

Sample Board Meeting Agenda Item Governance/Personnel Committee Preparing for Search

Agenda Item: Search For School Leader

What is the overall Search& Selection timeline?

What do we want to get from the Focus Groups? (See suggestions for format)

What is the work of the Search Committee?

- What is it that they need to end up with for Board/Governance Committee? (Recommended candidate? 3 finalists?)
- What information do they need beyond what they get from the Focus Groups (salary, benefits, relationships of Principal with Board/Parents/Community, etc.)
- Do you have any specific expectations on what you want during the interview process: regular updates & how, preference on how interviews are conducted (e.g., full committee, teams) involvement of Board/parents/staff in the interview, etc.

What needs to be done to line up the Search Committee (who do we want, who will contact them)? Who will Chair the Committee?

Do we have the data and documents prepared that the Search Committee will need: Job Description, salary and benefits basic, budget for the search (advertising, etc.), Charter documents (Charter, Accountability Plan, Site Visits, etc.)