

APPROVED



MCCPS Board of Trustees

Minutes

HoS Search Committee

Getting Started

Date and Time

Tuesday September 5, 2023 at 7:00 PM

Location

This will be a zoom meeting

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

Trustees Present

Carol McEnaney (remote), Nick Santoro (remote)

Trustees Absent

Ian Hunt, Jessica Xiarhos, Lindsay Smith, William Rockwell

Guests Present

Kathy Santoro (remote), ariane.purdy@gmail.com (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Nick Santoro called a meeting to order on Tuesday Sep 5, 2023 at 7:07 PM.

C. Topics to discuss (Please see uploaded documents):

- Review roles and stages of the search process
 - The preliminary search committee
 - Find candidates
 - Review resumes
 - Initial screenings on candidates
 - Possible designated recruiter
 - Point person and organizer for much of the process
- Discuss the development of the job description
 - Develop criteria from stakeholders
 - Parents, teachers, pto, board members
 - Focus less on job duty and more on character, competencies, ideal candidate profile.
 - Have will or jess connect us to the charter association to see what resources might be available for sourcing candidates.
- Preliminary Screening Committee - membership
 - The Search Committee should come up with a set of questions that will be asked to all candidates.
 - Screening Committee reviews resumes
 - Then zoom screenings
 - Come up with short list of 7 or 8 candidates
 - They then interview in person
 - Do background checks and reference checks on all finalists
- Establish an initial timeline for the search
 - Kathy wrote a draft of calendar
 - Draft Timeline:
 - Sept 5 – first meeting
 - Sept 26 BOT to review the candidate profile
 - October – Finalize candidate profile to be approved at oct BOT Meeting
 - Oct/Nov - Advertising November – Screen candidates
 - Dec - interviews
 - Jan – Present finalists, background check, references
 - Feb - Hiring decision Announcement

Next steps

- Ariane will draft a survey to be sent out to the public to gauge what people want in a head of school
 - Will meet next week to discuss. Goal is to have responses by the next board meeting.
- Nick, Carol, and Jess will discuss getting faculty feedback on candidate profile tomorrow, hopefully have faculty discussion by next Wednesday.
- All members should review draft of survey before next committee meeting on 9/12
- Carol will find out deadline for informing interim HOS contract renewal status.

II. 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 8:08 PM.

Respectfully Submitted,
Nick Santoro