

Cape Cod Lighthouse Charter School
Executive Director Search Committee
Wednesday, January 8, 2025
MINUTES - Approved on 1/22/2025

I. Call to Order at 7:03

Present: Tracy Murphy, Jim McAuliffe, John Schicilone, Caitlin Wojkowski, Beth Woelfein, Kathryn Wilkinson, Jen Hyora, Lisa Mincieli, Liz Stapleton

II. Declaration of a Quorum

III. Public Forum - No speakers

IV. Review Search Process and Timeline

So far:

- announcement mid-December , letter home to families
- help from Mass Charter Association, talked to consultants
- committee appointed, will follow OML (agendas, minutes, no “reply all”
- Tracy has emailed Atty Gen for help with handling applications, exec session, open session deliberations
- John suggests asking IT at school for help with document sharing

A. Executive Director Job Description

- Approved by Board of Trustees last week, some additions from 21-22 search
- Posted on School Spring (\$250) and MA Charter Assn Job Board
- Catherine looking into Ed Weekly (\$495!) and Teachers
- Lauren Barker recommended Master List (non-profits) and press release
- Beth suggests firm close date on applications. 2/7 is a little over a month. Tracy will reach out to Catherine to discuss.
- Lisa asks if Comm can encourage people to apply. Tracy not sure about possible bias. Will add to questions for Atty Gen.

B. Timeline

Goal of an announcement on or before May 1

Rough timeline:

By Jan 10 - job posted on multiple sites, press release

Close on Feb 7

Gather input from stakeholders while job posting is active

By Feb 5- input organized and processed, reflected in rubrics

By Feb 12 - 5 to 7 semi finalists, schedule interviews for weeks of Feb 24 and March 3

By March 12 - 3 finalists, schedule interviews with board, staff, students, parents for second half of March

Board vote early April

Would be good to move quickly in order to not lose candidates

Jen thinks March scheduling might be tight. April will be our cushion for things that take longer than hoped for.

Caitlin asks if we'll visit applicants' current schools. If feasible, sounds like an excellent idea.

V . Discussion of strategies for gathering stakeholder input

A. Survey from 2021 only had 37 responses. How can we improve? This survey will go out as a combined Strategic Plan/ ED Search survey.

Suggestion of shortening ED section.

Lisa suggests asking "What are the most desirable qualifications for the next ED?"

Tracy suggests making the list/rank section more concise.

John suggests limiting to 10 skills/issues, ask people to pick their top five. No ranking.

Tracy will draft something for Thursday, feedback by Friday so that it can be sent to Catherine.

B. Other opportunities for input

Lisa suggests that invitation to email committee, as well as forums would help get more input.

Staff forum after school on 1/29 - Tracy and Jim to lead.

Family forum via zoom at 7 on 1/28 - Tracy and Lisa to lead (Others?)

Liz suggests we find a way to include students in the process.

John suggests getting student input via some sort of Town Hall? Jen thinks could be successful with the right guiding questions.

Kathryn asks how we'll use the input. Suggests we be focused in getting input from all stakeholders, including Catherine and Beth, staff, teachers.

Lisa offers to work on synthesizing, thinks we'll come out with several clear priorities.

Plan is for the priorities/input to inform rubrics and interview questions.

VI. Meeting schedule

Every other Wed at 7 for now. Next meeting on 1/22: prep for forums, update on applicants and survey.

2/5 - Review input and work on rubrics.

Weekend of 2/8-9 will be for reviewing applications.

VII. Appoint Chair and Secretary

Jen nominates Tracy as Chair. Kathryn seconds. Roll call vote 10-0-0

Tracy nominates Beth as Secretary. Jim seconds. Roll call vote 10-0-0

VIII. Items not reasonably anticipated by Chair - none

IX. Vote to adjourn meeting at 8:14