

### Search Summary

Date: February 20, 2004

To: Board of Trustees - Sturgis Charter School

From: Members of Search Committee for Executive Director

Re: Status of the search process

The Search Committee is pleased to inform the trustees that the task of selecting candidate finalists for the position of Sturgis Executive Director has been completed. Before we present our findings, however, we would like to offer board members a glimpse of our work that took place during the months of November 2003 to February 2004. We hope the schedule of events below will underscore our due diligence, provide the trustees with an understanding of how the search process evolved, and demonstrate how decisions were reached.

Nov. 1, 2004– the Search Committee held its first meeting at which time the seven members discussed and outlined the procedures, strategies, format, and expectations of/for the search.

Nov. 13 to Dec. 10, 2003 – Criteria were solicited from all stakeholders (parents, students, staff and board members) relative to the leadership attributes that each person/group felt that candidates should possess. Separate meetings were held at Sturgis and attendees were asked to respond to four key questions (see previous information). Results of these responses were tabulated in one document: “Leadership Attributes Rating Scale”. This document served as a basis when rating candidates during and after each interview.

Nov. 23, 2003 to Jan. 23, 2004 – Classified advertisements appeared contemporaneously in major publications: The Boston Globe, The New York Times, Education Week, Education On-line, and The Cape Cod Times.

By January 25, 2004, more than 45 candidates had submitted applications with accompanying material. These applications came from locations such as Brazil, Switzerland, Germany, and the United States. All were read, reviewed, discussed, tabulated and catalogued by the committee members. The field of candidates was narrowed to the top six that appeared to meet the criteria previously enumerated. The Search Committee interviewed all six candidates.

By February 1, 2004, further refinement resulted in narrowing the field to four finalists. References were thoroughly checked and rechecked on all four candidates. Each finalist was invited to spend a full day at Sturgis to observe and interact with the various groups (See aforementioned) and to determine the appropriateness of the match for both the school and the candidate. These on-site Sturgis visits occurred on February 4, 9, 11, & 12.

Many parents visited the A.M. and/or P.M. sessions and queried the candidate(s). Students shared lunchtime with each candidate and posed provocative and caring questions. Finally, staff members met with each candidate after school for one-hour (plus) sessions. All participants were encouraged to submit their written thoughts and observations to the search committee. The committee considered these responses when we engaged in discussion and decision-making.

February 16, 2003 – One candidate with IB experience withdrew his application. This left the committee with three finalists. On February 19th, our internal candidate withdrew her application. This left the committee with two candidates, one with substantial IB experience and one with no IB experience.

While engaging in the overall search process, it has become more apparent to search members, as well as to the various stakeholder groups, that IB experience is an essential element to seek in our candidate(s). The only candidate that appears to fulfill most of the attributes listed on our Leadership Scale, and who possesses a strong background/experience in IB implementation is ERIC HIESER. (See attachments). Mr. Hieser has more than fifteen years of administrative experience in three International schools as well as the Mystic Valley Charter School in Malden. In addition to his IB experience other strengths include: hiring, recruiting and implementing staff development and performance evaluation programs, planning and overseeing facility renovation projects, auditing curriculum and experience working with a board of trustees.

The Search Committee members recognize fully the magnitude of the task that was assigned to them, and, therefore, express sincere thanks to the Sturgis Trustees for their belief in our ability to take charge of this responsibility and, thereby, contribute to the positive future of the Sturgis Charter School.

In conclusion, although the experience required enormous time, energy and commitment, all members of the search committee agree that it was, indeed, an educational, exhilarating and on occasion – exhausting undertaking.

The Search Committee  
Olive Chase  
Raye Kaddy  
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Fred Tirrell  
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