



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		

Coversheet

Approve Minutes

Section: I. Opening Items
Item: C. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for HOS Search Committee on October 23, 2023

DRAFT



MCCPS Board of Trustees

Minutes

HOS Search Committee

Date and Time

Monday October 23, 2023 at 7:00 PM

Location

Join Zoom meeting

<https://harvard.zoom.us/j/95180446191?pwd=SFQwNkdRK3lVdjja2ZLanJJZDI6QT09>

Password: 657053

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

Committee Members Present

Ian Hunt (remote), Kathy Santoro (remote), Lindsay Smith (remote), Nick Santoro (remote)

Committee Members Absent

Carol McEnaney

Guests Present

ariane.purdy@gmail.com (remote)

I. Opening Items

A. Record Attendance

B.

Call the Meeting to Order

Kathy Santoro called a meeting of the HOS Search 23/24 Committee of MCCPS Board of Trustees to order on Monday Oct 23, 2023 at 7:05 PM.

C. Approve Minutes

Nick Santoro made a motion to approve the minutes from HoS Search Committee on 09-12-23.

Ian Hunt seconded the motion.

The committee **VOTED** to approve the motion.

II. HOS Search Committee membership

A. Ensuring there are no potential conflicts of interest

The committee discussed the state's assessment that the number of non-voting members restricts Kathy from being a board member, so the committee will discuss how to move forward at the next Board Meeting.

B. Farida Abbadi and Kim Belf have expressed interest in being part of the screening process

The committee discussed our role as recruiters for the screening committee, and the need for a diverse selection of screeners.

III. HOS Search 23/24

A. Review School Community Survey results

main takeaway: the interpersonal skills of the ideal candidate is important. They should have experience synthesizing and navigating diverse perspectives.

B. Finalize Job Description

The job description was edited, integrating feedback from the survey and elaborating on key areas.

IV. Other Business

A. Confirm next steps

- To identify the composition of the screening committee
- Post the job description
- Identify sourcing strategy

V. Closing Items

A.

Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:00 PM.

Respectfully Submitted,
Nick Santoro

Coversheet

Resume Selection and Rating Scale

Section: IV. Resume Screening and Resume Rating Scales
Item: A. Resume Selection and Rating Scale
Purpose: Discuss
Submitted by:
Related Material: HOS Resume Review Scorecard.xlsx

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

HOS Resume Review Scorecard.xlsx

Coversheet

Interviews, Interview Questions, and Interview Rating Instrument

Section: IV. Resume Screening and Resume Rating Scales
Item: B. Interviews, Interview Questions, and Interview Rating Instrument
Purpose: Discuss
Submitted by:
Related Material: HOS_Interview_Questions.docx
HOS Interviewer Feedback (1).docx

MCCPS HOS Interview Questions

Leadership and Management:

- Please describe a situation where you had to lead a major change initiative in an educational setting. What challenges did you face, and how did you overcome them?
- Can you share an example of a time when you successfully built and led a diverse and inclusive team within an academic environment?
- Tell us about a situation where you had to make a tough decision that wasn't popular among all stakeholders. How did you handle it, and what was the outcome?
- Can you give us an example of how you've effectively managed a crisis or emergency in a school setting?

Educational Vision and Innovation:

- Please share a specific instance when you introduced an innovative educational program or teaching method. What was the rationale behind it, and what were the results?
- What do you do to stay updated on educational trends and incorporate them into the school's curriculum and practices?
- Can you describe a situation when you implemented technology to enhance the learning experience for students? What challenges did you encounter, and how did you address them?

Community Engagement:

- Can you give us examples of what you've done to successfully engaged with parents, community members, and other stakeholders to build positive relationships and support the school's mission?
- Describe a time when you had to address a conflict or disagreement within the school community. How did you approach resolution, and what was the outcome?
- How have you ensured effective communication between the school and its surrounding community, fostering a positive relationship?

Student-Centric Approach:

- Would you share a story with us about a student success initiative you implemented that had a significant impact on student achievement and well-being.

- Describe how you've supported the individualized learning needs of students and created an environment where each student can thrive.
- Can you provide an example of a time when you implemented a program to address student well-being and mental health within the school?

Professional Development and Collaboration:

- Discuss your approach to fostering professional development opportunities for teachers and staff. How do you ensure ongoing growth and learning for your staff?
- Can you share some examples of how you've promoted a collaborative culture among faculty and staff, encouraging teamwork and shared goals.

Values and Ethics:

- Describe a situation where you had to uphold ethical standards in a challenging scenario. How did you navigate it while ensuring the school's values were maintained?
- How do you ensure fairness and equity in disciplinary actions and decision-making within the school?

Adaptability and Change Management:

- Please provide an example of how you've managed a significant organizational change in a school environment. How did you address resistance and ensure a smooth transition?
- Can you share a time when you had to pivot quickly in response to unforeseen circumstances? How did you adapt your leadership and decision-making?

Just generally revealing interview questions:

- Give me an example of a time when you made a mistake and what you learned from it?
- Can you talk about a time when you had to deliver bad news to someone? What approach did you use?
- Can you describe a time or situation that was overwhelming and stressful. What did you do to get through it?
- Give us an example of a situation when a member of your staff was going through a difficult personal situation and how you handled it?
- Give us an example of how you've handled a situation when a teacher or member of your staff was not performing their job well and how you handled that?

MCCPS HOS Interview Feedback

Date:

Name of Interviewer:

Name of Candidate:

Please use a rating scale of 1 – 5, with 5 being exceptionally competent, 1 being minimal evidence of competence and zero when there is no evidence of competency in a particular area. Feel free to add comments/examples if needed to explain your rating. Focus on the candidate’s qualifications and responses and be mindful of your personal biases in evaluating the candidate.

CRITERIA	RATING
Leadership and Management	
<i>Comments:</i>	
Educational Vision and Innovation	
<i>Comments:</i>	
Community Engagement	
<i>Comments:</i>	
Student-Centric Approach	
<i>Comments:</i>	
Staff and Faculty Professional Development and Collaboration	
<i>Comments:</i>	
Values and Ethics	
<i>Comments:</i>	
Adaptability and Change Management	
<i>Comments:</i>	

Other characteristics (Please add other qualities observed with a rating or provide comments):

Overall Recommendation:

Hire	
Consider for Additional Evaluation	
Do Not Hire	