

SAU 16 Superintendent Search Committee

MINUTES

OCTOBER 3, 2007

6:00 – 8:00

SAU OFFICES TUCK LEARNING CENTER

MEETING OBJECTIVES	<ol style="list-style-type: none"> 1. Receive update on recruitment and advertising 2. Receive an update on format for finalist visits to SAU 3. Review and revise materials for application screen and initial interviews 4. Review minutes
RESOURCES	Draft review materials
ATTENDEES	<p>Committee Members: Carolyn Bellisio; Anne Marie Chesno, Townley Chisholm; Paul Flynn; Walter Garland; Kate Miller (for John Maxwell); Katherine McDonnell; David Miller; Alice Mower; Jane Sewalk; Bill Thompson; and Marty Wilcox</p> <p>Missing: All present</p>

Agenda topics

UPDATES

DISCUSSION	<p>Anne Marie provided an update from the Joint Board meeting and described how all Joint Board members will have the opportunity to attend the final round of interviews as a listening audience. She reminded the group that it will be important to finalize the calendar at our next meeting to provide adequate notice to all Joint Board members.</p> <p>Paul noted that ads have been run in <i>Education Week</i> and regional newspapers and postings are running on AASA, Ed Week, and Monster.Com websites. Postings continue on NESDEC and NHSBA websites. A dear colleague cover letter from the Superintendent and the brochure was mailed this week to the full mailing list.</p> <p>Walt provided a draft Candidate Visitation Schedule and described the general format for the visit to the SAU by the finalists. Committee members provided feedback. The visit workgroup (Alice, Jane, Katherine, Paul, and Walt) will meet again to continue to refine details for the visit and visits to sites.</p> <p>Marty provided an overview of the application review process and materials to be used during the review. The committee indicated the materials should work well and that there was sufficient understanding in how to use them that no additional training was needed.</p> <p>Caroline provided an overview of the proposed first round interview process and reviewed a list of possible questions. The committee made several recommendations for modifications to the questions and prioritized the questions most appropriate for first round interviews. The application/interview workgroup (Bill, Caroline, Dave, Marty, and Townley) will meet to revise the questions and further refine the process for first round interviews</p>	
CONCLUSIONS	<p>Next meeting of the SCC will be 11/07/07 at 6:00 at the Tuck Learning Center</p> <p>Marty made a motion to approve the minutes of August 29th. Dave seconded. Minutes were approved without objection.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE