

# Meeting Minutes - CMES/MCM Search Committee Meeting

13 March 2018, 8:30-10:30 am, MCM Conference Room

Attendees: Molly O'Shaughnessy, Liesl Taylor, ~~Michelle Walker~~, ~~Liza Davis~~, Liz Coenen, Melissa Santrach, Jean Melancon

Item #	Agenda Item	Meeting Notes/Action Items
1.	Meeting called to Order – guests may comment at this time	No guests attended.
2.	Status of Plan B if we need to proceed with interim HOS – Molly/Jean	<ul style="list-style-type: none"> <li>Jean gave a recap of a candidate with HOS experience. The committee supported the candidate as an interim HOS for Plan B.</li> </ul>
3.	Review applicant packets received to date <ul style="list-style-type: none"> <li>Does applicant have sufficient attributes for full committee to consider interviewing?</li> <li>Protocol for further contact with applicants:</li> <li>Resumes not advancing are in a separate folder, accessible if we need them.</li> </ul>	<ul style="list-style-type: none"> <li>New application packets reviewed.</li> <li>We also revised the initial batch of applicant packets.</li> <li>If moving forward for full search committee review, <b>Jean</b> to contact applicant &amp; determine if they are still interested and to request any missing items in their applicant packet.</li> <li><b>Jean</b> will inform applicants of March 27<sup>th</sup> interview date to determine any conflicts.</li> <li>If not moving forward, <b>Jean</b> will contact them only if they had submitted an application packet. Ex. those who applied thru Indeed only submitted resumes and they will not be contacted.</li> </ul>
4.	Update on Full Search Committee TODO's <ul style="list-style-type: none"> <li>Review member availability for both meetings</li> </ul>	<ul style="list-style-type: none"> <li>We are a GO for both meetings. Minimal conflicts.</li> </ul>
5.	Preparing for meetings with full committee <ul style="list-style-type: none"> <li>Who on Core team to present each candidate?</li> <li>Who to/how to develop questions for candidate interviews?               <ul style="list-style-type: none"> <li>Agreement on question categories</li> </ul> </li> <li>Update on clarifying responsibilities for HOS, Bus Director, Montessori Mentor &amp; possible Early Childhood (MCM) Position ACTION: Liz and Jean</li> <li>For interviews, who to develop Rubric for consistency in comparing candidates?</li> </ul>	<ul style="list-style-type: none"> <li>Committee members will be asked to set aside about 2-3 hours to review all material in each applicant packet.</li> <li><b>Melissa, Liz and Jean</b> to create Initial draft set of around 20 questions. At March 19<sup>th</sup> meeting, full committee will be tasked with review and refinement of questions to ensure all committee members have opportunity to provide questions relevant to the area they're representing.</li> <li><b>Molly</b> will forward ground rules for consideration. The goal is for all members to "speak in their own voice".</li> <li><b>Jean</b> will talk with Christine Moore about rubric ideas.</li> <li><b>Liz</b> will continue work to clarify various job responsibilities.</li> </ul>
6.	Review proposed schedule and tasks for March onwards	<ul style="list-style-type: none"> <li>See tables below</li> </ul>
7.	Any other business	<ul style="list-style-type: none"> <li>Melissa did a preliminary recap of her research WRT HOS salary ranges and her sources.</li> </ul>
8.	Next Core Team meeting date	Next meeting – not scheduled <ul style="list-style-type: none"> <li></li> </ul>