

March 26, 2015
MSCS SAC Minutes

Members Present:

Nate Siebert
Debie Bennett
Sandra Benning
Shannon Lang
Mary Ann Corey

Welcome to all members of SAC.

Our task today is to prepare the following document:

- Our timeline and process for recruiting and selecting a new School Director.
- Detail on the search and recruitment process
- Estimated timeline for permanent replacement

Discussion centered around best practices in developing the hiring process, recruiting and selecting a new School Director. Research and documents were shared from Quality School Leadership, "Hiring Quality School Leaders", AWSNA, American Institute for Research, "Connected Principals", "The Top Seven Leadership Qualities & Attributes of Great Leaders" on recruitment and hiring.

Exhibit A is the result of the research and discussion.

Exhibit A

TO: MSCS Board of Directors; MSCS Interim Director
FROM: MSCS School Accountability Committee

SUBJECT: Process and timeline for MSCS Executive Director search; SAC member bios

On March 24, the MSCS Interim Director called for a meeting of the SAC to begin building a process for recruiting and hiring for the position of MSCS Executive Director. On March 26, the SAC convened and articulated the following process. In attendance were Debie Bennett, Mary Ann Corey, Sandra Johnson-Benning, Shannon Lang, Nate Siebert, and Sarah White. SAC member bios can be found on page 2 of this memo.

Process

Between March 27 and April 5, the SAC will gather input from MSCS staff for drafting the Executive Director job posting. On March 27, the SAC will email the MSCS staff to ask members to articulate (1) the qualities and

characteristics they would like to see in an Executive Director and (2) their own articulation of the school, its mission, and its vision.
research best practices in recruiting and hiring Waldorf and public school leaders.

On April 6, the SAC/Hiring Committee will convene to review staff input and to draft the job posting for Board approval.

On April 10, with Board approval, the SAC/Hiring Committee will post the job to the MSCS website, to local and national educational websites, and to national Waldorf websites.

On April 13, the SAC/Hiring Committee will convene to develop a set of criteria for candidate evaluation based on staff input and on research into best practices in recruiting and hiring Waldorf and public school leaders. After April 13, a Hiring Committee will take over the remainder of the hiring process. Hiring Committee members will be expected to keep the process transparent and will be expected to recuse themselves from the hiring process for candidates with whom there may exist a conflict of interest.

Beginning April 20 and ongoing the Hiring Committee will convene to screen applications.

By May 8, the Hiring Committee will schedule initial interviews (to be conducted on-site or remotely) for its top candidates.

During the week of May 11, the Hiring Committee will conduct initial interviews with its top candidates. At the end of the week, the Committee will schedule in-depth on-site interviews with the top candidates who pass the initial interviews.

During the weeks of May 18 and May 25, the Hiring Committee will conduct 3-day, on-site interviews with its top candidates. On the first day of each candidate's visit, the Committee and the MSCS staff will conduct extended in-person interviews with candidates. On the second day, the candidate will observe MSCS classrooms, programs, and school operations. On the third day of each candidate's visit, the candidate will meet separately with: administration, faculty and parent council. On June 1, the Hiring Committee will convene to review its on-site interviews and to draft its hiring recommendations to submit to the Board.