

Search Committee Minutes 6.1.21 #4

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

Minutes

1. Interim Director Hiring TF Update (Mary)- Meeting today on 6/1 to decide who to extend interviews to. There are some based on the resumes and the website communication that the candidates think that it will be a collaboration between 3 assistant directors. Mary has an idea as to how to let the candidates know that that will not be the case. Would like a point of clarification for the group. If a candidate comes in and applies for the interim position, can they be considered for the permanent director? Answer- they can go through the same application process as everyone else.
2. Interim Director Transition TF Update (Jeff)- have had a few meetings and selecting priorities for the fall and the spring. Also wrapped it into on-boarding and what the interim will need and what will need to be considered for tasks. Creating a list of priorities but also a suggested list that aren't necessarily a top priority. Question for this group/BOD- would be helpful to gain more detail on the director-level of tasks that were supposed to be completed or already have been done by the assistant directors. In May, there are decisions that will impact the summer and fall. Joell is a good resource for this. In May, Joell usually prompts the director on tasks needed to be done. Would like to suggest that the staff check their emails frequently. Would like a list from the assistant directors for what they have already done and what still needs to be done. Jeana will do this.
3. What will the Interim BOD interview look like? 9 BOD members including student member and so 9 questions. 50-55 minutes in length.
 - a. How many questions
 - b. Video/Live Streaming/Setup of the room- Lisa will talk with Justin
 - c. Student Room- 3 students set up to do the tours with assistance from Mrs. Howe
 - d. Staff/Teachers/Future BOD members/Zoom okay? One staff member wants to be there, but via zoom. It is ok with the search committee to proceed.
 - e. Who does the Google Form go to?
 - i. Students and Teacher/staff/future BOD Room- fill out by the end of the night and then the information will go to the BOD so that they can look at it. All of them are multiple choice questions. The form will not be anonymous to ensure consistency.
 - ii. Spectator room? This is the room for the public to watch. Do we have them complete the form? Decided not to share the form with the spectator room individuals as people might come and go and it will not be consistent.
4. Interim Director Job Description- included in the email to search committee members
5. Interim Director Contract
6. Interim Director's Participation on Committees and Task Forces?
 - a. Determine how many?

- b. Determine some that are required to meet our goals?
 - c. Allow them to pick a few?
 - d. How to involve the ADs?
7. Can the Interim apply for the Permanent Position?
- a. Two sides to the situation. Interim could come in and do some tasks more effectively because they won't be here the following year. Interim might also be an excellent candidate that we wouldn't want to lose. So, yes, have them apply through the same process as everyone else.
8. All Permanent Director TF(s) are meeting on June 23
9. Permanent Director Job Description (What group is responsible for this?)
10. Other:
11. Next Meeting: June 9?