



MCCPS Board of Trustees

HOS Search 23/24 Committee Meeting

Published on December 8, 2023 at 1:26 PM EST

Date and Time

Wednesday December 13, 2023 at 7:00 PM EST

Location

<https://us06web.zoom.us/j/92043602027?pwd=RGh6cDBVd2JkVzBFWmpmdk5yTXRKZz09>

Please note that the in-person meeting will not be suspended or terminated if technological problems interrupt the remote connection.

Agenda

	Purpose	Presenter	Time
I. Opening Items			7:00 PM
A.	Record Attendance		1 m
B.	Call the Meeting to Order	James Lewis	2 m
C.	Approve Minutes	James Lewis	1 m

Approve minutes for HOS Search Committee on October 23, 2023

	Purpose	Presenter	Time
II. HOS Search 23/24			7:04 PM
A. Head of School Search, Overview and Timeline	Discuss	James Lewis	20 m
III. Diversity, Equity, and Inclusion			7:24 PM
Lindsey Smith will present on the critical importance of DEI and how to be mindful of unconscious bias impacting a hiring process.			
A. DEI and Unconscious Bias	FYI	Lindsay Smith	20 m
DEI, hiring, and unconscious bias.			
IV. Resume Screening and Resume Rating Scales			7:44 PM
Resume Selection and Resume Rating Scales. Review process and timeline and instruments.			
A. Resume Selection and Rating Scale	Discuss	James Lewis	20 m
Resume Selection and Resume Rating Scales. Review process and timeline and instruments.			
B. Interviews, Interview Questions, and Interview Rating Instrument	Discuss	James Lewis	20 m
Format and Timeline of Interviews, Valid and Invalid questions, and Familiarization of Rating.			
C. Board Concerns and Public Concerns and Questions	Discuss	James Lewis	10 m
V. Closing Items			8:34 PM
A. Adjourn Meeting	Vote		