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