

April 6, 2015

MSCS SAC Minutes

Chair: Mary Ann Corey, Sarah White, Shannon Lang, Sandra Benning, Angelita Surage, Nate Siebert, Debie Bennett

-SAC members brainstormed characteristics needed for new director and wrote them on a chart. The SAC also requested input from the faculty. Their input was included. We looked at the description for last year and reviewed several Waldorf director postings.

-Our goal was to have the postings ready for the board by the end of Tuesday, April 7, 2015 @ 3:30 PM

-The job description will be on google.docs by Fri., 4/10/15 @ 3:30 PM for edits.

- The goal is to have the job description ready for the board by Monday, April 13, 2015 @1:00 PM

- Once the job description is posted and Sarah has linked them to the website, SAC and or Hiring Committee can work on a rubric for screening candidates.

- Next, we need to review the role of SAC @ MSCS. Prioritize our tasks and get input on what is critical.

1. Revisit Mission/Vision statement- get input from stakeholders
2. Flow chart of tasks and duties- Mary Ann prepared this flow chart
3. Procedures and policies needed for SAC

Angelita's notes from 5/6/15

SAC meeting @ 1:00 pm on Monday April 6, 2015

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Hiring Committee oversight from SAC for research, transparency, accountability,  
feedback from staff for description/requirements of position postings

Exec Director posting and job description to be sent to Board for approval then posted.

Pedagogical Director and Teaching Position hiring committees to be reviewed by SAC, include staff and posted by Interim Director

Action Items:

1. Mary Ann placed the executive director and pedagogical coordinator postings on google.docs. She also sent these action items to each SAC member along with a flow chart outlining SAC's role/tasks and hiring committees roles/tasks.
2. SAC members please review and edit the postings.
3. The edited posts will be sent to Angelita by 3:30 PM, tomorrow April 7, 2015.
4. Angelita will forward the posts to the board for their approval.
5. Once the posts are approved, Sarah will post them on the appropriate sites. Sarah will add- Job description coming soon.
6. Nate and Debie will merge a couple of documents for the executive director job description.

7. A draft of the job description will be placed on google.docs by Friday, April 10, 2015 @ 3:30 p.m.

8. The SAC members will edit the job description and we will have an edited document ready for Angelita on Monday, April 13, 2015 @ 1:00 p.m.

9. Angelita will forward the document to the board for their approval.

10. Once the board approves the executive director job description, Sarah will put it on the MSCS website. The job posting (submitted earlier) will have a link to the MSCS website. Candidates will be able to click on the link and get the job description.

11. The SAC will meet Monday, April 13, 2015 @ 1:00 p.m.