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
	+ David Helwig
	+ Carroll Krause
	+ Holly Abdallah
	+ Justin Tosco
	+ Fay Masterson
	+ Liz Macaulay
	+ Cathy Constantine
	+ Sara Stinnette
	+ Rachael Gaunce

## 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