

Meeting Minutes - CMES/MCM Search Committee Meeting

31 Oct 2017, 8:30-10am, MCM Conference Room

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

Agenda with Meeting Notes/Action Items

Item #	Description	Meeting Notes/Action Items
1.	Meeting called to Order – guests may comment at this time	<ul style="list-style-type: none"> No guests attended.
2.	Review DRAFT Opportunity Statement <ul style="list-style-type: none"> Desired documents for applicants – discuss having 2 major documents. <ul style="list-style-type: none"> Opportunity statement – target Nov 30 completion Information about the school – target Dec 15th – can use material we have such as CMES Annual Report, MCM annual report, other material (partnerships), etc. only missing item would be info on the Twin Cities 	<ul style="list-style-type: none"> We reviewed the Opportunity Statement and suggested changes. Action: Jean to work with Melissa and Liz to incorporate changes and produce a new draft. This will be emailed to our core tam or feedback. Target Oct 10th to have a good draft ready to send to both Boards for feedback.
3.	Review list of Full Search Committee potential members <ul style="list-style-type: none"> Any Changes? Responsibilities Key dates TBD 	<ul style="list-style-type: none"> We reviewed the list and made changes We discussed Full Search Committee responsibilities including: <ul style="list-style-type: none"> Review Opportunity Statement Assist in setting up Focus Groups Develop interview questions Participate in 3 rounds of interviews Conduct reference checks Action: Jean to craft template letter for those doing the “ask” of people on the list.
4.	Joint CMES/MCM Board Meeting November 8 th <ul style="list-style-type: none"> Update on status of Committee by Jean Request both Boards to review Opportunity Stmt – feedback by ? Pros/cons of presenting list of Full Search Committee at this meeting 	<ul style="list-style-type: none"> Action: Jean to create max 5 min presentation for Nov 8th joint Board meeting. <ul style="list-style-type: none"> Included will be a request of everyone on both Boards to review the Opportunity Statement and return feedback to Jean by EOD Nov 15th. With the Nov 8th Board meeting days away, we will not have the Opportunity Statement done so we will deliver to both boards ASAP by Nov 9 or 10.
5.	Behind the Scenes Work <ul style="list-style-type: none"> Who can assist in web site work – Chris? Who can assist in setting up Google Docs 	<ul style="list-style-type: none"> Chris was “volunteered” to assist with the web site work. This may require the assistance of the vendor. Action: Jean to contact Chris to develop a plan to set up HOS Search page with access from both MCM and CMES web sites. Include a FAQ section. Include Q/A for “Why are we getting a new HOS?” Action: Liza to assist Jean in creating Google Docs access for the Search Committee
6.	Establish near term critical deadlines (some concurrent) <ul style="list-style-type: none"> Create “Opportunity Statement” Communication to teachers, staff, parents about Search process, timeline, FMI visit Search page, etc. Create dedicated Search page on Web site, accessible from MCM and CMES web sites Determine where to post job Post job – who does the posting? Gather documents of interest to applicants – post or link on web site <i>Search Page</i> Other items to produce? 	We assigned these target dates below: <ul style="list-style-type: none"> Create “Opportunity Statement” – Target Nov 30 Communication to teachers, staff, parents about Search process, timeline, FMI visit Search page, etc. Target 21st since parent event is Nov 27th, ideally to get something ready by 21st for newsletter on 22nd. Create dedicated Search page on Web site, accessible from MCM and CMES web sites. Target mid to late Nov Determine where to post job Action: Liesl to decide where to post Opportunity Statement. Post job – who does the posting?

		<ul style="list-style-type: none"> • Action: Melissa to gather documents of interest to candidates relating to all the Twin Cities has to offer plus CMES docs. • Action: Liesl to gather existing publications about MCM and Cornerstone of interest to candidates that we'll post/link on a Search page.
7.	Next Core Team meeting date – perhaps Tuesday Nov 14, 8:30-10 depending on if/when we get feedback from both Boards	<ul style="list-style-type: none"> • Next meeting will be Tuesday, 21 Nov, 8:30-10am Purpose: Review status of all items targeted for November completion.