

Superintendent Search Committee Meeting Minutes

January 6, 2020

Present: Mark Andrews, Steven Dellinger Pate, Lori Bibeau, Flor Diaz Smith, Kate McCann, Chrissy George, Alicia Lyford, Scott Thompson, Dorothy Naylor, Chris McVeigh (via phone) and Carla Messier.

Agenda Item	Discussion	Follow up (Person Responsible)
Call to order	Dorothy called the meeting to order at 8:00 am	Carla will now take minutes for meetings.
Discussion  Agenda	<p>1. Approve 12/16/19 Minutes</p> <p>Dorothy opened the meeting to review the minutes from 12/16/19 meeting. Scott made the motion to accept minutes, Flor seconded, voted, passed unanimously.</p>	
Agenda Item	Discussion	Follow up (Person Responsible)
	<p>2. Review Google Survey Results / Revisit themes from engagement series</p> <p>Dorothy began the discussion reviewing the sample results from the survey. Many people could have picked more than one segment that they represented. Michelle Ksepka was on hand to help provide clarification on the results. 333 respondents, the extra reminders helped to push the number of replies up. Total seems low based on population, but has been the best of all samplings that have been done.</p> <p>Further discussion on the most important question and why. Michelle will condense the information to have only the comments which will be provided to the Interview committee for direction based on the community survey and engagement meetings.</p> <p>The committee thanks Michelle for all of her work and assistance in the questions and survey work she provided in the community engagement. She made the process flawless.</p>	
	<p>3. Post individual top 9 questions / identify picks held in common.</p> <p>4. Select 12-14 questions / wordsmith if necessary</p> <p>Dorothy asked how many candidates as of this morning – 12 so far with 2 internal. Mark</p>	Steven and Alicia will provide revisions by Friday 1/10/20.

	<p>indicated this will be discussed later in our meeting.</p> <p>Two documents were provided, Draft 4 and Draft 5 of the questions that were compiled for the Interview process. Draft 4 provided the starting point and Draft 5 indicates the number of supporting votes the members of the committee felt the question made the top 9.</p> <p>There was extensive discussion of the questions and their content. All questions were evaluated and placed within the category or more than one, to see where the content fell within the 9 categories. This process helped to eliminate some questions.</p> <p>Discussion further on total number of questions and time allowed for each interview. Would prefer more expansion on answers of questions than more questions. Want to get to know the candidate and their perspective. Some questions could be in a second round interview (if necessary) or by the board interview.</p> <p>Final questions from Draft 5 – 1, 2, 4, 5, 6, 8, 9, 11, 12, 13, 14, 15, 16. Rework on some questions and adding Draft 4 question 16 into the group. #4 will be reworked (providing examples of your past work in engaging the community), #11 reworked (As a district these are all important to us (list them) Which one are you most excited about, which do you need most growth in. This was to be stated as a choice for the candidate to answer - not all that were listed), #16 reworked adding info from Draft 4 #16 (Address SLO, PLP, assessments (test scores) and proficiency based report cards and expectations for the superintendent to provide enhancement).</p>	
	<p>5. Review Search Process Calendar.</p> <p>This week is the last work of the Steering committee on the Superintendent Search. On 1/8/20 the board will decide the final composition of the Interview committee for all the applicants expressing interest in serving on the interview committee.</p> <p>Interview committee will commence on 1/13/20.</p>	
Agenda Item	Discussion	Follow up

	<p>6. Update Candidate Pool.</p> <p>As of this morning there were 12 candidates seeking the position. Interview committee will be able to review all candidate material. Two internal candidates. All applicants are through SchoolSpring.</p> <p>First meeting for training will be on 1/14/20 at 4 pm to 6 pm in the Central Office Conference room. Will be doing confidentiality training and criteria for evaluation. Looking to use a 90 minute window for each candidate interview. Need to be mindful of any that are out of town and being able to attend the interview time / bring them to us.</p> <p>Potential need for interview committee meeting during the week of 1/20 to 24 – may need to complete the evaluation process for those candidates to interview.</p>	
	<p>7. Update interview committee formation.</p> <p>The board will be meeting on 1/8/20 to review the letters of interest. The board will evaluate and appoint those to serve. Letters to those appointed will be sent on 1/9/20 as well as memos to those that expressed interest but were not appointed.</p> <p>We are fortunate to have more applicants than available slots to fill on the committee.</p>	
Action Item	<p>8. Other.</p> <p>Orientation materials will need to be provided for those that are on the Interview committee. Carla / Lori will send samples from our prior processes to Mark.</p>	
Plan Next Steps	Committee work complete. Interview committee will be the following group in this process	
Next Meeting Date	None	Central Office, Gallison Hill
Adjourned	Meeting adjourned at 9:15 am	