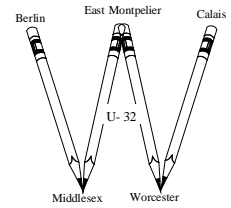


Washington Central Unified Union School District

WCUUSD exists to nurture and inspire in all students the passion, creativity and power to contribute to their local and global communities.

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Debra Taylor, Ph.D.
 Interim Superintendent



WCUUSD Superintendent Search Committee Approved Meeting Minutes 11.18.19 8 am

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

Agenda Item	Discussion	Follow up (Person Responsible)
Call to order	Dorothy called the meeting to order at 8:03 am	Carla will now take minutes for meetings.
Discussion Agenda	1. Welcome new committee members Kate McCann and Chrissy George. Kate was in attendance, Chrissy was not able to make this meeting.	
Agenda Item	Discussion	Follow up (Person Responsible)
	2. Approve 11/13/19 minutes Dorothy opened the floor to review of the minutes. Corrections to the minutes – change next meeting to “Monday”, and correct the last paragraph in #7 to “Superintendent Search committee will recommend the appointment of new members to the committee for board action”. Chris motioned to accept the minutes with corrections, Dorothy seconded the motion, passed with a unanimous approval	
	3. Community Engagement update Mark began by acknowledging the addition of Kate McCann and Chrissy George to the group. Discussion followed with Flor giving an update of communication with WCFE. WCFE was created for the community engagement piece. Work to help heal and build trust going forward. Committee is comprised of community members within our district towns. WCFE is happy to work with us to build community engagement for the search. More info to come once WCFE has met and reported back to Flor this week. Most likely will not be able to do a forum until	Flor will report with further action from WCFE at next meeting

	<p>December. Hope to have someone at a meeting or via telephone.</p> <p>Continued discussion on what we need to do in collaborating and engaging community. Focus is on superintendent search but can be a point to foster other engagement. Mark/Flor/Scott will meet with WCFE and work with WCFE to promote the engagement. Search committee will be part of the forums but WCFE will be the main parties guiding the forums.</p>	
	<p>4. Frame format for school based faculty and student engagement forums</p> <p>Discussion began around the forums. Need to have forums at each school for faculty, staff, and student engagement. Who from the committee should be in attendance? Mark will attend these forums. Building leadership should determine their set up and time. Should be around 30 to 45 minutes.</p> <p>Continued discussion around questions that may be helpful to generate feedback, concerns from community. Start with 3, 4 or 5 questions to help define the importance of position. Meant to promote conversation and information to help the committee distill what we are looking for in our superintendent.</p> <p>What do you think the role of the Superintendent is or should be?</p> <p>What are the most important personal attributes the Superintendent must possess?</p> <p>What are the most important skills and experiences the Superintendent must have?</p> <p>What do you believe is the direction the Superintendent must lead the WCUU in?</p> <p>What level of engagement should the Superintendent be committed to? What might it look like?</p> <p>Discussion around further resources to gain this insight from the internal community if not able to attend forums. Definitely need to provide job description and job ad to WCFE and other forums at schools to provide them with the base information of the superintendent position. Each school will develop their own engagement/forum. Would be great if each forum was put on the schedule so anyone could attend one or all as available.</p>	
Agenda Item	Discussion	Follow up
	<p>5. Schedule consults with central office and district leadership teams</p> <p>Mark will work with the Central Office and others to have these meetings.</p>	Mark to connect with all leadership as per forums to meet community
	<p>6. Discuss pros/cons of using electronic surveys as an engagement tool</p>	

	<p>Discussion began with efficacy of a survey. Must be written to be understood, elicit info not just "do it". Need to put forth the genuine concern – we need their input. Website - useful? Survey monkey? Need written comments as well as ranking. When done? Must be simultaneous with forums – short timeline. Will have Michelle Ksepka help with the survey online portion.</p> <p>Dec 4 to Dec 18 will be the window to get all this information to community, receive input and data from the online survey.</p>	
Action Item	<p>7. Begin discussing interview process</p> <p>Began discussing the interview process and interview committee, development of interview questions – traditional, alternative format and having candidates each do a 10 minute introduction to the interview committee based on a topic statement/question provided to them before the interview.</p> <p>Discussion continued as to must be an apples to apples comparison for all candidates. Consistency is necessary to have a good evaluation process. Want to have as many candidates as possible and looking for someone who can "go beyond the box". Will use the current job description with the caveat the job description will be revised.</p>	
Plan Next Steps	<p>Further work on engagement, dates/forums, draft survey, interview questions.</p>	
Next Meeting Date	<p>Monday, November 25, 2019 8 – 9 am</p>	<p>Central Office, Gallison Hill</p>