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|  | **Special Board Meeting** **April 13, 2020****6:30PM - 7:15PM** |

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| **Board Members in Attendance:** | **Absent Board Members:**  | **Other Attendees:**  |
| Geraldo Vasquez, Board ChairpersonRosann Santos, Vice Chair Tameka Beckford-Young, SecretaryMarlin JenkinsMatthew Kirby-Smith  | Harini Mittal, Treasurer Raghav Thapar | N/A |

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| **Agenda Item** |
| The meeting was called to order by Geraldo Vasquez. |
| **Review and Vote: Executive Search Firm for Head of School** * The board met to conclude the process of selecting and voting on an executive search firm to assist in the hiring of the HOS
* At the April 8th and April 9 board meeting, five (5) organizations that perform the requisite hiring services were introduced for consideration by the board.
	+ Staffing Boutique
	+ School Professionals
	+ ATS + Partners
	+ Executive Excellence
	+ Building Excellent Schools Search
* Each of the five organizations presented to the board discussing their experience in recruitment in the education field, and where applicable experience recruiting teachers and staff for charter schools.
* After considering the qualifications, enthusiasm, cost of each of the five organizations, the board agreed that for the assistance we needed in filling the HOS role, Staffing Boutique and ATS + Partners were the best organizations to assist us with Emblaze’s search. Each reported: (1) having great success in filling roles they were hired to fill (90%+ placement rates), (2) having considerable experience placing folks at charter schools in the region (New York and New Jersey) (at least 13 years of experience for each) and (3) placing Heads of School or Executive leadership at charter school.
* The Board agreed that we should seek references from these two organizations to get further feedback about the organizations.
* The Board was able to conduct one reference check for each search firm and the references were discussed at this meeting.
	+ Generally speaking, each search firm came highly recommended in a number of areas (communication, timeliness, satisfaction of results, etc.).
	+ However, the reference for ATS Partners indicated that while the search firm was available for questions and had a good response time, the firm could have done a better job interacting with the hiring committee.
* The board also considered the cost and payment requirements of each firm. While cost was the same (20% of the HOS starting salary), the Staffing Boutique works on contingency and would not require payment for services until the date of the new hire. ATS on the other hand required 50% at the start of search.
* After further discussion and comparison of these two search firms, the board found that Staffing Boutique had the experience and expertise we required, with none of the downside risk associated with paying fees upfront with no guarantee of a placement. Staffing Boutique would not require any downside financial risk as Emblaze would not have to pay a fee until an HOS was hired.

**Motion: To Hire Staffing Boutique as the Executive Search Firm for Emblaze HOS Search** Gerry: ApprovedRosann: Approved Marlin: ApprovedMatt: ApprovedTameka: Approved |
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| The meeting adjourned at approximately 7:15pm by Geraldo Vasquez. |