

Meeting Minutes HOS Search Committee Meeting

04 April 2018, 4:30-7:30 pm, Lecture Room

Attendees: Liz Coenen, ~~Melissa Santrach~~, Jean Melancon, Molly O'Shaughnessy, Liza Davis, Michelle Walker, Jessari Sutton, ~~Christine Moore~~, ~~Cynthia Crooks~~, Laurie Pittman, Molly McDermott, Sara Wade, ~~Mara Johnson~~, Rebecca Nathan, ~~Chuyi Thao~~, ~~Anthony Taylor~~

Our agenda followed this schedule:

Time	Duration	Activity
4:30 - 4:45	15 min	Welcome, clarify ground rules & present core attributes
4:45 - 5:45	60	Interview Kevin Ward – last 10 min to answer his questions
5:45 - 5:50	5	Break
5:50 – 7:30	TBD	Determine which 2 applicants to invite for site visits

Recap:

- Jean reviewed the interview process, key attributes, and schedule going forward.
- Key dates to remember:
 - **April 24th, 4:30 onward**, Search Committee deliberations to make recommendation to Boards for next HOS.
 - **Site visits** – will be either the week of April 9th or April 16th.
- We conducted the interview and discussed strengths and areas of concern regarding the applicant.
- Members split into 3 groups with each group having a cross section of committee membership. Each group chose their top 3 candidates and completed the “Key Attributes” form and also documented questions they would want to ask the candidate at a site visit.
- After the small group exercise, we came together and had consensus on the top two candidates: Julie Richards and Alyssa Schwartz.
 - If either of the top 2 candidates decide to not proceed, we would not invite any of the remaining candidates for a site visit.
 - We also discussed the backup plan if we don't have a recommendation for the next HOS. The plan is to employ an interim HOS and the search for the next HOS would restart in the fall. An interim HOS has already been identified.
- Jean will contact the 4 candidates that were interviewed informing them on whether or not they're invited for site visits. For those moving on to site visits, Jean will confirm the best date for the candidate that coincides with the best dates for the school and will also confirm if they are still interested in proceeding in the process.
- The question was asked about what to share with others outside of the search committee.
 - It's best to redirect anyone with questions to the school web site HOS Search Page (either the CMES or MCM site which have identical information) as we are periodically updating that with information that can be shared with the public.
 - As a Committee member feel free to reiterate what's on the web site. Any additional information about what's been discussed in the room should stay with only the committee members.
 - The next web site update should occur early the week of April 9th and will be made concurrent with an announcement to the community by Liesl. Once we have confirmation of who is proceeding with site visits we will announce that on the web page including the candidate resume and Statement of Leadership.