LHU Executive Director Search Committee Report - March 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 at this time–work ongoing

# 3/14/2022 Meeting Minutes

Present at meeting:

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

## Updates:

* Almost 50 applications received; many incomplete (LinkedIn, Indeed)
* ~15 complete applications
  + Applicants without a master’s eliminated
  + Applicants who did not submit a cover letter not advancing (for now)
  + Applicants who named a different school in their cover letter eliminated
* Applicant materials filed in [Applicant Submissions](https://drive.google.com/drive/folders/10mAPqHbUqHDACP6xnosOEB2LZCo2A7Vi) folder
* Responses sent to applicants who emailed completed applications directly to search@

## Current Work/Next Steps:

* Finalize [phone interview protocol](https://docs.google.com/document/u/0/d/1_a-XehnjtMtmQXtAWTFHGJvLgvxJQRL4iDUmbPXQM9w/edit)
* Establish process for conducting phone interviews
* Could we interview multiple people at once, since we have so many?
* What about Ryan’s tool, where candidates provide videos of themselves responding to questions?
  + Lots of interest in this idea
  + All interested committee members can review answers at their leisure
  + This may also help us weed out people who can’t met the deadline, aren’t comfortable with technology
  + Will also help us assess public speaking and presentation skills
  + Give folks 10 days to submit their responses
  + Time limit: 4-5 minutes per question
  + Could make it a menu where folks pick one question per category
* Volunteers to conduct phone interviews:
  + Cathy Constantine
* Alternate idea: have teams of 2 each interviewing 3-4 candidates, but scheduling may be a barrier
  + Calendly helps with scheduling
* Next steps–paired/panel Zoom interview?

## Additional Discussion Items:

## Next Steps:

* Explore SparkHire, or similar alternatives (e.g., recorded Zoom, etc.)
* Draft rubric for evaluating videos (or live interviews, if we end up going that route)
* Next meeting: Tuesday, April 5th, 4:15-5:15

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# 3/1/2022 Meeting Minutes

Present at meeting:

* + Katie Brown
  + Kim Elliott
  + Leslie Hamilton
  + Carrie Smith
  + Kevin Hughes
  + Carroll Krause
  + Denise Kimball
  + Davd Helwig
  + Fay Masterson
  + Holly Abdallah
  + Rachael Gaunce
  + Stara Stinnette

## Updates:

* Job posting finalized and published [on Sterling website](https://www.sterlingmontessori.org/index.php/page-types/employment)
* [Application form](https://docs.google.com/forms/d/e/1FAIpQLSeTfNWhDcr6px7BVjcpIEPfWeYnUOW025qQ5nVwRfFeibc5yQ/formrestricted) created, will populate spreadsheet

## Current Work/Next Steps:

* Distribute job posting
  + Katie to follow up with Josie re: MANC membership, AMS posting
  + Katie to send Word version of job posting to Kevin

| **Where** | **Who** | **Status** |
| --- | --- | --- |
| LinkedIn | Kyle Munn | [Posted](https://www.linkedin.com/jobs/search/?currentJobId=2941483878&keywords=sterling%20montessori) |
| AMS | Katie Brown | [Posted](https://jobs.amshq.org/job/2qdtxz/executive-director/morrisville/nc) |
| Indeed | Leslie Hamilton | Posted |
| TeachMontessori | Katie Brown | [Posted](https://teach-montessori.org/job/sterling-montessori-academy-and-charter-school-morrisville-nc-public-executive-director/) |
| OCS | Denise Kimball | Newsletter sent 3/2 |
| MANC | Katie Brown | Submitted–membership lapsed |
| Idealist | Sara Stinnette | Follow up w/Stephanie |
| NAEYC |  | Membership needed |
| Montessori for Social Justice | Katie Brown | Submitted |
| Xavier University | Kevin Hughes |  |
| Lander University | Katie Brown |  |
| SCMA | Katie Brown | Submitted |
| Montessori Post | Carrie Smith |  |
| Spelman/Morehouse Alum Group | Leslie | Will post this week |
| Montessori Foundation Facebook Group | Sara Stinnette |  |
| CGMS Listserve | Sara Stinnette |  |

* Flesh out resume review process
  1. Rubric used last time is more of a checklist
     + Ranked them to weed out candidates who were not viable
     + A rating system would perhaps be helpful–# of criteria met
     + Having just a couple of people managing this process would make it more consistent, have the rest of the committee just look at the top candidates
     + Are different audiences looking for different qualities?
  2. For other positions, we review qualifications, then determine if they qualify to advance to the next phase
  3. Some soft skills, experience aspects will not be ascertainable through a resume screen–will come during the interview
  4. Goal is to weed out unqualified candidates, giving us the broadest possible pool for interviews
  5. Resume screeners: Katie, Leslie, and Kim
  6. Is Search folder shared with all members of the committee?
* Create interview protocol–potential lines of inquiry:
  1. Community building
  2. Management style and skills
  3. Philosophy, beliefs about children
     + Growth mindset, grit, tenacity, belief in the child that is not yet there
  4. Desire to serve in a public school
  5. Time for candidates to ask questions
  6. Situational questions
  7. EC/special education experience, experience with inclusion model
  8. What’s the distinction between leadership and administration? What does leadership mean to you? Leadership style/philosophy
     + Follow up with requests for examples–how has this looked?
  9. Describe the schools you’ve worked in–how big, what were they like?
  10. Organizational culture–we need to articulate a vision for the school’s culture that we can share with candidates and ask them about
  11. Discuss strategic plan–this will help candidates understand what the school values, what their work will be

## Additional Discussion Items:

## Next Steps:

* Create Google doc to collect situational, behavior-based interview question by Thursday, March 10th
* Next meeting: Tuesday, March 15th, 4:15pm

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