

Northeast College Prep

Search Committee Minutes

March 21, 2022 4:00pm

Agenda	Discussion	Action Items
Condidate de-brief	<ul style="list-style-type: none"> - Interviewed several candidates, forwarding four to committee – 4 semi-finalists - Received candidates from variety of backgrounds - Plan to have committee select 2 candidates to forward as finalists - Discussed semi-finalists, two men of color, two women of color 	
Next steps	<ul style="list-style-type: none"> - Start scheduling calls this week. Beginning Wed, Mar 23 ending April 1 - Nate recommends one hour Zoom for each candidate - Discussed timing, options for interview times. - Sourced from Indeed and website 	
Interview planning	<ul style="list-style-type: none"> - Reviewed screening rubric and other guiding documents for the process - Phone catch up before first interview to plan questions, etc. - plan on-site interviews week of April 11 	<p>Nate will schedule meetings with candidates</p> <p>Nate will finalize rubric building</p>
	<ul style="list-style-type: none"> - Offer details, offer letter details, need to review by-laws for process 	
<ul style="list-style-type: none"> ◆ In Attendance: Andrea Wenker, Bill Graves, Joanna Schneider, Nate Eklund, Scott Flemming, Jessica Waletski ◆ Meeting adjourned at: 5:51 pm 		