

Wednesday, January 22, 2025: 7:01pm

Executive Director Search Committee:

Attendees: Tracy Murphy, Catherine O'Leary, Kathryn Wilkinson, Caitlin Wojkowski, Liz Novak, Jen Hyora, Jim McAuliffe, [John Scichilone](#), Karen Angibo, [Lisa Mincieli](#), Elizabeth Woelflein

We have a quorum.

Motion to approve the minutes from the last meeting.

[Jim McAuliffe](#) made a motion to approve the minutes, and Kathryn seconded.

The job is on the district administration website per the suggestion of Robert Carpenter.

We have 5 applications so far.

We will discuss applicants in the Executive session.

We discussed having a rolling interview process so that we can schedule interviews, review applicant materials, and analyze data from staff and guardian quorums and surveys.

Who arranges the interviews? Tracy asked. There is not a formal protocol around that. Crash communicates on behalf of the board to set those up. Tracy Murphy could also do that.

As long as we have a good number of us interviewing; we could move forward.

First round of interviews could be a subgroup of our committee.

Survey: 29 responses. The survey is now anonymous due to feedback.

Survey results reveal the following topics as important:

- Educational Leadership and Staff Relationships
- Curriculum Development
- Love for Middle School Students
- Improvement: Facility

John Scichilone asked, "Is the strategic planning supposed to be a part of the survey? Tracy said yes.

Lisa asked if it could be posted. Tracy responded. It is on the Facebook page so that it could be completed by a community member.

Tracy suggested awarding a gift card to motivate more people to complete the survey?

Forums next week 1/28 & 1/29: Tuesday for families. Wednesday at the school for staff. Tracy has researched forums in other schools. Format: An update, a timeline, the survey results thus far.

Ask forum attendees: The must have experiences & skills? What questions would you ask the candidates? Do you have questions about the process?

Lisa and Karen offered to analyze the data from the survey results.

Move to executive session: The board can reconvene after this meeting. John Scichllone seconded after Tracy moved to move to executive session. Unanimous roll call vote.

EXECUTIVE SESSION

Tracy Murphy made the motion to move out of executive session and [Jim McAuliffe](#) seconded it. Unanimous roll call vote.

What will be our interview questions? We have the interview questions from last time. Catherine O'Leary can help to craft the interview questions.

Crash will set up interviews with the 3 candidates.

Tracy will share our questions from the search last time.

Surveys and forums will be sent and held.

Tracy Murphy motioned to adjourn the meeting. [Jim McAuliffe](#) seconded the motion.