

Selection Procedures for the Position of Executive Director - GOAL Academy

Subsection from the Colorado Open Meetings Law that provides legal framework:

C.R.S. § 24-6-402(3.5)

- a. A search committee of a state public body or local public body shall establish job search goals, including the writing of the job description, deadlines for applications, requirements for applicants, selection procedures, and the time frame for appointing or employing a chief executive officer of an agency, authority, institution, or other entity at an open meeting.
- b. The state or local public body shall make public the list of all finalists under consideration for the position of chief executive officer no later than fourteen days prior to appointing or employing one of the finalists to fill the position.
- c. No offer of appointment or employment shall be made prior to this public notice.
- d. Records submitted by or on behalf of a finalist for such position shall be subject to the provisions of section 24-72-204(3)(a)(XI).
- e. As used in this subsection (3.5), "finalist" shall have the same meaning as in section 24-72-204(3)(a)(XI).
- f. Nothing in this subsection (3.5) shall be construed to prohibit a search committee from holding an executive session to consider appointment or employment matters not described in this subsection (3.5) and otherwise authorized by this section.

1. The Job Description will be written by the Search Committee, drawing upon the template provided by the GOAL HR Director and with the assistance of Joan Rennekamp, an outside HR Consultant with Lewis Roca Rothgerber Christie LLP. It will be sent to the GOAL Board of Directors (BOD) on February 16 for approval at the Board meeting on February 23. *(Please reference "a" above.)*
2. The job will be posted on March 1 in locations selected by the GOAL HR Director after receiving input from the Search Committee and Ms. Rennekamp. The posting will require applicants to prepare (i) a cover letter explaining the reasons they are applying for this position, (ii) a resume, (iii) an Application Form, and (iv) additional information that will be described on an Application Requirements page. The Application Form and the Application Requirements will be adopted by the Search Committee from drafts provided by Ms. Rennekamp. The Search Committee will submit the Application Form, the Application Requirements, and these Selection Procedures to the GOAL Board on February 16 for approval at the Board meeting on February 23. *(Please reference "a" above.)* The Application Requirements will require all applicants to provide, at a minimum:
 - a. A description of the positions in which the applicant has worked directly under the supervision of a board of directors,
 - b. A description of the positions in which the applicant has managed multi-site organizations,
 - c. A description of the positions in which the applicant has served nonprofit and/or educational entities,
 - d. A description of the applicant's educational philosophy with regard to blended learning environments,
 - e. An explanation of why he/she believes an educational environment is the best fit for his/her talents and qualifications, and
 - f. For each educational organization the applicant has served, a description of the improvement shown in both academic achievement and team professional development under his or her leadership.
3. Applicants will be directed to send their application materials directly to Ms. Rennekamp by March 21, although the position will remain open until April 1 for unusual circumstances. She will communicate with applicants to make sure their application materials are complete, to keep applicants informed of timelines, and to inform applicants if they don't meet minimum requirements.
4. The Committee does not believe at this time that hiring a search firm is necessary. However, the Committee recommends that Ms. Rennekamp do a preliminary evaluation of the quality of candidates on April 5 and notify the Search Committee if a search firm seems warranted.
5. Once the position has closed, Ms. Rennekamp will prepare a Selection Chart for the BOD by April 5 detailing the status of each applicant with regard to how he or she met each selection criteria for the position. On this chart, and based on the materials the applicants prepared, as well as any additional questions necessary to determine whether the applicants are qualified, Ms. Rennekamp will recommend the most highly qualified candidates to the Board for the interview process. The reasons for these

recommendations will be clearly indicated on the Selection Chart. At the same time, application materials for these recommended finalists will be delivered to the BOD.

6. Once the BOD has selected and approved the finalists, the GOAL HR Director will publicize the list of finalists. The goal for this publication is approximately April 18. (*Please reference "b" above.*)
7. Ms. Rennekamp will perform background checks on each of the finalists and assemble that information, in addition to the application materials, for the members of the BOD who will interview the finalists.
8. In conjunction with the GOAL HR Director, Ms. Rennekamp shall schedule interviews beginning approximately May 2, with members of the Board of Directors. The interview process for each finalist will include, at a minimum:
 - a. Individual interviews with selected members of the BOD on targeted topics,
 - b. A presentation to either the entire BOD or a subset of the BOD in which the candidate will present information on a topic identified with the assistance of the Search Committee,
 - c. An activity in which the candidate is asked to prepare a press release in a defined period of time and on a topic identified with the assistance of the Search Committee, and
 - d. An interview with a group of community members (students, parents, community leaders), targeting the candidates' skills in articulating GOAL's commitment to the community and its specific goals relating to flexible and experiential learning environments, as well as other related questions.
9. For each candidate, Ms. Rennekamp will coordinate the assembly of notes and records of all interviews. After the 14-day waiting period is complete (*please reference "c" above*), Ms. Rennekamp will facilitate a meeting of the BOD to make a final decision regarding employment and pay rate. The President of the BOD will communicate the selection decision to the successful finalist. Ms. Rennekamp will communicate with the finalists who were not selected. The GOAL HR Director will conduct and coordinate any onboarding procedures to assist the selected Executive Director transition into the position. The goal for making the hiring decision is June 1.
10. Throughout this process, Ms. Rennekamp will safeguard the application materials. GOAL's legal counsel, Eric Hall, will assist with any legal issues related to proper disclosure of such materials under the provisions of the Open Meetings Law (C.R.S. 24-6-402(3.5)) and Open Records Act (C.R.S. 24-72-204(3)(a)(XI)).