

February 17, 2021

To all GCS Stakeholders:

With the announcement of the Director's decision to not return for the 2021-2022 school year, the GCS School Board has the task of seeking a qualified candidate for a replacement. With this critical task ahead, the School Board has decided to ask for your help by forming a Hiring Committee. This committee will consist of members of staff, community, and/or parents.

The purpose of this 5 person committee is to increase the likelihood that a better hiring decision is reached through robust discussion aimed at surfacing unconscious bias, and ensuring openness and inclusion during the candidate selection process.

The role of the selected hiring committee can provide service in a variety of areas such as:

- Outreach efforts
- Screen applications
- Develop interview questions
- Ensure that all applicants are given a consistently fair evaluation
- Assist in identifying bias at any stage of the process
- Recommend an unranked list of top candidates based on qualifications
  - Analyze strengths and weaknesses of top candidates
- Respond to applicant inquiries
- Conduct reference checks
- Or any combination of the above

As a member of the hiring committee, you must be able to:

- Meet at least once prior to screening applications, to discuss fair hiring practices and review criteria
- Meet at least once to discuss interview questions
- Schedule blocks of time for initial conversation with candidates, allowing for reflection time after each conversation
- Schedule any other meetings: these may include a final meeting to evaluate interviewees, decide who advances to reference checks, identify top candidate(s), as needed

If you are interested in being a part of the hiring committee, please email [gt.board@ccsdre1.org](mailto:gt.board@ccsdre1.org) with your interest by **February 24, 2021**. Once all emails are received, the board will make the selection of persons to comprise the hiring committee. All selected participants will be notified by March 1, 2021.

Sincerely,

GCS Board of Directors

David Neill, President  
Liz Kultgen, Vice-president  
Courtney Reynolds, Secretary  
Amy Humphrey, Treasurer  
Yianni Tousimis, SAC Representative/Member