

Education Director Search Committee Meeting Summary November 10, 2008

Attendees: Heather Skigen (Chair), Eric Tedder, Jamie Paul, Barbara Waldman, Debbi Levine, Rose Reisig, David Cerny, Martin Paul, Eve Sky, Linda Eisinger

Introductions

Committee members introduced themselves. Heather thanked everyone for agreeing to serve on the committee. The committee has good representation, offering different perspectives and talents to this important task.

A listserv will be established for easy email communications.

Confidentiality

The search process will be open and transparent to the congregation, with updates posted on the website, via Shofar articles, etc. However, specific details about candidates for the position (in particular local candidates), and any other sensitive information must remain confidential.

Placement Timeline for Search

The timeline was reviewed. Initial steps to be taken in the Nov-Dec timeframe were discussed.

The document "Searching for a New Director: A Guide to the Search Process for USCJ Congregations" was distributed. It provides useful info for the entire process.

Committee is asked to read the guide before the next meeting.

The current Scope of Duties and detailed description of Duties and Responsibilities for the Education Director was distributed as well. Committee is asked to read before next meeting.

Finalize USCJ's Application for Placement

USCJ application is due on Nov 13. The committee reviewed the draft of our application.

Volunteers

Heather requested committee members read the USCJ guide and think about areas they would like to volunteer. Immediate needs will be: Recording Secretary/liaison with WebMaster Susan Berger; maintaining a spreadsheet to track candidates (Martin volunteered to do this); minute-taker for meetings. Other needs will be discussed and addressed at future meetings.

Eric will contact the recruitment avenues listed in the USCJ guide to learn: procedure for filing, cost, deadlines, etc.

Martin will surf the web to learn of any other avenues not mentioned by USCJ.

Upcoming Meeting Schedule

Tuesday 11/18, **7:00** pm

Monday 11/24, **7:00** pm

Submitted by: Barbara Waldman