

### Search Committee Meeting– August 8, 2023

Attendees: Erica, Ahlgren, Amy Schwartz, Hlis Nelson, Chonburi Lee

Topic	Agenda	Minutes
<b>Job Description</b>	Job Description	Discussion of Job Description– Move towards finalized.
<b>Posting</b>	Job Posting Descriptions	*Erica meeting with Dan in HR to discuss platforms available for posting.
<b>Budget</b>	Salary Range	*Erica investigating standard salary range comps
<b>Survey/Listening Session</b>	Review Erica's Proposed Survey for faculty, staff, and families	*Reviewed and approved proposed survey *Survey will be circulated at open house night on 8/24 *Have a table open during open house where parents can express their thoughts * Erica to reach out to Thomas to see who can translate survey * Faculty and Staff listening session—searching for availability 8/23-8/25.
<b>Meetings Going Forward</b>		Going forward, meetings at 5 PM; Erica will adjust the meeting invitation
<b>Adjourn</b>		Meeting adjourned at 5:05