

APPROVED



STEM School Highlands Ranch

Minutes

KOSON Leadership Search Committee

STEM BOD Working Session

Date and Time

Wednesday January 11, 2023 at 11:30 AM

Location

Zoom link

Directors Present

C. Gustafson (remote), I. Kalra (remote), K. Reyna, L. Davison (remote)

Directors Absent

N. Smith

Guests Present

L. Kovalesky (remote), N. Bostel (remote)

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

C. Gustafson called a meeting to order on Wednesday Jan 11, 2023 at 11:37 AM.

LynAnn joined at 11:50 am.

Star was absent.

C. Discussion on KOSON Leadership Search

Group discussion on proposed interview questions.

Linda sent a set of questions that she intended to be meant for the Board round of interviews.

Discussed that the intent is that students/parents/staff round of interviews will be preliminary round. Second round of interviews is KOSON shared services staff. It was clarified that these first rounds of interviews are advisory to provide input to the Board for their consideration.

Results from these 2 rounds will be summarized by Nicole B and Ish and presented to Board in determining finalists that will progress to Board interview.

Nicole clarified that Indeed applicants need to be screened in their platform and she sends a request for them to apply to KOSON website. Other platforms where requisition is posted has candidates apply direct to KOSON website.

Ish proposed a method to have a 'blind" review for initial screening. The group resolved that Nicole will prepare redacted resumes and then Ish and LynAnn will perform paper screen to determine candidates that move forward to the phone screen round. Nicole, Ish, and/or LynAnn will perform the phone screens.

The group reviewed the interview questions from the Executive Director search and edited to align with the CIO (Chief Innovation Officer) role.

The group discussed the interview rounds and determined that for this position, we're proposing to combine the students/parents/staff into one interview room. We discussed that we want only one candidate in each interview room at a time.

LynAnn signed off at 12:40.

Nicole will work with LynAnn and Ish on getting the communication out to the community for interview participants. We're thinking that the interviews will be starting approximately the week of Jan 30.

Nicole will work with Linda and LynAnn to finalize the interview questions.

The group discussed that It was confirmed at the Board meeting yesterday that the requisitions are posted with a deadline of the end of January 2023.

We're updating the interview timeline to hopefully start January 30th for Round 1 and Round 2 interviews. With this update, the Board will likely need a special meeting in mid February for their interview round.

We believe that the Search Committee has met their responsibilities, and is not planning any future meetings.

Kelly signed off at 12:55 pm.

D. Action Items

Action item - Carla will confirm with legal rep (through Kelly) on the rules for an executive session portion of Board interviews.

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 12:57 PM.

Respectfully Submitted,
C. Gustafson