

Superintendent Search Committee Meeting Minutes - Approved

December 9, 2019

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

Agenda Item	Discussion	Follow up (Person Responsible)
Call to order	Flor called the meeting to order at 8:07 am	Carla will now take minutes for meetings.
Discussion Agenda	<p>1. Approve 12/2/19 Minutes</p> <p>Flor opened the meeting to review the minutes from 12/2/19 meeting. Scott made the motion to accept minutes, Flor seconded, voted, passed unanimously.</p>	
Agenda Item	Discussion	Follow up (Person Responsible)
	<p>2. Internal Communications</p> <p>Mark brought forth the issue of making sure there is clear communication and whom may be responsible for communicating to others. Krista must be included so that she may be able to properly post any warnings for meetings and minutes and other pertinent information.</p> <p>Further there has been some misinterpretation of minutes and the information that has been forwarded to the buildings, faculty regarding forums and we must be committed to communicating this clearly.</p>	
	<p>3. School-Based Community Forum final prep</p> <p>Discussion began with confirming all dates and times for the forums have been set and the survey questions have been sent out on 12/6/19. Flor will be at the Rumney meeting later this morning.</p> <p>Continued discussion on forums brought comments of most likely not large groups, do we have need for accommodations, will there be a recorder at the meetings (principal will be recording info for their building). WCFE sent info via email to strategic partners in each town, working to encourage as many people to attend.</p> <p>12/11/19 forum will be prior to the budget meeting, a 5 station (the 5 questions) with 20 minute collaboration at end. Will adjust if the group is too small. Using large post it paper to write down the info, dots signify concerns current, as well as future.</p> <p>Concern expressed that Berlin does not have Front Porch Forum to send out notifications. Further questions regarding attending all forums. Not required to attend a forum other than your building or attend the one of your choice. Not required to be at the 12/11/19 forum at U-32.</p>	

	<p>4. Anecdotal Data Analysis Process.</p> <p>Discussion began regarding there will be a lot of data coming from the questions and survey from all of the various stakeholders that have been identified for inclusion. Process will be to gather electronically for tabulation. Each building will send the forum info to Michelle to be entered into the databank. All paper copies must be collected and returned to the office by 12/19/19 for Michelle to get this info completed. All data will be comingled and aggregated. Not identifiable by location. Also no tracking of email entries.</p> <p>Committee will be given the information to help formulate the final interview questions for the candidates.</p>	
Agenda Item	Discussion	Follow up
	<p>5. Review/Revise Search Process Calendar</p> <p>Discussion began around the interview committee participation and need for memo to those that express interest in being on the interview committee. Memo to be sent to all interested parties to write a letter to the board outlining why and what they can bring to the interview process. Once chosen will require commitment for the training dates and the full week for first round interviews.</p> <p>A revised calendar was passed out and a correction noted that the 1/20 meeting should show Interview Committee, not Steering Committee.</p> <p>Interview Committee Application process: All request for Interview committee will be sent to Carla / HR, info as to how need to apply by letter, Letter due 1/3/20, Board review / appoint 1/8/20, Training 1/14 &amp; 1/16/20 (4-6 pm), First round interviews 1/27 – 31, 2020 every evening (4-7 pm).</p> <p>Steering committee will be done as of 1/13/20 with the Interview Committee than taking the lead for the next phase of the search.</p> <p>Mark will evaluate the candidates and work on checking references to have this information available for the Interview committee as soon as possible prior to the full interview schedule.</p>	
	<p>6. First Round Interview Process: Developing/finalizing interview questions.</p> <p>The Steering committee will be responsible to develop the first round interview questions. What do we want the process to look like? 12-15 questions for approximately 70 minute interview? Once data is compiled and committee has had time to review, then work to formulate the main questions. Most likely fairly usual questions. The second round questions could be more tailored.</p> <p>12/30/19 would be important meeting to develop the questions and cement the format. Those unable to attend, please submit prior to the meeting for those in attendance to have their input</p>	

	<p>to help in refining the questions.</p> <p>Further discussion on data collected and how rank, categories, criteria – work to consensus.</p>	
Action Item	<p>7. Communication: Who, When, How.</p> <p>Interview committee – interested parties will need to write a letter expressing interest, qualities they bring to the process. Letter of interest due 1/3/20 to HR. All letters will be forwarded from Carla/HR to the Board for the review and approval 1/8/20.</p> <p>Interview committee will most like be comprised of: 4 board members, 2 CO, 2 LT, 2 Association (1 professional, 1 non-professional), 2 Community/Parent, 2 students, 2 other (non-association of 1 professional, 1 non-professional), Mark.</p> <p>Further discussion was had on the configuration. The final configuration will depend on those applying to be on the committee, with focus on making sure all stakeholders from each group are represented. Board will have the responsibility of providing formal response as to those chosen vs those not chosen. Need to make sure that all TOWNS are equally represented, work to make sure that equal representation – not skewed to one locality.</p> <p>Board has responsibility in the decision of those that will serve on the Interview committee and will be clear in equal representation.</p>	
Plan Next Steps	<p>Draft list of questions for further review to begin the discussion and forming of the interview questions. Also forum/question will be available for next meeting. Survey results should be available after 12/19/19.</p>	
Next Meeting Date	<p>Monday, December 16, 2019 8 – 9:30 am</p>	<p>Central Office, Gallison Hill</p>
Adjourned	<p>Meeting adjourned at 9:30 am</p>	