

## Hiring Committee Meeting Minutes

November 16, 2021

4:00p at 10 Sharon Road

### Process -

- Application - contact info, resume or CV, cover letter,
- 1st interview - Candidates will be asked to read our charter in advance and bring list of references with them. Bailey and Jim are both willing to sit in with Liz for these.
- 2nd interview - References will be called in advance of this interview. Will include a sample lesson (Liz plans to come up with a few possible topics for the candidate to choose from). Liz and Kerry and hopefully another experienced educator will be interviewers.
- Other notes - Liz will attend all interviews. Interview questions will be planned ahead of time and in priority order, but interviews do not have to be strictly scripted. Additional questions can be added based on application and/or spontaneously during the interview. Culture/fit/vision are most important to match.

### Action Items -

- Create a screening tool for applications.
- Align hiring tool categories with interview questions.
- Write a job posting.
- Determine where job postings will be sent/posted.
- Contact liberal arts colleges.
- Build a separate hiring page on our school website.
- Create a complete list of open positions for 2022-2023.

### Decisions to make -

- What are the minimum qualifications (must-haves)?
- What are skills/attributes that we really want (the cherry on top)?
- What role does the LCA School board play in the hiring process?
- What is the salary range?
- What benefits will we offer? (health, retirement, professional development, etc.)

No next meeting was set at this time (and will only be called as needed).

