

## MINUTES

**Addison Central School District  
ACSD Board  
Special Meeting  
Wednesday, May 3, 2023, 6:30 pm - 8:30 pm  
208 Charles Middlebury, VT and Virtual Connection**

### **In-Person Attendance**

Barbara Wilson; Ellen Whelan-Wuest; James Malcolm; Jamie McCallum;  
Jason Chance; Joanna Doria; Mary Heather Noble; Steve Orzech;  
Suzanne Buck; Tricia Allen

### **Remote Attendance**

Lindsey Hescocock

### **Not In Attendance**

Brian Bauer; Ellie Romp

Please click the link below to join the webinar:

Link to join Webinar

<https://us06web.zoom.us/j/84421161686?>

- A. Call to Order Upon Reaching a Quorum Meeting called to order at 6:30 p.m.
- B. Introductions - Board Members, Administrators and Staff
- C. Public Comment  
No public comment.
- D. Discussion: Interim Superintendent Search Process and Timeline

Barb Wilson opened the meeting with a proposed timeline for completing the search for an interim Superintendent and stated her goal for the meeting is to have agreement on the process and approach for selecting the candidate. She opened the floor for questions and comments on the illustrated timeline (~6 week process).

Mary Heather Noble added that the Communications & Engagement Committee recently met and agreed that the process needs to be communicated to the community as soon as possible, to reassure people that the Board is working on it.

James Malcolm noted the difference between hiring and interim and a full superintendent, emphasizing the need to move swiftly and not be slowed down by stakeholder groups, etc. -- we don't have the time for that.

Ellen Whelan-Wuest provided some feedback she has heard about the update emails being too long that people didn't read them. People didn't seem to know information that had been provided in the communications, so it isn't landing well. Suzanne Buck suggested using bullet points.

Joanna Doria requested clarification about the expected duration for an interim superintendent -the responses were at least a year, possibly two (the last interim served 2 years before Peter Burrows was hired).

Barb asked the Board to weigh in on whether to involve the full board in reviewing/interviewing candidates or have a search committee. The consensus was to have a hiring committee of ~6 people to enable swift review/first round interviewing. Jason Chance and Ellen Whelan-Wuest advocated for bringing in additional voices into the process -- especially admin and teachers. Suzanne Buck advocated for making sure the community has a chance to meet candidates, even via zoom to make the process feel more transparent.

There was considerable discussion around balancing having a small, nimble committee and including perspectives beyond the Board's. The timeline is essentially 4-6 weeks if the District is to have any overlap between Peter Burrows and the Interim Superintendent. There is also concern from a staff retention perspective about involving them in the process. People are feeling anxious. Barb Wilson suggested having a committee with 3 board members, 2 admin, and 1 teacher. Steve Orzech noted that the committee should have another board member to appropriately weight the Board's role in the decision.

Steve Orzech made a motion to form an Ad Hoc Interim Superintendent Search Committee consisting of 4 board members, 2 administrators, and 1 teacher to screen candidates and present up to 2 viable options to the full board. Ellen Whelan-Wuest seconded.

There was some discussion about whether 7 people would be too many.

Joanna Doria made a motion to amend the original motion to reduce the Ad Hoc Search

Committee to include 3 board members, 1 administrator, and 1 teacher. Tricia Allen seconded. Continued discussion revealed some concern about only having 1 administrator -- which wouldn't allow both a central office and building-based administrator. Barb Wilson called a vote on the motion to amend: 1 aye, 10 nays. The motion to amend failed.

Suzanne Buck made a motion to amend the original motion to specify more detail for the make up of the Ad Hoc Search Committee: 4 board members, 1 central office administrator, 1 buildingbased administrator, and 1 teacher. Jason Chance seconded. The motion passed unanimously -so the original motion made by Steve Orzech was amended as follows:

Motion to create an Ad Hoc Interim Superintendent Search Committee consisting of 4 board members, 1 central office administrator, 1 building-based administrator, and 1 teacher to screen candidates and present up to 2 viable options to the full board. The amended motion passed unanimously.

Additional discussion regarding the specific charge of the Ad Hoc Search Committee, and whether that should include first round interviews. Ellen Whelan-Wuest made a motion to charge the newly formed Ad Hoc Search Committee to screen resumes for the interim superintendent position, conduct interviews, and select up to 2 candidates for final interviews before the full Board. Jamie McCallum seconded. The motion passed unanimously.

The conversation then turned to selection criteria -- and any specific must-haves for the interim position. There was back-and-forth about whether this discussion was necessary, as the Ad Hoc Search Committee will include Board members who are well-versed in what the Board is looking for based on the recent search process. Ellen Whelan Wuest suggested the following 3 points:

- Superintendent or Interim Superintendent Experience
- Strength in developing and overseeing District-Wide budget
- Proven strength in leadership and uniting staff

The Board focused on the remainder of the process once final candidates are presented to the full Board. There was considerable discussion, but general agreement that the process would be similar to the interviewing that was done for the first search: full board agrees on questions to ask the candidate in a 60-90 minute session. Several members advocated for hosting another community zoom to present candidates to the ACSD community. There was some concern about what to do if only 1 candidate is advanced to the full board -- most agreed that it would still be a good opportunity for the community and candidate to engage, and make the process as transparent as possible, given the expedited nature of the search.

Proposed dates for timeline:

May 4 - 12: Board receives applicant materials from McPherson & Jacobson

Week of May 15: Ad Hoc Search committee screens applications, conducts interviews, and identifies up to 2 finalists for interviews with the full board.

Week of May 22: Final candidate interviews with the full board, followed by a community zoom.

End of May: Board makes selection and hires interim superintendent to begin in early/mid June.

Suzanne Buck reminded the group that an offer will need to be contingent on AOE approval, and appropriate licensing. Lindsey Hescoock advised the Board to avoid scheduling a community zoom on May 25th, since that is "move up evening" for incoming 6th graders to MUMS.

Barb Wilson asked for Board volunteers to serve on the Ad Hoc Search Committee. Suzanne Buck, Steve Orzech, Joanna Doria, and Jason Chance volunteered. Suzanne Buck will chair. Mary Heather Noble will continue to serve as a liaison between the Ad Hoc Search Committee, Emily Blistein, and McPherson & Jacobson.

1. Executive Session: Superintendent Search - Personnel 1 VSA 313 (a) (3)

Entered Executive Session at 8:18 p.m.

Exited Executive Session and re-entered Open Session at 8:35 p.m.

Motion to enter Executive Session to discuss personnel pursuant to 1 VSA Section 313 (a) (3).

Move: Suzanne Buck Second: Mary Heather Noble Status: Passed

E. Other

None.

F. Adjourn

Meeting adjourned at 8:35 p.m.

Motion to adjourn.

Move: Suzanne Buck Second: Jason Chance Status: Passed

\*Public Comment Guidelines:

Public comments are encouraged and welcome at each regular board meeting during the period designated for public

comment. Comments are limited to three minutes per person. Citizens will be called to make their statement by the board chair. Public comments regarding personnel, students or legal matters will not be heard by the Board.