

Search Committee Tentative Agenda 5.18.21 #3

Members: Rob Krueger, Jennifer Bartle, Jeana Albers, Lisa Anderson, Mary Yapp (Chair of Interim Hiring TF) or representative, Jeff Eng (Chair of Interim Transition TF) or representative

Tentative Agenda

1. Introductions- Jeff absent

2. Update from Interim Hiring TF

-Spent time last week delegating duties- setting up zoom, calling candidates, brainstorming ideas on how to get posting out. Posted on LinkedIn and got 2 people interested through that alone. Also looked at categories of questions to be asked during interviews. 6-8 different categories. Will need information from the search committee for guidance for a narrowed-down list of questions.

3. Update from Interim Transition TF

-They have been putting together an extensive list of all documents that need to be retained (Joell has been compiling this the past few weeks). They will need information from us for broad goals that we want the person to work on. The taskforce is also putting a schedule together (when meet with Joell, when meet with assistant directors, when get a laptop, etc). Responsible for onboarding that the interim will need in the first 2 weeks and over several months. Have to focus on small details but also need to look at big picture (looking to us to help them).

4. Number of Applicants and any change in the course needed?

Lisa put up more ads today. Have 4 or 5 applicants right now, so hopefully have some good ones to present to the BOD. Likely will meet on Thursday, June 10. Application is also open for one more week. Was originally going to close on 5/21, but decided with June 10th could have one more week for people to turn in applications.

Question- what happens if something happens to one of the final 3? Go back to pool? Or open up again? Idea is perhaps if there are 4 good candidates, we could bring all 4. That does mean a longer interview period (4 hours vs. 3). Another idea would be to have 3 and then the 4th could be called forward if needed. Another idea would be to bring 2 strong candidates instead of 4 candidates just for the sake of meeting a number. General consensus is to see what happens- don't get stuck on one path.

5. Job Description for Interim

-Are there elements that should be taken out and put in the list of the assistant directors? Or should all parts be kept with the interim? Can't forget about bigger tasks (ex. Strategic plan). A benefit of an interim could be to do the things that might be harder for those who are looking for a contract. However, don't want to put too much on the interim. But, what if they have a specialty? Back-to-school will likely be on that list, and could take up a large part of the summer. Perhaps the interim would not need to be on all of the task forces that the director was on. One element is that we are not asking for self-reflection or to take any classes. Will be working to make the institution better. Expansion maybe shouldn't be on the forefront of the interim director's tasks and rather the culture/environment of the school. But this does not mean expansion needs to be halted, rather the committee can continue, just without the interim's presence. There are some task forces where all 3 admin leaders were present. This is a case

where maybe the interim would not need to be present. Lisa will send just the one job description to all of the search committee members. Can comment on the document, and if needed, can meet.

6. Additional Goals/Priorities- referred to the results of the survey. Suggestion would be to do an organizational assessment. Could include normal tasks (like paperwork needed to open in the fall) but also positive school culture. SMART goals with tactics. For example, implementing a positive school culture would be the goal (1st goal). The tactic would be an organizational assessment. Could also look at developing an improved evaluation system for the assistant directors and other staff members. Low numbers for strategic plan and expansion, might reflect the fact the current voters are probably not focused on either of those ideas. Those individuals would likely be those who are waiting to get in. Interim director could facilitate the shift in the mindset from a small school to a big school (2nd goal). Policies might also not have kept up with our current size. Need to re-evaluate some of the policies (3rd goal). Question for how to incorporate student-centered as a goal? But is it currently an issue? And will the positive culture goal cover it? Question- what is the definition of student-centered? The idea is that the interim will likely not get that involved with the students, but will facilitate a school environment where students will be supported.

7. Pay/package

-Do we need to start putting plans together? Will postpone.

8. Job Description for the Permanent Director.

-Use the old, new, or revisit? Will it be our taskforce? Or the personnel? Can wait until next fall, but just to start thinking about it.

9. Other?

-What is the pay package roughly? Around 100K plus benefits.

10. Next Meeting:

-June 1st at 4:30 pm via zoom.