



**Executive Director Search Committee
September 4, 2018
SASED Administration Center
2900 Ogden Ave., Lisle, IL 60532
Minutes**

I. The committee convened at 6:05 p.m. with the following in attendance:

Winfield School District #34	Dr. Matt Rich
Salt Creek School District #48	Dr. John Correll
Woodridge School District #68	Tom Ruggio
DuPage High School District #88	Dr. Scott Helton
Community High School District #94	Kathe Doremus
Dr. Michael Volpe	SASED
Lynn Schroeder	SASED
Anita Howard	SASED

II. Review Process to Date—Dr. Volpe provided an overview to date. The posting was completed August 1 and applications are due September 7. He added that as of the committee meeting, there are four candidates who are qualified and would be recommended to be interviewed; there are 11 candidates overall as of September 4.

III. Develop Interview Process

- A. The committee discussed possible formats of interview and potential questions. This includes that after interview questions are asked, a member of the interview team “sells” SASED to candidates. Lynn shared that there is a rubric for scoring candidates and that the first interview includes a ten minute introduction of self. One question to add to the question pool is “What is your impression of SASED and what do you see as our needs?”
- B. Next discussed was the stakeholder makeup for interview team(s) and that it would be good to have members of both boards (as well as crossover members) on the interview team to give feedback on team members’ reactions. The joint meeting on October 24th could be the second round. Consensus was to conduct two interviews and to have the finalists prepare a mock presentation on topics such as the strategic plan or a budget plan (here is SASED’s strategic plan make a presentation for 15 minutes on where you would take the organization; or scenario such as a member district is facing rising costs and is thinking of leaving the cooperative and starting its own program.)
- C. 2 rounds of interviews—round one being stakeholders interview all selected candidates and rate them. Round two (including board reps from first round) being the top candidates and present an overview of the selected candidate at the October 24th joint meeting. The second interview is to



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obtain a more detail of the candidate and attempt to find the discreet skill sets to tap into as well as the person's capacity to interact with a broad group (communication/collaboration) and come away with sense of leadership capabilities.

- IV. Process for Presentation to Boards
 - A. Finalists presented to October 24th Joint meeting
 - B. Hiring at November 7 Governing Board meeting

Next steps:

- send email to committee delineating what will happen in round 1 and round 2
- solidify dates and send out invitations for committees
- first round interview team should have access to application/resume at interview (to be collected at end of evening.)

The meeting adjourned at 7:20 p.m.


Chairperson


Secretary