LHU Executive Director Search Committee Report - April 2022

Respectfully submitted, Katie Brown

*Committee Members: Katie Brown, Kim Elliott, Leslie Hamilton, Fay Masterson, Chris Morton, Denise Kimball, Sara Stinnette, Holly Abdallah, Carroll Krause, Rachael Gaunce*

# Recommendations for Board Action

* None.

# 4/19/2022 Meeting Minutes

Present at meeting:

* + Kim Elliott
  + Leslie Hamilton
  + [Carrie Smith](mailto:csmith@sterlingmontessori.org)
  + [David Helwig](mailto:dhelwig@sterlingmontessori.org)
  + Carroll Krause
  + [Holly Abdallah](mailto:habdallah@sterlingmontessori.org)
  + [Justin Tosco](mailto:jtosco@sterlingmontessori.org)
  + [Fay Masterson](mailto:Fmasterson@sterlingmontessori.org)
  + [Liz Macaulay](mailto:lmacaulay@sterlingmontessori.org)
  + [Cathy Constantine](mailto:cconstantine@sterlingmontessori.org)
  + [Sara Stinnette](mailto:sstinnette@sterlingmontessori.org)
  + [Rachael Gaunce](mailto:rgaunce@sterlingmontessori.org)

## Updates:

* [7 candidates](https://docs.google.com/document/d/18bdPnkv1TL18RL_yDz_tr_To0POor4HfUQsc5KmScT4/edit) scheduled to interview this week
  + review of today’s interview
  + 6 more this week

## Current Work/Next Steps:

* Round 2 interview protocol
  + a board member should be in every interview
  + we need to create a rubric
  + we need to create a list of questions that we’ve agreed upon
  + limit interviews to two per interviewer
* Process for evaluating round 2 interviews ([question pool](https://docs.google.com/document/d/1hub6BKQfcgCWXi_IVf60geaSCt55JOO0-_Syr8xldis/edit#))
  + we will create a rubric for all committee members and viewers to score the candidates
  + goal is to be done by next Tuesday because time is of the essence
* Round 3
  + May 24-27 EOG Testing - need to be done by then
  + Possible candidates from Florida or Michigan - we need to coordinate flights, lodging, and transportation
  + we still need to finalize the interview schedule for the in-person interview

## 

## Next Steps:

* Next meeting: April 26th,, 4:15-5:15

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# 4/5/2022 Meeting Minutes

Present at meeting:

* + Katie Brown
  + Kim Elliott
  + Leslie Hamilton
  + Fay Masterson
  + Rachael Gaunce
  + Cathy Constantine
  + Robert Wolfe
  + Liz Macaulay
  + Carroll Krause
  + Justin Tosco
  + Carrie Smith
  + Holly Abdallah

## Updates:

* 13 candidates completed round 1 one-way video interviews
* Evaluated across four categories: Montessori, community-building, leadership, and communication/presentation skills
* Complete results here; average scores by category tabulated and comments summarized in tab labeled “Averages:” [Sparkhire Candidate Video Review (Responses)](https://docs.google.com/spreadsheets/u/0/d/1vTLoQOyTwFPS3XWDCd9XAmDHlzvTzwx7G_BGrcxVqwg/edit)

## Current Work/Next Steps:

* Determine which candidates should advance at this time
  + Discussion: school size in candidates’ records
* Flesh out the process for round 2 interviews
  + Round 2: paired two-way video interviews, will be recorded through SparkHire
  + Will have to schedule around spring break
  + Question categories:
    - Leadership experience, makeup of leadership team, supports for leadership teams
    - Why they’re making a change
    - 5-year and 10-year goals
    - What do you see as the most pressing needs for Sterling?
    - How do you approach short- and long-term planning?
    - Describe your approach to problem-solving/strategic initiatives
    - Follow-up questions specific to round 1 answers
    - Why Sterling?
    - Scenario-based questions
    - Questions specific to individual resumes, cover letters
    - Describe how you handled covid in your recent position(s)
    - Q about knowledge of inclusion
    - More focused question on DEI—beyond racial diversity
    - How do they view their role and responsibilities in relation to classroom teachers and other staff
    - Who do you admire and why?
  + Evaluation: discussion-based
* Communicate to the 6 “N” candidates that they are not moving forward at this time (Kim), the 7 “Y” candidates that we will be inviting them to a second round interview after spring break

## Additional Discussion Items:

* Need to set our final choice up for success
* We need to hold out for the right person, even if that means we need an interim
* We may still get additional applicants

## Next Steps:

* Next meeting: Tuesday, April 19th, 4:15-5:15