

Superintendent Search Committee Meeting Minutes - Approved

December 2, 2019

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

Agenda Item	Discussion	Follow up (Person Responsible)
Call to order	Dorothy called the meeting to order at 8:09 am	Carla will now take minutes for meetings.
Discussion  Agenda	<p>1. Approve 11/25/19 Minutes</p> <p>Dorothy opened the floor to review the minutes from 11/25/19 meeting. Discussion delayed until Flor arrived, to confirm the correct person making the motion to accept minutes.</p> <p>Flor confirmed Chris McVeigh motioned to accept minutes at 11/25/19, Scott Thompson seconded. Voted and passed unanimously. Correction noted to the 11/25/19 minutes.</p>	
Agenda Item	Discussion	Follow up (Person Responsible)
	<p>2. School-based Forum dates and times. Prep?</p> <p>Discussion began as to the dates / times of the forums at the schools for the week of 12/9 to 13. All schools were to have the info to the committee by end of day December 2<sup>nd</sup>.</p> <p>The forums are to be school based in each town location to meet with faculty, staff, parents, students and general community, etc., invited to attend their choice. Notification will be going out to the community from Scott, notices posted on Front Porch forum, Infinite Campus and postings in the buildings.</p> <p>As of the meeting time, Berlin, E Montpelier and the 12/11 U32 forum are the only times confirmed as yet.</p>	
	<p>3. Update: Community Forum Planning.</p> <p>Dorothy expressed concern on how to address our own communities, ensuring the times and locations were well publicized and all dates were included so people had the option to attend the most convenient location of their choice and time.</p> <p>Must make sure the December 11<sup>th</sup> forum was included as an option, as this was to occur just</p>	

	<p>prior to the budget meeting warned for this date.</p> <p>Flor is continuing to coordinate with the WCFE in their efforts to help with this community forum process and use their resources to inform community members and get the word out to attend a forum and participate in the survey.</p> <p>Important to use WCFE to help reinvigorate the community involvement in schools. WCFE best avenue is their connection via email to many community members and being a conduit to disseminate information about the forums and search process – getting the community to the forums.</p>	
	<p>4. Google Survey: Format and Content, Launch Date, Duration, Data collection and analysis.</p> <p>Discussion regarding the survey began with concern that the questions did not connect well with the job description for the superintendent. It was pointed out that the survey is to help us to prioritize and rank the qualities, values and skills that are of the most importance to the stakeholders who will be serviced by the superintendent selected.</p> <p>Decision was made to add ranking of these qualities and asking why. Survey will be aggregated and comments reviewed and provided to the search committee before the holidays. Will also be a tool to help vet candidates and help formulate interview questions.</p> <p>Data will only be reviewed by the committee. Reminders to be send during window of 12/6 launch to 12/18 closing date – 12/6, 12/12 and 12/17. Hard copies to be available at each forum for those that attend or do not have computer access. Data analysis will be done before the holidays.</p>	
Agenda Item	Discussion	Follow up
	<p>5. Board Communication: Who, When, How</p> <p>Scott will send the initial communication to launch the survey and outline the forum dates and times. Communication will be sent on Friday December 6, 2019.</p>	
	<p>6. First Round Interview Process: Format, Committee composition, Developing interview questions.</p>	

	<p>Discussion began with the committee composition pertaining to how many members will be on the interview committee and the representation of stakeholders as a whole. 2 CO, 2 LT, 2 Staff, 2 Association (1 Teacher, 1 ESP), 2 Community member(s), 2 Student(s), 2 Parent(s). Total would be around 15 – to include Mark Andrews. Need to have this determination by December 16<sup>th</sup>.</p> <p>Criteria for serving on the Interview committee was discussed and decision made that each interested applicant would need to submit in writing why they want to serve/participate on the interview committee. This request will need to include skills they can bring to the process (such as hiring experience, other similar committee work, job experience, etc.). Deadline for letters of interest will be January 3<sup>rd</sup> to Carla / HR.</p> <p>Those chosen for the interview committee will be decided by the executive committee. Full Board will review letters and depending on too many/not enough determine those chosen.</p> <p>Must inform those interested of the commitment involved. Must attend all scheduled times or will be replaced. Must be available Mid-January (to be firmly defined). January 13, 14 screen candidates / interview committee training and preparation. Week of January 20 Mark will do reference checks.</p>	
Action Item	<p>7. Review and adjust search process timelines.</p> <p>Will begin to formulate questions based on data collection and develop up to 3 opening intro topics candidates can start their interview with.</p>	
Plan Next Steps	Continue discussion on questions, and timeline and process will be at next meeting.	
Next Meeting Date	Monday, December 9, 2019 8 – 9:30 am	Central Office, Gallison Hill
Adjourned	Meeting adjourned at 9:33 am	