

## **Executive Evaluation Subcommittee Meeting 12/15/16**

Meeting called to order 10:09

Members present: Fran Lartigue, Bob Law, Bonnie Silvers, Dave Travis, Dave Hastings

### **Approval of Minutes**

The minutes of 12/1/16 were approved!

### **Superintendent update**

Nothing of great import to report

### **Donahue Report Update**

Subcommittee moves to distribute the Donahue Report addendum to the members of the superintendent screening committee and the candidates selected for interviews.

### **Super Search/Screening Committee Update**

They were able to narrow it down from 21 applicants to 9 to be interviewed (!)  
Committee members were asked to choose their top 7 and their bottom 7 and reconcile the results

Bonnie: members appreciated that they would have the option of putting forward 2-5 finalists, and also the option of not putting someone forward if they can't find someone suitable

Jennifer brought in 13 questions for discussion.

The committee narrowed it down to fewer questions, which are all fairly open-ended

Fran will be asking the questions

Group will listen and focus on their own follow-up questions

NOTE: Screening committee agreed to have an additional short meeting to approve the questions and finalize the format of the interviews

Candidates who aren't moving forward will receive a thank you letter from Fran

Candidates who are moving forward will receive

- A letter outlining next steps
- Copy of Donahue report with addendum
- Also send short biographies of the screening committee members so they know who's in the room

Bonnie: Jennifer gave Bonnie two drafts of letters (thank you NO and thank you YES).  
Bonnie will revise and send to Fran to send along to applicants/candidates.

### **Interview Procedures**

We agreed to allow Skype as an acceptable method for first-round interviews. This option is not pro-actively offered, but it will be available upon request. (not preferred).

**On Tuesday, 12/20, at 10:30am we will do a trial run with a Skype call** and projector in room F1 - Fran will call in from home, Bonnie in the room with Chris, and Dave T might call in, too.

### **Finalists Site visit to SBRSD**

End of day reception by students?

Bonnie wishes to invite student council members; School committee has 1 hour interview with person

### **Scheduling Conflict for Thursday 1/12**

To protect the confidentiality of the candidates, we are requesting that we move the Finance Subcommittee Meeting and Full Committee Meeting to one of these alternative dates.

Monday 1/9 Friday 1/13

Monday 1/16 and Thursday 1/19

**Bonnie** to send the email.

### **Reference checking**

Last time Bonnie was the only one to check references. Bonnie thinks we should make a point of dividing up the references between us as a committee.

Fran request - ask Jennifer give us a consulting hour to train us in best practices for conducting a reference check

### **Planning the Site Visits**

Bonnie and Bob will plan the days.

With whom will the finalists meet?

Must include site visits to NMC and Egremont Schools!

School Committee will receive complete packet for each of the finalists

SubCommittee Recommends that there be a rotating group of site visits to candidates' districts

SubCommittee Recommends that there be rotating assignments for reference checks, too..

If the Super screening committee reaches a conclusion on the 18th, then it would be great to have the Next Full Meeting on the 19th.

**Next Exec Eval Committee Meeting** 1/19 at 10am

**Meeting Adjourned 11:43pm**