

# SAU 16 Superintendent Search Committee

## MINUTES

AUGUST 29, 2007

6:30 – 8:30

SAU OFFICES TUCK LEARNING CENTER

<b>MEETING OBJECTIVES</b>	<ol style="list-style-type: none"> <li>1. Receive update on recruitment and advertising</li> <li>2. Establish a calendar of events for the search</li> <li>3. Create subcommittees to develop materials for application review, interviews, and final visits</li> <li>4. Review minutes</li> </ol>
<b>RESOURCES</b>	Copies of brochure and post-card
<b>ATTENDEES</b>	<p>Committee Members: Carolyn Bellisio; Anne Marie Chesno, Townley Chisholm; Paul Flynn; Walter Garland; John Maxwell; Katherine McDonnell; David Miller; Alice Mower; Jane Sewalk; Bill Thompson; and Marty Wilcox</p> <p>Missing: All present</p>

### Agenda topics

#### UPDATE ON RECRUITMENT AND ADVERTISING

<b>DISCUSSION</b>	<p>Paul noted that NESDEC has been very supportive thus far in the search. The contact person has put the position notice on the website, distributed brochures, and begun fielding calls from prospective candidates. He noted that although NHSBA was disappointed in not being chosen as the point organization, Ted Comstock indicated a willingness to post the position on the NHSBA website and to link to the SAU16 website notice. As of the beginning of the week the position notice and materials were posted on the SAU website, the NESDEC site, and the NHSBA website.</p> <p>Paul noted that more than 350 post-cards had been sent out in early August pointing candidates to the website. The cards went to all NH Superintendents, MA Superintendents in Essex and Middlesex counties, ME Superintendents in Cumberland and York counties, New England colleges with superintendent preparation programs, School Board Association Directors in all 50 states, and Executive Directors of the School Administrators' Associations in all 50 states. The cards appear to have initiated some interest. He described plans to advertise in the key publications suggested by NESDEC. A print ad in <i>Education Week</i> and a running ad in its on-line edition as well as a 30 day ad on the AASA website will provide national exposure. Local and regional advertising will be done in <i>The Boston Globe</i>, <i>The Manchester Union Leader</i>, and <i>The Portland Press</i>. Advertising will begin in middle September and continue through mid-October. If additional advertising seems appropriate, the plan will be revisited in October.</p> <p>The committee discussed the best way to distribute brochures. It was agreed that a letter from the current superintendent with an attached brochure would have the greatest probability of getting through the mail system and into the appropriate hands. That mailing will be sent in September.</p> <p>Katherine proposed an e-mail solicitation. The group agreed that a reminder e-mail could be sent in October as the deadline for applications approaches. Bill offered to work with Katherine to create an e-mail list based on the mailing list.</p>	
<b>CONCLUSIONS</b>	John made a motion to authorize up to \$3,000 to meet the advertising plan. Dave seconded. All in favor.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Secure ads	Paul	ASAP
Ask Skip to write letter and mail flyer	Paul	September 15
Develop e-mail list	Katherine and Bill	October 1

ESTABLISH CALENDAR OF  
EVENTS FOR REVIEW OF  
APPLICATIONS, INTERVIEWS,  
AND VISITS

<b>DISCUSSION</b>	The committee reviewed calendars and worked to develop a schedule that acknowledged some of the challenges of holidays in November and December. The committee recognized that weather or other factors could require some adjustment to dates.		
<b>CONCLUSIONS</b>	9/07/07 at 6:30	Application Review and First Round Interview Workgroup Meeting	
	9/12/07 at 3:30	Finalists Visits and Interviews Workgroup Meeting	
	9/19/07 at 5:00	Superintendent Search Committee Meeting to Review Work of Workgroups	
	11/13 – 11/16	Review of Application Packages	
	12/03 – 12/14	Candidate Interviews	
	01/07 – 01/18	Finalist Visits	
	End of January	Recommendation of Selection to Joint Board	
	All dates are subject to change as necessitated by issues that emerge during the search.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

CREATE WORKGROUPS

<b>DISCUSSION</b>	<p>Two workgroups were created to prepare draft materials for the entire committee to guide each of the next two phases of its work. Committee members were free to volunteer for any workgroup.</p> <p>Group 1: Design materials (e.g., forms and rubrics) for the review of application packages and the interview questions and process for round one interviews. Bill, Carolyn, Dave, Marty, and Townley. Meeting on 8/7 at 6:30</p> <p>Group 2: Design format for finalists visits to SAU and committee visits to their districts. Alice, Jane, Katherine, Paul, and Walt. Meeting on 9/12 at 3:30.</p> <p>Committee members offered some preliminary ideas for each of the committees as they begin their work.</p> <p>Anne Marie indicated it was important to make sure chairs and other Joint Board members were aware of current salaries and benefits for superintendents so they could begin to anticipate what a contract package might look like. Paul agreed to put together an outline that could be shared with the various boards.</p>		
<b>CONCLUSIONS</b>	Workgroups will send materials to full committee for review prior to the 9/19 meeting.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
Draft an outline of current benefit package ranges within the state	Paul	October 15	

APPROVAL OF PRIOR  
MEETING MINUTES

<b>DISCUSSION</b>	Dave made a motion to approve the minutes of the July 18, 2007 meeting. John seconded the motion. All in favor.		
<b>CONCLUSIONS</b>	Minutes Approved		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
July 18, 2007 Minutes should be posted	Paul	ASAP	