

Superintendent Search Committee Meeting Minutes

November 13, 2019

Approved 11.18.19

Present: Mark Andrews, Steven Dellinger-Pate, Lori Bibeau, Chris McVeigh, Dorothy Naylor, Scott Thompson, Flor Diaz Smith, Carla Messier

Agenda Item	Discussion	Follow up (Person Responsible)
Call to order	Dorothy called the meeting to order at 8:04 am Introductions and Agenda Reviewed	Carla will now take minutes for meetings.
Discussion Agenda	1. Approve 11/6/19 minutes Dorothy opened the floor to review of the minutes. Scott motioned to accept the minutes, Chris seconded the motion, passed with a unanimous approval.	
Agenda Item	Discussion	Follow up (Person Responsible)
	<p>2. Review / Approve / Post SchoolSpring advertisement</p> <p>Discussion was around the draft developed by Scott and Chris, and more detailed discussion had pertaining to the merits of the information within the draft ad and does this accurately represent what we are looking for in a superintendent</p> <p>Continued discussion followed regarding licensure, experience, strong leadership, salary, and attracting the largest pool of applicants possible.</p> <p>Need a person that works for the rights of the students, not be a follower. A reasonable risk taker while keeping and connecting to the needs of students, community, and fostering a good rapport with principals – especially toward decision making.</p> <p>Discussed prior hiring of superintendents, with concern that those without prior experience - new to superintendent role. Input was given to help the committee understand that 2 superintendents that have not served in the capacity before being hired here, were overwhelmed and had difficulty assimilating to all the criteria, legal and etc., of the position. Took about 2 years to get the full scope of the job requirements established before fully established in the job duties as a superintendent.</p>	<p>Carla to post ad to SchoolSpring, Times Argus (2 Saturday editions), BFP</p> <p>Lori to investigate NESDEC and determine if applicable</p>

	<p>Advertise in – SchoolSpring, Times Argus, BFP, check into Education Weekly, or other National magazine. Lori will investigate NESDEC possibility.</p>	
	<p>3. Search Committee composition.</p> <p>Discussion around who is actually part of the committee beyond the core team. How does this fit into the overall team/process and what we need to add to the group for other parts of the process. Core committee who will be involved the entire process and those invited into the process for specific stages as may be needed – interview committee, engagement (interact with all communities to gain insight/feedback) and others, etc. to be defined per needs of the process.</p> <p>Defining the role of and interview committee as responsible for advancing candidates</p>	
	<p>4. Goals of engagement: <i>to inform, to consult, to involve, to collaborate</i></p> <p>Discussion as to what each of the terms mean in the process. Begin by what explaining what “<i>ex officio</i>” means, defining what we need for the entire process and working to that result.</p> <p>Inform – what we all will be doing</p> <p>Consult – receiving input and information - providing - receiving advice</p> <p>Involve – depth of what will be done</p> <p>Collaborate – working together</p> <p>Ultimately, the committee will be asking others to consult with us more than any other value listed. We need their advice, concerns and input overall. Committee is the ultimate decision maker for the end result.</p>	
Agenda Item	Discussion	Follow up
	<p>5. Identify key stakeholder groups:</p> <p>Discussion of who truly are the stakeholders with the highest interest in this process.</p> <p>Students, Parents, licensed employees, non-licensed employees, Central Office team, and at large community members.</p>	
	<p>6. Engagement strategies, timelines and facilitators</p> <p>Discussion surrounding the best ways to engage</p>	

	<p>the stakeholders to be involved and participatory in the process. Community meetings (meal, coffee or other), Front Porch Forum, Google Survey/links, other methods to have the community become part of the full search process.</p> <p>Set community meetings at each school to bring the stakeholders together. Work to coordinate with each school to help with this – by local (ex. Rumney and Doty having one forum together).</p> <p>Need to get out to all in our district to determine “What we believe in and how will this Superintendent get us there”</p> <p>Need to begin by finding the best avenues to start the community engagement. Flor will reach out to WCFE (Friends of Education) to ask for their assistance in getting the word out that the Superintendent Search has commences and looking forward to all input and comment from the greater community members of our district.</p> <p>Hope to have one forum before Thanksgiving and one after.</p>	Flor – Contact WCFE to help with engagement
Action Agenda	<p>7. Other</p> <p>Keeping clear communication and information flowing, especially around engaging as many as possible to participate.</p> <p>Scott will be the link to provide the update to disseminate to Board, Leadership and so forth.</p> <p>Superintendent Search committee will recommend the appointment of new members to the committee for board action</p>	Steven will contact association to select one teacher and one ESP representative to be part of the committee.
Plan Next Steps		
Next Meeting Date	Monday, November 18, 2019	
Adjourned	Meeting adjourned at 9:25 am.	