LHU Executive Director Search Committee Report - Feb. 2022

Respectfully submitted, Katie Brown

*Committee Members: Katie Brown, Kim Elliott, Leslie Hamilton*

# Recommendations for Board Action

* Approve job description as drafted

# 2/15/2022 Meeting Minutes

Present at meeting:

* + Katie Brown
	+ Kim Elliott
	+ Leslie Hamilton
	+ Kevin Hughes
	+ Lan Zhu
	+ Robert Wolfe
	+ Denise Kimball
	+ Holly Abdallah
	+ Fay Masterson
	+ Carroll Krause
	+ Liz Macaulay
	+ Carrie Smith
	+ Ryan Hill
	+ Unknown phone participant

## New Business:

* Job description: Progress report
	+ Clarification: job description is different because Josie has grown the role, not because the board is attempting to change the role of the ED
	+ Kim, Katie, and Leslie met with Josie to capture her input on what the role is and what needs to be included
* Recruitment venues and tactics
	+ LinkedIn (we have someone who is a LinkedIn guru who volunteered to help)
	+ Indeed
	+ Teach-Montessori.org
	+ AMS Conference–host initial meet and greets (Katie Brown will be there)
	+ Post on AMS website
	+ MANC
	+ Idealist
	+ NAEYC
	+ Montessori for Social Justice
	+ Ed leadership organizations
	+ Universities or training centers that offer leadership training
		- Xavier
		- University in New York
		- Lander University
		- South Carolina Montessori Alliance
		- Montessori Post
* Timeline and interview process
	+ Resume Review
		- Who will be conducting these? Need to balance transparency and inclusivity with efficiency
		- Develop screening process–a rubric, perhaps?
		- How many are we expecting to receive? If it’s a small number, it’s not a big job
		- Last time, it was a fairly small number, and some were discarded immediately due to not being qualified
	+ Phone/Video Screen
		- What’s the best way to distribute the roles?
	+ Site visit(s) (Shadow Josie if possible)
		- Interview panel with representatives of various stakeholder groups
		- Roundtables with parents, faculty representatives
			* Need to be mindful of subs when scheduling any meetings involving faculty
		- Classroom observations
		- Student ambassadors could give candidates a campus tour
	+ In-Person Interview (style + # of interviews TBD)
		- Formal interview with the board
	+ Reference Checks
		- Does OCS do background checks? Sterling does that independently
		- Any mutual connections will be an invaluable source of knowledge
	+ Interview rubrics
		- We have some examples–the one Leslie found is a good starting point
		- Review rubric used in previous search
* Timeline
	+ Hoping to have the job posted early next week, applications reviewed on a rolling basis
	+ Is there a point at which we would tactically need to switch to an interim hire?
		- If we go interim, charter experience/expertise is important
	+ Perhaps this would be in the summer? Let’s discuss with the full board tomorrow
* Search firms
	+ Can be used to search for interims
	+ This is expensive, but the expense isn’t the biggest objection; last time, a hired search firm just didn’t yield the desired results, but maybe this is something we want to revisit
* Next meeting: Tuesday, March 1st 4:15pm

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# 2/1/2022 Meeting Minutes

Present at meeting:

* + Katie Brown, Kim Elliott, Leslie Hamilton, and 30+ members of the school community

## New Business:

* Questions from the community:
	+ When will board hold town hall meetings to get input from the community? Not yet announced
	+ Will there be more than one at different times? Yes
	+ Is there a more defined timeline for when the hire will take place? We’d love to onboard someone before June 30th, however, we will appoint an interim if need be
	+ Should the assistant director be interim? Wasn’t this the plan when that position was created?
	+ Could the town hall meeting announcement be a separate email from the weekly news?
	+ Will town halls be differentiated by audience? Participants may speak more freely among their peers
	+ search@ email has an out of office response currently–please remove
* [ED Job Description](https://docs.google.com/document/d/1ebV32Bqrr-gdHCFITcaOe4YqEBa7CjkLx-c7N9VfA3I/edit): collective editing
* Next meeting: Tuesday, 2/15, 4:15-5:15pm