

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.

1130 Gallison Hill Road
 Montpelier, VT 05602
 Phone (802) 229-0553
 Fax (802) 229-2761

Debra Taylor, Ph.D.
 Interim Superintendent



WCUUSD Superintendent Search Committee Approved Meeting Minutes

11.6.19
 5-6:30 pm

Approved 11.13.19

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

Agenda Item	Discussion	Follow up (Person Responsible)
Call to order	Dorothy called the meeting to order at 5:05pm Introductions and Agenda Reviewed	Flor taking minutes for now and we will find a minute taker so we can all participate.
Discussion Agenda	<p>1. Clarify roles and responsibilities SC, SC liaison. Internal Communication Plan.</p> <p>Mark will take care of contacting everyone throughout the progress look at his time line.</p> <p>We will consider what it takes for someone for out of state to get a license.</p> <p>First round of names won't be public and we don't want to jeopardize that individuals existing job.</p> <p>Dorothy will be the chair of the committee. Communication through Krista to post the Agenda and support form Carla for all School Spring and Hiring support for Mark.</p> <p>Hiring Committee liaison: Communications with Mark will be through Dorothy and Flor</p> <p>We spent time clarifying roles and responsibilities and agree to internal communications plan.</p> <p>Mark likes protocols and he is pretty formal about running meetings.</p> <p>Stephen and Lori attended to offer their support and wisdom but also to have an idea of where we are in the process.</p>	<p>Chair: Dorothy</p> <p>Mark is in control of the application process.</p> <p>Krista to post the Agenda</p> <p>Carla support for all School Spring and Hiring support for Mark.</p> <p>Hiring Committee liaison: Dorothy and Flor</p>
Agenda Item	Discussion	Follow up (Person Responsible)
	2. Create Committee working norms:	

	<p>We agreed on the following working Norms:</p> <ol style="list-style-type: none"> 1. Attend all meetings 2. Be on time 3. Be prepared 4. Speak with one voice (always regardless of the location even if we are not at a meeting) 5. Maintain "systems" Our role is to look at the big view and maintain focus 6. Maintain confidentiality 	
	<p>3. Review current WCUU Superintendent job description identifies essential candidate qualifications.</p> <p>Chris: Technological competence,</p> <p>Dorothy: Agree with Lori on some superintendence experience but she will go with someone had just two years of experience</p> <p>Mark suggested for experience that we used: superintendent experience preferred</p> <p>Scott: Trauma informed</p> <p>Flor: Good communicator, strong back soft front, integrity and collaborative style.</p> <p>Lori: She really wants someone with experience.</p>	
	<p>4. Create post for School Spring</p> <p>Essential Qualifications will be included for the Superintendent ads. Scott will work with Chris on the superintendent job description for posting the ad and they will have it ready for our meeting Tuesday the 12th at 8am.</p>	<p>Scott and Chris</p>
<p>Agenda Item</p>	<p>Discussion</p>	<p>Follow up</p>
	<p>5. Identify stake holder groups and engagement strategies:</p> <ol style="list-style-type: none"> 1. Community 2. Teaching Staff 3. Leadership Team 4. Central Office Team 5. Student Body 6. Parent group <p>What type of engagement are we looking for and also look at other ways of engaging. We had a lot of discussion of what is the best time to get input from the Association and Central Office.</p>	

	<p>6. Review Search Timelines</p> <p>We will post add for Superintendent by Friday 15th and the add will close on January 10th.</p>	Mark Andrews with post with Carla.
Action Agenda		
Plan Next Steps	<p>We agreed to working norms and agree to meeting schedule.</p> <p>Meeting next week Tuesday the 12th at 8 am</p> <p>Regular meetings will be every Monday starting on the 18th at Central Office</p>	
Next Meeting Date	Tuesday November 12, 2019	
Agenda Items for Next Meeting.	Public announcement and Press release	
Adjourned	Meeting adjourned at 6:23 pm.	