

THE EINSTEIN GROUP, INC.  
4801 Maid Marion Dr.  
New Orleans, LA 70128

### **Minutes for the Einstein CEO Search Committee Meeting of August 31, 2018**

Present: Martha McKnight, Clarice Kirkland, Lauren Narcisse, Sarah Dawkins  
Excused: Chris Bowman

Lauren Narcisse called the meeting to order at 2:54 PM. She had received additional applications within the time frame allowed but after the selection committee's most recent meeting. Narcisse once again separated resumes into those meeting the minimum qualifications listed in the job description (7) and the remainder that did not. In total there are approximately 40 resumes to be reviewed. Committee members will read and rank these resumes with an eye towards identifying their top 10. The top rated 10-15 people will be called by a committee member for an initial phone interview. Narcisse will contact Chris Bowman to share the additional 7 resumes and to get his top 10 ranking.

Logan Crowe submitted 10 good sample interview questions for the committee to adapt for the initial phone interviews. The committee discussed and modified them. Committee members will communicate their top 10 selections to one another via email and Narcisse will assign each committee member a number of people to interview by phone the week of September 3rd. Members will use the same interview questions and make notes on the candidate's responses. Next steps would be to meet at Sherwood Forest at 4PM on Friday, September 7th to report back on phone interviews and share results. Subsequent to discussion, the top 5 or 6 candidates would be invited to interview with the full board in an open meeting. The top 2 or 3 would finally take part in an Einstein parent and neighbor community forum. Subsequently, the board would select a candidate, with all votes being public record. Students and parents will need to submit questions ahead of the forum and would be limited to 3 minutes as they are in OPSB meetings. Board president Durrell Laurent would moderate. Narcisse will work with Einstein to create addresses for parents to text and email questions. This announcement will need to be translated and shared with 2 weeks notice via hand out, robocall and email. The committee should also email school leaders for next week to request their participation and that of their staff as the candidate pool contracts. Narcisse

will also send an email to candidates who did not pass the initial screening thanking them for their submission. She will also create a form for the phone interviews.

Sarah Dawkins suggested that those moving to the phone interview stage be asked to choose a time within a select period of days next week and to put aside 30-45 minutes for the discussion. The committee also discussed the possibility of giving top candidates some type of planning or performance exercise. Narcisse and McKnight will research. The exercise might address fundraising, reputation management, improving academics, political challenges, or teacher turn-over.

Narcisse made a motion to consider only the additional seven candidates' resumes who meet the minimum job qualifications. Dawkins seconded and the resolution was unanimously approved.

Kirkland motioned to accept both the minutes from the Search Committee Meetings on June 6 and August 14, 2018 as submitted. Dawkins seconded and the committee voted unanimously to approve both sets of minutes.

Narcisse moved that the committee approve the initial set of questions for telephone interviews. Kirkland seconded and the committee unanimously approved them.

Narcisse moved that the meeting be adjourned at 3:56 PM. Dawkins seconded and the committee voted unanimously to adjourn.