

Search Committee Meeting #5  
6.16.21 Agenda

Members: Rob Krueger, Jennifer Bartle, Jeana Albers, Lisa Anderson, Jeff Eng

1. Transition Update (Jeff)
2. Job Descriptions for ADs (the latest ones are attached to the email)
  - a. Should we even change them at this point? Or do we use the current ones with the understanding that part of the organizational assessment will include a re-working of these positions? We will also have to tell the potential candidates as well.
  - b. If we want to make changes? What should be changed and why?
  - c. Is it more important to hire what the description says, or change the description based on the talents of those we hire?
    - i. In my mind, this is part of that issue of MSA moving toward a bigger school. As a smaller school we were flexible in moving pieces of descriptions around, or having committees/TFs pick up pieces of descriptions, but at some point we may want to start to more strictly define these roles and responsibilities.
    - ii. But we are also in a time crunch.
  - d. Other questions about the job descriptions?
3. Should we hire them jointly, or the MS AD first and then the HS AD?
  - a. MS AD First Option (this is the fastest I think that we could get it done)
    - i. June 11: Job posted
    - ii. June 17: Letter goes out to the community asking for volunteers for the Hiring AD taskforce (parents, teachers, staff and sometimes students)
    - iii. June: 21: Posting originally set to close, but I think that we could move it back. I suggest we move it to the 23rd.
    - iv. June 24: Hiring TF meets to determine who they want to invite for interviews
    - v. June 24-25: Arrange Interviews
    - vi. June 29 and June 30: Interviews and offer a position
    - vii. Start Date: ASAP, but probably not until July 12(ish) depending on how long the background check takes?
  - b. HS AD Second Option
    - i. June 14: Job posted
    - ii. July 5: Posting closes
    - iii. July 6: Hiring TF (hopefully we can just use the same people from the MS AD hiring TF) meets to determine candidates
    - iv. July 7: Arrange Interviews
    - v. July 12/13: Interviews and offer a position.
    - vi. Start Date: ASAP, but probably not until July 26 (ish) depending on long the background check takes?
  - c. Joint Hiring Option: Pick either the MS or HS Option or is there another option?

4. AD Salaries? (Finance is going to discuss this at their meeting on Monday)
5. AD Contracts Changes?
  - a. Should these be changed this year before we hire new ones or is this a part of the organizational assessment?
  - b. I don't have copies of these, but I believe BOD members do?
6. Who will update the Director's Job Description and when?
7. Anything else?
8. Next Meeting?