

SAUQUOIT VALLEY CENTRAL SCHOOL  
Sauquoit, NY 13456

**Wednesday, December 21, 2022**

The special meeting was held in-person in the high school library.

**Date of Meeting:** December 21, 2022

**Kind of Meeting:** Special

**Presiding Officer:** Mr. Nicotera, Vice-President called the meeting to order at 6:01 p.m.

**Members Present:** Anthony Nicotera, Patricia Collins, Ron Critelli, Judy Kentile, Mike Sacco, and Lynn Weibel.

**Members Absent:** Dawn Miller

**Administrators Present:** Ronald Wheelock, Superintendent of Schools.

**Others Present:** Staff & Community signed-in.

**Pledge of Allegiance:** The pledge of allegiance was recited.

**Presentation(s): – Dr. Kilburn, BOCES Superintendent**

Dr. Kilburn thanked the Board for the opportunity to serve as search consultant for the District's search for its new Superintendent. She reviewed some procedural logistics such as all communication from her to the District will go through the Board President and/or Vice President. A proposed timeline and schedule of meetings was proposed and agreed to by the Board, with some built in flexibilities in the event a meeting has to be canceled from the proposed schedule. The following logistic elements of the search process were also shared by Dr. Kilburn:

- It was suggested that a Thought Exchange be developed and communicated to the community. The Thought Exchange would ask a question soliciting community response as to what they are looking for in their next Superintendent. A second Thought Exchange question may inquire as to what the community feels is going well at Sauquoit Valley and what are areas they would like to see improvement. All information collected from this exchange will be shared with the Board and taken into consideration in the selection of the Superintendent.
- A brochure highlighting the demographics of the District would be developed through the BOCES communications department; as well as, the development of the candidate application.
- Announcement of the Superintendent vacancy will be announced electronically.
- The advertisement of the vacancy will run for four weeks.
- All candidate applications received will be vetted and screened, followed by the selection of candidates to be interviewed (early to mid-March).
- Dr. Kilburn will prepare candidate materials for the Board to review in preparation for the interviews.
- The Board will review viable candidate applications, and then develop interview questions.
- Initial interviews will be conducted by the Board (tentatively April 3 & 4, 2023).

- Questions for finalist interviews will be developed.
- Interviews of the finalists will then be conducted (tentatively April 17 & 18, 2023).
- Parameters of a contract for a potential candidate will be developed.
- Meet the candidate's forum or video presentations of each candidate would tentatively take place in the latter part of April.
- Board deliberation and discussion over potential offer of the position (tentatively May 2, 2023).
- Potentially offer the position to selected candidate (tentatively May 3, 2023).

Dr. Kilburn shared potential avenues to advertise for the position and the design of the vacancy brochure. The Board elected to go with the larger version of the vacancy brochure in electronic format with some paper copies to distribute as needed. Typically, the notice of vacancy is shared with all Superintendents and Assistant Superintendents throughout New York State. This would be done electronically. The Board has also elected to advertise through the New York State Council of School Superintendents (NYSCOSS), School Administrators Association of New York State (SAANYS), New York State School Boards Association (NYSSBA), and the online application platform used around the State called OLAS. This will all be done electronically, with a possible exception of placing vacancy ad in the NYSSBA "On Board" publication. There are costs associated with advertising over these medium, which should be less than \$2,000. Discussion to run ads in the Observer Dispatch and Rome Sentinel took place, however, the cost benefit to do this does not seem favorable. The Board decided not to use either paper to advertise for the Superintendent vacancy.

The Board engaged in a thorough discussion on conducting an open search. Their desire is to be as transparent in the process as possible and include the community where appropriate. There will be opportunity for the community to share their thoughts through the Thought Exchange early on in the process and an opportunity meet the candidates either in person or via video. The Board welcomes community feedback. Much discussion ensued over how many candidates to present to the community for a forum/video presentation. Would we bring in five candidates or just the 2-3 potential finalists? Dr. Kilburn shared with the Board that typically Districts would take the input from the community to help guide the Board in narrowing the search down to 2 or 3 candidates and then present them to the community via a forum or video presentation. Any feedback that the community wishes to share with Board member would occur after such forums and then the Board would consider this feedback as they deliberate over the potential selection of a candidate to offer the position to.

**New Business – There was none.**

**Executive Session – There was none.**

**Resolution No. 39:** made by Mrs. Collins, and seconded by Mr. Sacco, that the meeting be adjourned at 8:14 p.m.

Carried: Ayes 6, Nays 0.

Respectfully submitted,



Marie Goodman,  
District Clerk