

Search Committee Meeting #5
6.16.21 Agenda

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

1. Transition Update (Jeff) **a committee of Joell and Sandi, Jeff have been meeting and compiling a list of tasks to be considered. Collecting documents and building out a calendar of tasks to be completed by fall, with the focus of tasks built around the goal of opening for fall. Jeff would like to know Cecilia's availability prior to her start date so the onboarding process can begin.**
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. **Postpone sharing job descriptions for now. Want to remain flexible and make sure the candidates know that the year's tasks may change in future years.**
 - b. If we want to make changes? What should be changed and why? **No changes for now.**
 - 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. **Noted.**
 - ii. But we are also in a time crunch. **Noted.**
 - 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. **Lisa will change it on the website to the 23rd.**
 - iv. June 24: Hiring TF meets to determine who they want to invite for interviews. **Cecelia would like to be involved with the screening of applicants. Cecelia will be able to meet via zoom.**
 - v. June 24-25: Arrange Interviews- **Cecelia will develop questions but collaboratively with the search committee. Cecelia would like stakeholders involved. Cecelia would like to be at the interviews. Develop a process for input to be shared from stakeholders and Cecilia will also be transparent in why the person was/was not selected.**

- vi. June 29 and June 30: Interviews and offer a position (if we keep these dates, then we do not need to change anything and can have high school individuals to interview at that time).
 - vii. Start Date: ASAP, but probably not until July 12(ish) depending on how long the background check takes?
 - b. HS AD Second Option- will have it also happen where candidates can be invited for June 28/29 interviews.
 - 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) Check out large, fast-growing charter schools that are successful and what they pay to make sure we are competitive. MACS has shared that the average low end for assistant director salary is 70K. Nancy Dana (consultant with MACS) might have some competitive wage advice. Cecelia is going to research more on PTO days for assistant directors in other districts and will get back to the search committee.
- 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? Cecelia will research.
 - 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? Need to decide which one to use- is it the former one from last year or the one being worked on by the personnel committee? Is it the BOD? Search committee? Bring the personnel committee into it? Values task force will survey the community to see if anything needs to be changed in the job description.
- 7. Permanent Director's Hiring Update - The three TFs will have their first meetings next Wednesday. BOD will approve the timeline in August. Agendas for meetings have been emailed out.
- 8. Anything else?
- 9. Next Meeting? In August, group might choose to meet again if needed for salaries.