

The Einstein Group, Inc.
4801 Maid Marion Drive
New Orleans, LA 70128

CEO Search Committee Minutes of August 14, 2018

Present: Lauren Narcisse, Sarah Dawkins, Clarice Kirkland, Durrell Laurent, Chris Bowman, Logan Crowe, Martha McKnight

Committee chair, Lauren Narcisse, called the meeting to order at 8:05 PM.

Ms. Narcisse reported that 70+ resumes for the position had already been submitted with the application window closing on Friday, August 17th. The announcement was posted on EGI's website, WorkNOLA, Indeed, Idealist, and through the GNO Collaborative of Charter Schools. As job seekers apply, they receive an email explaining that they will hear back regarding next steps by August 31st. Ms. Narcisse handed out a fresh copy of the job description. Ms. Narcisse then handed out a list of applicants and resumes for those applicants that did not meet the minimum qualifications for the position, a 4 year college degree or higher and experience in education. Ms. Narcisse requested that committee members agree to cut these candidates from the pool. Ms. Dawkins made the motion; Ms. Kirkland seconded and the committee voted unanimously to remove all candidates lacking the minimum qualifications listed in the EGI CEO job description.

Everyone present received copies of the remaining 33 resumes to review. Ms. Narcisse will forward any additional resumes meeting the minimum qualifications that arrive by the deadline electronically. Ms. Narcisse asked that everyone read and rank the resumes with the goal of identifying the top 12-15 who would proceed towards phone interviews with individual committee members, which will be reviewed and voted on at the next meeting. She also requested interview questions tied to the specific areas of expertise in the job description be sent to her through a Google document by the end of the day on Friday the 17th. Ms. Narcisse will compile a set of questions to be used for all candidates. The committee also discussed planning a parent and community forum for the final 2-3 candidates. Each could make a statement, then respond to questions in the same manner as OPSB board members respond in their public meetings. The search committee will attempt to meet again the week of August 20th.

There being no further business, Ms. Narcisse motioned to adjourn the meeting at 8:24 PM; Ms. Dawkins seconded and the meeting was unanimously adjourned.