

Superintendent Search Committee Meeting Minutes - Approved

December 16, 2019

Present: Mark Andrews, Steven Dellinger Pate, Lori Bibeau, Flor Diaz Smith, Kate McCann, Chrissy George, Aaron Boynton, Alicia Lyford, Scott Thompson, Dorothy Naylor and Carla Messier.

Agenda Item	Discussion	Follow up (Person Responsible)
Call to order	Dorothy called the meeting to order at 8:08 am	Carla will now take minutes for meetings.
Discussion Agenda	<p>1. Approve 12/9/19 Minutes</p> <p>Dorothy opened the meeting to review the minutes from 12/9/19 meeting. Scott made the motion to accept minutes, Flor seconded, voted, passed unanimously.</p>	
Agenda Item	Discussion	Follow up (Person Responsible)
	<p>2. Review updated Search Process Calendar</p> <p>The revised calendar was reviewed and accepted as revised.</p>	
	<p>3. Confirm configuration of Interview Committee.</p> <p>Discussion as to the composition of the interview committee to determine the exact number of members and how the representation would be distributed.</p> <p>Concern expressed to the number in total, segments of stakeholders, and the final representation. Prior searches have been 16 as there were more boards and each needed representation in the process. Prefer 10 but the need for our full representation is at 17 (1 is our consultant).</p> <p>Consultant, (4) Board members, (2) Central Office, (2) WC Leadership, (2) Association – 1 professional, 1 support, (2) Community, (2) Students.</p> <p>Continued discussion on how the committee may run the interview, having questions assigned for a member(s) to ask, some may not be asking a questions, be more of ears on the process but being a part of the decision. Interviews of candidates will take place at the Conference room in the Central Office.</p> <p>Sidebar note to not allow food in the interview. Only on break.</p>	
	<p>4. Brainstorm ideas on Interview Committee selection process.</p> <p>Discussion confirmed that the School Board will be the final decision on the members chosen for the interview committee. Care will be taken to make sure that all 5 towns are represented, experience with interviewing will be important, many people will most likely have cross experience in many areas of the qualities looking for (reference letter sent), and want multigenerational representation.</p> <p>Selection of students will be from High School</p>	Steven will poll students and bring forth recommendations for the board the students interested in being part of the process.
Agenda Item	Discussion	Follow up
	5. Take-aways from engagement forums.	

	<p>The data is back from the forums and there is a lot of information to review. The listing of the questions and the data that applies to each was tabulated and presented to the committee. Mark thanked everyone for all their work in getting these organized and sending the information to Michelle.</p> <p>The information that was provided through these forums is very helpful and of those community members that attended, shared experiences and concerns which were enlightening.</p> <p>Further discussion continued on how this will help to guide our questions and what we need in the next superintendent. We need to make sure that the right person has experience in an educational system, helps to have understanding / possible experience with merger. Need to make sure that the person will fit our needs.</p> <p>As we develop the interview process, need to make sure we are receptive to all candidates. Should be well educated, good job history, be open to what the candidate can bring to the job with them. Look for the overall qualities and fit.</p>	
	<p>6. Prioritize round 1 interview question categories.</p> <p>A listing of the main categories for the Round 1 interview was provided to the group. These are the main areas of concern and are not in any order or need. Will need each member to review and rank the questions to align within the categories identified.</p> <p>Discussion followed regarding the community engagement, how we are one of the larger employers of the area and how the chosen candidate will need to have an entry plan for integrating into the community, school district and working to engage through multi-formats to connect and inform.</p> <p>Will need to make sure there is a check in on this after a certain period of time. One note on the job description – need to add a modification that the school district is now one board, no longer five, as the merger has been a significant change.</p>	
Action Item	<p>7. Develop process for selecting 12-15 questions.</p> <p>Sample questions were provided with the caveat to help in forming our final question list. List to be finalized by 12/30/19. Work to align questions to the categories with one question for each category. No more than a 2 part question, can become confusing otherwise. Most likely the candidate(s) will touch on these categories in their conversation as they answer questions.</p> <p>Will provide the candidates with a main intro question they prepare as their introduction to the group.</p> <p>12/30/19 will be concentrated on finalizing the questions. For those unable to attend, please send your priority listing to Mark before Monday morning.</p>	
Action	<p>8. Other.</p> <p>Currently there are 10 applicants for the position. Mark commented that there may be a few that he will review further and may not meet the minimum criteria for consideration. The board members will want to review all candidates.</p> <p>Further discussion included AOE requirements and certain states that do</p>	

	<p>not have reciprocity (SD, NH, NY) but this would not preclude a candidate from being considered for endorsement by AOE. Little more to the process for those from these states.</p> <p>Discussed site visits to the candidate location in addition to site visit here. See them in their current position. Further research is allowed, but must be confidential.</p> <p>Mark will be following up on reference checks for all candidates and doing the formal reference review.</p>	
Plan Next Steps	Meet on 12/30/19 at 8:30 to formulate the questions to be used in the first round of interviews.	
Next Meeting Date	Monday, December 30, 2019 8:30 – 10:00 am	Central Office, Gallison Hill
Adjourned	Meeting adjourned at 9:24 am	