

**Introductory Meeting for CCSU Superintendent Search**

1. Kevin Dirth began the meeting at 6:05pm. He introduced himself and his role within the search committee.
2. The group introduced themselves:
  - a. Committee members in attendance:
    - Micheal Concessi
    - Jeremy Goetz
    - Ryan Thompson
    - Margaret Maclean
    - Rebecca Hohn
    - Rebecca Tatischeff
    - Desi Hertz
    - Sarah Welch
    - Emily Snodgrass
    - Nancy Brochu
    - David Irwin
    - Damien Owczarski
    - Rachel Hartman
- Absent: Melissa Bushey
3. Kevin reviewed the roles of the screening committee, the role of the school board in this process, his role as the consultant, what staff and community involvement might look like, and the role of the Chair and the Clerk
4. Meeting protocols
  - a. Michael Concessi and Margaret Maclean were nominated as the Committee Chair
  - b. Michael withdrew from the nomination
  - c. The committee voted unanimously to have Margaret Maclean serve as the Committee Chair
  - d. Nancy Brochu stepped forward as the Committee Clerk, and the committee voted unanimously to have Nancy Brochu serve as the Committee Clerk
5. Kevin emphasized the importance of confidentiality when in executive session during this process.
6. Decision making - there was some discussion about what the decision making process might look like (simple majority, for example). The group decided that we may delve into that discussion more deeply during the next meeting.
7. SchoolSpring
  - a. Kevin explained to the group what SchoolSpring looks like
  - b. The posting has been on SchoolSpring for about 2 weeks
  - c. Kevin did not put a deadline for application on the SchoolSpring posting
  - d. The group looked at the posting that was placed on SchoolSpring.
  - e. Kevin made note that the CCSU board has made the decision to hire an assistant superintendent, as well. It is listed in the SchoolSpring posting that the newly hired Superintendent will have the opportunity to be part of

the hiring process for the assistant superintendent who s/he will work with.

f. The committee then reviewed the job description

8. Desired Characteristics of the new superintendent - this will be discussed at the next meeting after the committee reviews the job description and the committee will have the opportunity to share their own thoughts on what might be important to add to our list of desired characteristics.
9. Next meeting process/what will the interview process look like/what are some other characteristics that the committee would like to look at when bringing forth a candidate:
  - a. The next meeting will also be our last meeting we have before we start to actually discuss candidates
  - b. We will also discuss SchoolSpring itself and how to use it and review the applicants; how to review the candidates; how to rate the candidates; etc.
  - c. From that meeting forward until our first meeting in January, the committee will have a chance to review the candidates and rate them
  - d. Kevin's hope is that we have this process completed by the end of February or early March - this will be our goal.
  - e. In-person vs Zoom meetings - Kevin recommended that as we're discussing and researching among ourselves that we remain with Zoom. However, once interviews start to take place, the committee may want to move to meeting in-person.
10. Timeline in place for the suggested times for the upcoming meetings
  - a. Meeting 2 (committee should plan on a 2 hour meeting):
    - i. There was discussion about sticking with Wednesdays, as was this first meeting. However, because of the large group, the group wondered if we should send out a Calendar Doodle Poll to set up the next meeting. A suggestion was made to look at Thursdays since many school boards do not meet on Thursdays within CCSU.
    - ii. Margaret will set up the Doodle Poll so that we can set up the December meeting as soon as possible. From there we will determine the next 3 meetings in January.
11. Questions for Kevin from the Committee:
  - a. Would it be acceptable for committee members to reach out to their colleagues and community members to see what they might like to see in the next Superintendent? Yes
  - b. There was a suggestion to survey the CCSEA to see what the association would like to see for qualities in a new superintendent. Yes
  - c. It was recommended that whatever input we could get from community members, staff, etc, then that would help to inform us of what people are looking for. David Irwin will go ahead and work on the survey for the association to give their input.
12. Meeting adjourned at 7:29pm