

APPROVED



STEM School Highlands Ranch

Minutes

KOSON Leadership Search Committee

STEM BOD Working Session

Date and Time

Wednesday December 14, 2022 at 12:00 PM

Location

Zoom

Directors Present

C. Gustafson (remote), L. Davison (remote)

Directors Absent

I. Kalra, N. Smith

Guests Present

N. Bostel (remote), S. Ake (remote)

I. Opening Items**A. Record Attendance****B. Call the Meeting to Order**

C. Gustafson called a meeting to order on Wednesday Dec 14, 2022 at 12:04 PM.

C. Discussion on KOSON Leadership Search

Nicole B and Ish met last week to start discussions on the interview process. KOSON email is now setup to review applications. Nicole B, Ish, and Jacque Howe (HR) are taking the lead on initial screening.

Nicole B has posted the requisition to Indeed and STEM website and is working to post to other sites today. Plan is to pay to "boost" on Indeed. Goal is have the requisition posted until about mid January.

Nicole is setting up a drive to share document to outline the interview process with the search committee.

Proposed Interview process:

Screening - make sure they meet requirements in requisition with Ish, Nicole B, Jacque

Identifying candidates for the first round of interviews - Ish, Nicole B, Jacque, Star. Resumes will be shared with search committee so that we can review and provide any input/suggestions on top candidates to be phone screened. Screening based on past experience and cover letter and determine top candidates for initial phone screens.

Phone screens confirm they meet qualifications and requirements (if couldn't be determined from resume/cover letter), and gauging interest in the position and that they understand the expectations of the position. Also informing them of the interview process. Phone screen should be Jacque or Nicole B.

First Round of interviews - Stakeholder representatives (students, parents, support staff, teachers). Combining support staff and teachers into one stakeholder group. Use the same method as Executive Search Committee with request for volunteers in early January. Schedule first round of interviews for ~3rd week of January (one day of interviews).

The stakeholders fill out a google form to provide their feedback. Nicole B, Ish, Jacque review feedback and identify top candidates from stakeholder interviews and recommend who should go to the next round. Search committee should also review and weigh in on who proceeds to the next round, so that the search committee has an opportunity to interview the candidates they feel should participate in the second of interviews.

Second Round of interviews - For the Executive Director interview, this was the STEM Leadership team members that wanted to participate. We propose this round is Leadership team that wants to participate plus Search Committee. Schedule for last week of January (one day of interviews). The search committee will provide a recommendation as to who should proceed to the next round with the Board interview. The Board should also review the feedback and weigh in on who proceeds to the next round, so that the Board has the opportunity to interview the candidates they feel should included in the Board interview.

Third Round of interviews - Board of Directors. This round would also provide the opportunity for the public to hear from the candidates because at least part of the Board interview would be a public meeting. Carla has an action to clarify requirements for public vs private part of an interview.

D. Action Items

We (search committee) need to review the interview questions (stakeholder interviews) from Executive Director search, to update for Chief Innovation Officer. Nicole will send out questions to search committee to review and we'll discuss in our next meeting in January.

Carla and Nicole B work on communications out during interview process.

Need to confirm what part of Board interview is public vs private, what are the rules.

Nicole will send updates on number of candidates received and general status.

II. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 1:29 PM.

Respectfully Submitted,
C. Gustafson