search Committee (Jennifer)- Will be meeting again on Oct. 4. Still trying to figure out a video which would have the purpose of being a recruitment tool. Allow the committee to create a narrative instead of candidates just googling. SWTCT is a communications company that Jennifer will reach out to.
 - c. Values Committee (Lisa)- Lisa walked through the findings and provided additional commentary. Communication of the survey was not as effective as the group had hoped. Was not posted on the website or in the announcements as planned, so there was less feedback from the parents than usual.
3. Review the Survey Findings (Lisa)- The 2 main core values from parents/students were excellence and community. Concern was raised with the concept of community is that the core value of community just states small class size but does not actually state anything about fostering community. 40 out of about 55 staff responded to the staff survey. Community and respect were the top two core values.

4. Determine Application Questions- need to tease out some of the values to develop questions. Should we include 4-5 questions that go straight to the heart of the core values.
 - a. Select questions from each section to align with values from survey- did this for the first round of the process where they will be submitting written answers to be selected for the first round of interview.
5. Review Position Description and Ad- looked to see if core values should be added into job description. Add comments to the job description if you think there are adjustments that need to be made, and Lisa will bring the comments to the search committee when they meet next. Have a week (almost 2) to make the comments.

Ended the meeting here.

6. Review interview timeline
 - a. Select date for application review
 - b. Select date for first round interviews
 - c. Select finalists for Day at MSA
7. Review Day at MSA (Lisa)
 - a. Select date for Day at MSA
 - b. Refine ideas
 - c. Determine assignments for Day at MSA
 - i. MC for the Community Panel Discussion (Evening):
 - ii. MC for the Teacher Panel Discussion: (Lisa or other) (Afterschool)
 - iii. Hospitality Room: Bring food and restock (throughout the day, but not constant)
 - iv. Guide: (Throughout the day and evening, but not constant)
 - v. MC for the Student Interviews: (Afternoon)
 - vi. Be in charge of the Technology in the gym: Justin (Evening)
8. Subcommittee - Start draft of evaluation tools
9. Next Meeting - Finalize evaluation tools and methods to select candidates for interview

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