

SAU 23 Superintendent Search Committee Meeting Minutes
Tuesday, October 24th, 2023
6-8:30pm @ HCMS

Attendees: Mark Litchfield, Dwight Swauger, Dave Robinson, Kathy Ducharme, Charlene Mathews, Maryann Aldrich, Ellen Swain, Scott Nichols, Melanie Rhoads, Bruce Labs, Sara Lang, Don Bagley, Vernon Jones

Facilitators: Kathleen Cuddy-Egbert (KCE), Michele Munson (MM)

Introductions

Each member of the search committee shared their background and what has brought them forward to serve on the search committee.

Meeting Objectives

- a. Establish a Charter - roles and responsibilities identified for critical roles.
- b. Search Committee Member and Facilitator Norms - *Colleague Identified* norms include starting on time, ending on time, listening, explaining/reasoning, assume positive intentions, respectful of each other and opinions, open-minded, focused on the students/future, everyone has an opportunity to speak/a voice. *Facilitator* norms include guidance, communication, process, opportunity to ask questions and have them answered, efficient use of time/preparedness, homework/prep work when possible.
- c. Transparency, Public Access, Minutes and NDA - KCE reviewed Confidentiality and Non-Disclosure Agreement. 91A rules were also reviewed. MM shared that a short synopsis/summary of committee activities/progress can be provided following each meeting for distribution to the public.
- d. Communication, Surveys and Focus Groups - MM discussed a variety of ways districts may choose to information gather from stakeholders and the public. The committee discussed a variety of methods may be necessary to get input from different groups - teacher/staff, community members etc. For teachers, focus group in-person preferred, with a backup of virtual focus groups. Each school can determine which will work best for them. MM discussed the timeline of the search. The committee has determined we would like to fast-track the process if possible.
- e. Set Calendar for Future Meetings - MM reviewed open dates: set **next meeting dates** for **October 30th @ 6:00pm**, and **November 9th @ 6:00pm**, both at HCMS.
- f. Review Timeline and Activities - MM shared target objectives on the timeline including setting competencies and roles, making postings etc. When the posting is complete, a 6-week open application window will follow. Applications will be sent to SchoolSpring and diverted to a folder maintained by TBG for review. M. Rhoads asked a clarifying question regarding timeline to presenting an offer (14 weeks).
- g. Tracking of Activities - Project Planner Document shared - will be provided in digital format for data tracking of activities.

- h. Create Understanding of the TBG Search Process - MM reviewed steps to Making a Good Hire as determined by TBG. 3 Elements include: Detailed position description that provides measurable criteria against which to assess competence (data-backed), pool of qualified candidates, and effective candidate assessment methodologies. Panel interviews are NOT recommended. Further discussion of the Guided Storytelling Interview.
- i. End Meeting on Time

Meeting Activities

- a. Review of TBG Search Process - supplemental documents provided
 - Making a Good Hire
 - Leadership Success Formula
 - Confidentiality Agreement
 - Candidate Evaluation Document
- b. Review of Superintendent Fit Responses
 - FIT Survey Responses - MM shared data in the following categories: Challenges, Imperatives, 6/12/18 Month Success Measures, Values, Financial Acumen, School Board Fit, Administration Fit, Faculty/Staff Fit, Family Fit, Student Fit, Community Fit, Other. The committee discussed what was *lacking* in the feedback.
- c. Review Draft Performance Criteria
 - DRAFT Roles and Competencies. The document for Top Competencies and Roles will be provided to the committee for review. DRAFT roles presented as identified by sample data received to date, with sample tasks and competencies (measurable criteria) as examples.
- d. Review of the Candidate Evaluation form
 - KCE reviewed the form and how it is used to make determinations during/following the interview/storytelling process. Roles/Competencies/Tasks will be assessed by finding/identifying evidence either in support of or against each role/competency/task. Clarifying question from D. Robinson regarding the remainder of the evaluation form (to be covered at the next meeting).

Discussion: The committee asked questions regarding the potential candidate pool and considerations that we are sensitive to in hiring - how those relate to roles and tasks we can identify through the process.

e. Meeting Debrief

- The committee is feeling as though we adhered to the norms set forth.

Committee Directives: Read/Review/Edit Draft Roles and Competencies, Read and analyze - Functional and Dysfunctional Leadership

Meeting dismissed, 8:07pm.

Respectfully submitted,
Sara Lang