

CCLCS Board Meeting - Minutes

Date: Jan. 2nd, 2025

Time: 7PM

Attendees: Tracy, Beth, Caitlin, John, Jim, Michael G., Catherine - all present, Michael M. Joined later

Meeting called to order: 7:11PM

1.) Chair report:

Proposed Committee members for Executive Director search : Liz n., Kathryn Wilkinson, Beth Woelflein, Jen Hyora, Liz Novak, Karen Anego, Lisa Mincieli, Tracy Murphy, John Schichilone, Jim McAuliffe.

Motion to approve - moved

Roll call to approve: verbal roll call - all accepted - unanimously in favor

2.) Discussion re: consultants:

Tracy reached out to 8 or 9, heard back from 4, talked to 3. They are expensive: the full package - description, search, interview process - ~50K for the service.

One group could break those services down - just get help with posting OR with interview - still about 30K just for distribution.

We think we can take from them the guidance that they provided Tracy, and the proposals will be shared with the executive search committee.

Some notable points from the conversations - no concerns about timing - 3-4 month is realistic - May 1st announcement is also achievable.

We want to gather stakeholder input early in the process - when you work with one of these firms - they meet w/ folks for a day or two to tease out goals, concerns, priorities. - create a vision of shared goals, concerns, priorities - craft the job description according to that data.

Similarly, it will be important for the search cmte to gather as much input as possible - use the survey similar to last time the ED search was conducted (2021) (go beyond that) to get a clear interpretation of what staff want, what families want, what the Board wants.

When candidates are looking at the job description - we want a compelling reason to come to CCLCS and a clear understanding of what the job description is.

Tracy shared the job description that was used last time. Folks provided feedback, such as added language of "public".

Jim asked that "curriculum development" be more specific - it could go under desired qualifications.

How to capture what the school is all about and how we function - should we include the mission statement to do this? Yes.

Desired qualifications? Ability to multi task - balance competing priorities - something about engaging with middle school students - the annual review conducted discusses interactions with

students - should we think about diversity, equity and inclusion? YES! Qualifications & commitment to and skills toward diversity, inclusion? How to exert leadership in a teacher led school?

Cmte agreed to the addition of two questions : curriculum development AND leading in a teacher led school.

John S. - "motion to approve and post job description and application with discussed Edits"

Seconded.

Verbal roll call - all in favor.

Unanimously approved.

3.) Executive director search input survey:

Survey is going to families and staff, also posted on FB for alum input - coupled with strategic planning cmte survey - could be a lot of overlaps and we'd like to get as much data while we have a captive audience.

Jim M., "Make a motion to give the executive director search cmte and strategic planning group the authority to merge and complete surveys, and send them out asap"

John seconded

Verbal roll call - all in favor.

Unanimously approved

4.) Motion to Adjourn - 7:39pm - Jim M. Moved, meeting adjourned.