

DRAFT

Richmond Elementary School Principal Hiring Timeline

Committee Chair:

Jen Botzojorns, CESU Assistant Superintendent

Committee Members:

Jeanne Adams, RES Administrative Assistant

Teachers

PK/K: Marian Mumford

1/2: Kristin Darling

3/4: Katie LeFrancois

UA/Beth Redford,

Sp Ed: Wendy Touchette

Board member: Jon Milazzo

Parents: Tam Smith, Allison Ross

Admin: Barbara Nason, Underhill Central Principal

Advertised on schoolspring.com

The Mt. Mansfield Modified Union School District and the Chittenden East Supervisory Union seek a principal to lead our PreK-4 school. Richmond Elementary School serves approximately 300 students in the heart of a vibrant, supportive, active, passionate rural community in eastern Chittenden County. Half way between Burlington and Montpelier, in the Winooski River Valley, with breathtaking views and access to great skiing, hiking, mountain biking and various other outdoor opportunities, local culture and the arts abound. The school maintains impassioned faculty, homemade local food and a strong farm-to-school program, personalized beliefs about success for all children, and a caring, safe school culture. We seek a creative, passionate, gifted leader who can guide our school to new levels of academic excellence and achievement. A sense of humor and genuine love for all children are a necessity. We invite applicants with strong leadership and communication skills, and collaborative and respectful standards of excellence who are interested in embracing learning for the 21st century.

Timeline:

April 26 Advertisement posted

Interest for and Nominations accepted for membership on search committee

Search remains open as applications are accepted

April 29 2:30-4:00 pm
Search committee convenes to review schoolspring, role, confidentiality

April 26 to May 19
Individual search committee member meetings with Jen and committee members

Search Committee

Purpose: Review applications and make 2-3 recommendations for the superintendent for the final visit/interview and hire

Responsibilities:

- Review community priorities and formulate criteria for evaluation and questions for interviews
- Read all applications, rate online
- Attend meetings
- Participate in interviews
- ***Keep all applicants and conversations confidential***
- Act on the best interest of the groups you represent: seek input from groups, remain unbiased and listen in your role with the community concerning each of the candidates, then with the committee be open in communicating your opinions about candidates. Agree to listen to every stakeholder and to compromise.
- Review applications and make 2-3 recommendations for the superintendent for the final visit/interview and hire

April 29	2:30-4:00 pm	Search committee members meet to develop criteria Schoolspring.com, confidentiality, Committee Goal: To recommend candidates to the superintendent/board to hire. (1.5 hours)
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April 29- May 19	Ongoing	Review and rate all candidates on schoolspring.com (3-20 hours, depending on the number of candidates and how fast a reader you are and how detailed your assessment of the candidates is, the time is on your own. Internet access needed.)
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May 19	3:30-6:00 pm	Select 5-10 candidates to interview, set up questions/format (2 hours) # dependent on applicant pool
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Round 1 Interviews

May 26 12:30 - 6:00

Interview Candidates, determine individuals to move to the next round, possible interview times: 12:45; 1:30; 2:15; 3:00; 3:45; 4:30 pm.

Committee recommends finalists. During the day long visit committee members help guide as needed. Committee calls references.

May 26 to May 30

Committee members call references and submit input from reference calls to the superintendent.

Round 2- Longer Site visits

May 31

All Day (committee members only need to be available for a small part of day to act as hosts as needed)

DRAFT
Principal Candidate Draft Interview Schedule
May 31

7:00, 7:30, 8:00-
Coffee, Fruit and light breakfast
Parents and community members meet the candidate
Library/ Art Room

8:30- 11:00 a.m Student led Tours of School
Classroom Visits - including
Reading, Math, arts

11-12 Serve lunch to students, meet with PE/Farm to School

12:30-2:25 Lunch w/ CESU principals, superintendent @ Camel's Hump Middle School
Mark Carbone, principal Camel's Hump
Mike Berry, principal Richmond Elementary
John Alberghini, Superintendent
Vicki Graf, principal Jericho Elementary
Barbara Nason, Underhill Central
Mike Weston, Mt. Mansfield Union High School

 Tour Smilie Memorial School with principal Barbara Tomasi-Gay

2::25-2:45 Meet with Richmond
Head of Maintenance
Office Manager

After school	30 minute faculty presentation/workshop on math, literacy or science 15 minute open question and answer session with faculty and staff
3:30-4:30	Writing and/or Math Sample
4:30 –5:30	Parent and community member meeting
5:30	Superintendent interview and/or board interviews

Each group will have access to feedback forms. This will provide an opportunity for those involved to share their thoughts regarding the candidates. Feedback forms will be reviewed by the Superintendent in helping to make the final decision. All feedback forms from all constituents will be collected and reviewed by the superintendent who will use these to make his final decision.

May 31- June 5

Superintendent reviews all input from all stakeholders and selects the candidate to hire based on interviews, input, feedback, and references. This name is recommended to the school board for appointment.

June 6

School board meeting and confirmation of the appointment.

As per T. 16 VSA Section 243a

Appointment: *The school board of each school district operating a school, after recommendation by the superintendent, may designate a person as principal for each public school within the district.*