



Ad-Hoc Hiring Committee Minutes

Wednesday April 28th @ 4:45PM

Zoom Meeting or Media Room

In Attendance:

Robert Allison, Misty Schutrop, Michael Faulise, Stephanie Smitley,
Julie Martini, Andrew Price, Melanie Jiskra, Becca Moser

Agenda

1. The committee discussed the hiring process and timeline. The job for operations was posted on Ed Post and Indeed. 19 applications so far. May 15 is the deadline. Misty is responding to candidates to let them know their application was received.
 - a. Initial screening to narrow down candidates will be done by Michael, Stephanie and Melanie on May 19th. Misty will redact candidate information prior.
 - b. Board will then look through remaining candidates in a board meeting on 25th and choose candidates for first interview. Krause-Anderson will do reference check and possible background check on those candidates.
 - c. First round interviews will be last week of school, same questions, same order from a small group (possibly Michael, Rob, Andrew, Melanie), could be over Zoom, done by June 4th.
 - d. Board meeting June 8th to approve final candidates.
 - e. Final interviews with whole board the week of June 14th. Chance for feedback from admin, staff and parent community.

Next steps: Figure out interview questions

Meeting Adjourned: 5:50pm