

THE METROLINA REGIONAL SCHOLARS' ACADEMY, INC.

Open Session

Special Meeting of the Board of Directors

Conference Room

Monday, February 1, 2016, 6:30 p.m.

Voting Members Present

Lee Keel, Chair

Jen McClave (phone)

Makila Scruggs (phone)

Katherine Pair (phone)

Karen Cleary (phone)

Renee Alsop

Noelle Sproul

Rob Watson (phone)

Manish Mittal

Jack Wagler

Additional participants: Brian Boone

Call to Order and Mission Statement. The meeting was called to order at 6:32 p.m.

Hiring Committee update

Mr. Boone discussed the hiring process (see attached) to make sure the Board fully understands what will happen over next few weeks.

- Contacted over 150 people and received 6 formal applications.
- The Hiring Committee evaluated applications and narrowed down the list to 5 candidates.
- They are basing decisions on the opportunity statement (agreed upon Values, Vision, Opportunity), not on personal agendas.
- They have met candidates in person and will select 2-3 to move onto next steps (references, non-references, meet Scholars Academy community)
 - Day 1 - Teachers in afternoon
 - Day 1 - Parents in evening & board dinner
 - Day 2 - Teachers, administrators and staff, parents, students, board lunch, hiring committee
 - Everyone can go online to complete survey

At end of the process, the hiring committee will disclose name of its recommendation in closed session. The name will not be disclosed to the public until a contract has been signed and executed.

Ms. Sproul moved to adjourn. Ms. Alsop seconded the motion and the board approved.

Adjourn

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Executive Director Search - Specific Steps in the Process:

1. Once the hiring committee is in place, a timeline for the process outlined, and we have sought out the opinions of key influencers (administrators, alumni, board, faculty/staff, parents, etc.) to articulate the vital components of the position (background and experience needed, and personal attributes desired in the next educational leader at the school), it is now time to create an **opportunity statement or position profile** for the group to refine and approve. This document should describe MRSA and its mission and include the materials needed from each applicant.
2. With the position profile complete, it is now time to **promote the opportunity and identify potential candidates**. This should take place through direct networking and online posting services. For example, there are career-counseling offices at most graduate schools. In the case of Vanderbilt, they have a special LinkedIn group for job opportunities. Following the timeline, there should be a specific deadline for all materials.
3. Once the applications are in hand, it is time to **evaluate the candidates** and see how they match against the criteria outlined in the position profile. The members should review each candidate before a group meeting and then together determine those candidates who will be moving forward in the process. It is good to have an instrument for evaluation.
4. **Initial interviews** normally take place by phone or by videoconference. Videoconference affords more interaction and each party to put a face to the name. With permission, it is also possible to record a videoconference so that members can replay the interview. At this time, it is wise to confirm educational credentials. These interviews will likely take place during the late afternoon or evening so as not to interrupt the school day. With modern technology, all members should be able to conduct the interviews from their homes and/or offices.
5. Once the initial interviews are complete, it is time for the committee **to select semi-finalists**. These candidates will meet the committee and possibly other members of the board for a confidential interview and visit. This is a critical step before the finalists meet the larger community. The committee needs to determine (in person) if it is a good fit and the candidate also needs to evaluate whether he or she sees himself at the school. Depending on the location of the candidate, these meetings routinely take place on a weekend day or a weekday evening. This is also the time for reference checks so that they can be factored into the selection of finalists.
6. The committee should **select two or three finalists** who will have the opportunity to meet with the various constituent groups at the school. They should have the chance to share their educational philosophy, ask and answer questions, and get a sense of how the school feels while in session. There will likely be large and small group meetings. Participants should be able to provide feedback on the visit. Many schools are using online surveys for this purpose. Candidates typically have their spouse and children with them at this time. These visits frequently cover two days.
7. With the visits complete and the survey results tabulated, the hiring committee reviews all the applicable information and deliberates on which candidate will be the best fit for the position and the school. The committee makes its **formal recommendation** to the board so that they may extend an offer for employment, providing the rationale for the decision and qualifications of the selection.