



ED Search Committee Agenda

📅 Wed June 3rd, 2020

🕒 8:30am - 9:30am EDT

FAAST ED Search Ad-Hoc Committee

Wed, Jun 3, 2020 8:30 AM - 9:30 AM (EDT)

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I. **Opening**

5 mins

-
- | | | |
|----|--|------------|
| a. | Verbal Authorization to Begin Recording | PAUL TOBIN |
| b. | Call to Order | PAUL TOBIN |
| c. | Roll Call | ERIC REED |
| d. | Establishment of Quorum | ERIC REED |

II. **Approval of Agenda**

PAUL TOBIN

-
- | | | |
|----|--|--|
| a. | Category: Standing Item | |
| b. | Attachments: | |
| c. | Public Comment on any Agenda Item | |

d. **Modifications to Agenda**

1. **The Committee will hear any modifications to the agenda under Agenda Item X.**
2. **You might need to change Agenda item number, depending on additional items. (Remove statement before posting agenda.)**

e. **ACTION NEEDED**

III. **Approval of Minutes**

PAUL TOBIN

a. **Category: Standing Item**

1. **This is the first meeting of the committee, no minutes are presented**

b. **Attachments:**

c. **No Action Needed**

IV. **Job Description Review and Discussion**

10 mins

a. **Purpose/Statement**

1. **This agenda item is to review the current ED job description and to make edits, changes and additions prior to submitting to DOE for approval**

 ED Job Description.docx

 MDSignedContract (2).pdf

b. **ACTION NEEDED**

1. **Approve draft job description**

V. **ED Experience Survey Discussion**

PAUL TOBIN

a. **Purpose/Statement**

 ED survey draft (2).docx

1. **Review and edit, change, make additions to the ED experience survey**
2. **Determine list of stakeholders who should receive the survey**

b. **ACTION NEEDED OR No Action Needed**

1. **Approve final survey**

VI. **Review Montana Job Posting**

PAUL TOBIN

Example of a prior executive director job posting at the Montana AT program.

a. **Attachments**

 Montana Directors Posting.docx

b. **Purpose/Statement**

1. **Example of a prior executive director job posting at the Montana AT program.**

- c. **No Action Needed**

VII. **Task Report**

PAUL TOBIN 5 mins

- a. **Category: Standing Item**
 - 1. **This is the first meeting so no Task's have been assigned**
- b. **Attachments**
 - 1. **Task Report**
- c. **Purpose/Statement**
 - 1. **This agenda item is to inform the Committee of actions taken to complete items on the Task Report.**
- d. **No Action Needed**

VIII. **Agenda Modifications**

PAUL TOBIN

- a. **From Agenda V a.**
 - 1. **You might need to change Agenda item number, depending on additional items. (Remove statement before posting agenda.)**

IX. **Closing**

PAUL TOBIN

- a. **Last Call for Public Comment**
- b. **Next Meeting**
 - 1. **Date and Time**
MONTH DAY, YEAR TIME AM/PM
 - 2. **GoToMeeting Information**
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