

Superintendent Search Committee Meeting Minutes - Approved

November 25, 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, Matt DeGroot.

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 11/18/19 Minutes</p> <p>Dorothy opened the floor to review the minutes from 11/18/19 meeting. Chris McVeigh motioned to accept minutes, Scott Thompson seconded, voted on and passed unanimously.</p>	
Agenda Item	Discussion	Follow up (Person Responsible)
	<p>2. Community Engagement update</p> <p>Discussion began with an update from Flor regarding the WCFE. Will not be able to develop a full community engagement in time for the Dec 4 meeting. They have not been able to meet as a group to get a plan together. Would be better to be part of the Dec 11 meeting.</p> <p>Continued discussion on how WCFE plan to assist in the forum and bringing community to the meetings. Mark will facilitate the meeting with WCFE. Committee members are encouraged to attend as well. WCFE will be meeting before the Dec 2 Search committee meeting and plan to have representation at this meeting.</p> <p>Time/date of meetings and warning the schedule is critical. Will combine the Dec 11 meeting with the budget meeting. Scheduled for 5:30 at U-32.</p> <p>Need to make sure that advance notice is provided and explains the objective of the Superintendent Search process.</p> <p>Next Board meeting will be Dec 18.</p>	
	<p>3. Review, modify, approve Faculty and Student Engagement Questions. Update on meeting times.</p>	

	<p>As some invitees to the meeting were coming in, Mark asked for everyone to introduce themselves and help us all become acquainted. Invited guests were Matt DeGroot, Alicia Lyford, Aaron Boynton.</p> <p>Discussion of the five questions to refine and make clear what we are asking. Need to make sure the questions are clear why this important to all stakeholders, what this search is really about, not just hiring someone.</p> <p>Discussed the word "engagement" and what other terms we can use that may be more understandable for all – children to parents, faculty, staff and other community members.</p> <p>The job description and advertisement that has been placed will be sent to the WCLT so that they have the information to work with in developing their forums at their building and with their faculty, staff and students.</p>	<p>Flor will report with further action from WCFE at next meeting</p>
	<p>4. Confirm Engagement meetings with Central Office and District Leadership teams.</p> <p>Discussion began with the question of having deadlines for Principals to provide dates/times for their building forums which can be included in a district wide communication to be posted on multiple platforms to the community.</p> <p>The five questions will be used to help with the forums content. Will committee members be at these forums or will Mark be a facilitator to the process? Had set up Dec 4 to Dec 18 as the window of time for the survey and comments. Discussion continued with concerns that the communication needs to come from the Board to all and be prior to the survey beginning. Concluded that the survey would start Dec 6 instead to allow for this communication to be sent to all.</p> <p>Continued discussion on forums to be at each town school to get the most opportunity for community to be involved. Use the PTNO meeting as a conduit? Each building will decide their process and timing. WCFE is one of our best opportunities to help engage more of the</p>	<p>Scott and Dorothy will compose the letter that will be the main communication to the community regarding the search process, community involvement and calendar outlining the dates and times of the forums.</p> <p>Dec 3 – date of forums from all principals</p> <p>Forums to take place week of Dec 9 to 13</p> <p>Dec 11 forum at U-32</p> <p>Letter to community from Board</p>

	<p>community and we need their help to do so.</p> <p>Questions were raised as to how this information will be collected – google docs for the minutes of each forum. To include staff comments, student feedback. Student engagement will be at the discretion of the Principal to provide the appropriate level of information to help provide the importance of the search and what it means for them.</p> <p>All information collected will be aggregated and then tabulated and prioritized from the whole. Will provide the survey link in newsletter, on the website, IC and other avenues to get the greatest exposure.</p> <p>Brief discussion of an interactive TV set up for the meetings that would allow those unable to attend the meeting to be part of the process through this option.</p> <p>Continued discussion of how we need to be clear on what we need, not just a search process. Broader vision of what the purpose is for having a superintendent search. How to communicate this in a way all will be willing to comment and attend. Tie the process to our “culture and what we need to lead us forward”.</p> <p>Decision was made that the Board will provide the central message and disseminate this information to the community at large (schools, town, faculty/staff, children and parents). Front Porch forum, school website, newspapers, and other potential options.</p> <p>Meetings will be the week of December 9th in all buildings.</p> <p>Dec 3rd is the deadline for Principals to inform the committee of the dates / times of their forums to be included in the communication and calendar. Scott / Dorothy to write the letter and note the calendar dates in the communication.</p>	
Agenda Item	Discussion	Follow up
	<p>5. Review, modify, approve google survey. (see draft survey sent earlier) Establish survey launch time and survey results review process.</p>	

	Balance of items on the agenda will be included in the December 2 meeting. Time ran out for this meeting.	
	6. Brainstorm first round interview "warm-up" questions. (see google doc sent earlier)	
Action Item	7. Other	
Plan Next Steps	Further work on draft survey, interview questions.	
Next Meeting Date	Monday, December 2, 2019 8 – 9:30 am	Central Office, Gallison Hill
Adjourned	Meeting adjourned at 8:58 am	