

Search Committee Agenda

4.12.21 Meeting

4:15-5:15pm

Members: Robert Krueger, Jennifer Bartle, Annie Cardenas, Jeana Albers

Zoom: <https://us02web.zoom.us/j/82141324071?pwd=eTFCR0tid3hsNFhxcis3MU9OY2tHdz09>

Chair: Annie Cardenas

Notetaker: TBD

1. What is the committee's actual purpose or goal?

- The final goal (proposed): To bring 3 exceptional candidates before the BOD, so that the BOD can choose from among them (Recommended to have at least 3 because if one person drops out on the day of the final interviews, it would leave the BOD only 1 candidate to choose from.)
- What is the purpose of this group? Is it just determining the process? Or is this group actually conducting all of the parts of the search? Proposed: the committee should have some recommendations, ideas, motions to suggest to the BOD at the next meeting.

2. Things to consider bringing to the BOD for approval before proceeding

a) Who should conduct the search process?

The MSA Community

or

Headhunter

Less expensive

More expensive

More personal and individualized

Less personal

More work and time

Less work and time

b) Who should be on the Search Committee?

- How large should the committee be?
- How many teachers/parents/community members/students should be on the committee?
- Should the BOD ask for volunteers to be on the committee? If so, how will people be selected if lots of people volunteer?
- Should the committee seek out members that are known to have special talents or experience?
- Should BOD members be on the committee because they will also vote on the final candidate?

c) Should there be any subcommittees?

-2012 had the following:

- Values Identification subcommittee or a group that comes up with the values that the BOD/stakeholders are looking for in a director. This could also include a few community surveys to identify the most important values, and then to figure out how to translate those values and our mission, vision and core values into the process.
- Search subcommittee could determine the process
- Hiring subcommittee could fulfill/carry out the process
 - Recommended not to be a BOD member because of bias and can't vote for the final decision

- Transition subcommittee could help the new director become acclimated with the school
- Communications subcommittee could be responsible for communicating between all subcommittees, to the BOD, and updating the community on progress.
- Who will organize the work among the subcommittees?
- Are there other committees that MSA already has that may be able to help?

d) Does the BOD want to have an interim?

- If yes, how long does the BOD want the interim to serve?
- The interim may allow the school more time to find a candidate
- Is the BOD willing to take an internal candidate for the interim?
- What does the hiring process look like for an interim?
- If the school does have an interim, is there anything that will have to be put on hold? For example, would the BOD postpone or continue our expansion discussion without knowing who the eventual director will be? Does it matter?

3. Things that have to be done (can be delegated to a subcommittee)

- Figure out a timeline
- Post the job description - Does this need to change at all?
- Pay for postings
- Reach out to MACS and see how they can help?
- Website will have to be set up to collect the job descriptions and disseminate them among the resume reviewers
- Determine what sorts of laws (data privacy and others?) and how they relate to the hiring process
- Read Resumes
- Determine how many sets of interviews should be conducted...
 - 1st set probably the top 7-8 candidates
 - 2nd set probably top 4-5
 - 3rd set top 3 for the BOD
- Figure out questions for each set of the interviews and who is going to ask which ones.
- Scheduling all of the interviews
- Background checks
- Resume checks
- Salary determination before the final interview, and this needs to be communicated with the candidates so they know as well.
- Day at MSA for the final three candidates
 - Visit Classrooms
 - Chance for teachers to ask a few questions of the final three candidates
 - Chance for student council or other student reps to ask questions of the final three candidates
 - Open mic for the community as a whole
 - Tours of the school by students

- Google Form for immediate feedback from the school community
- Regular communications with the community about the process to provide transparency (more than just BOD updates)
- How can it be ensured that all MSA constituencies have a chance to have their voice heard through the many different parts of the process?