

MRSD Superintendent Search Committee Meeting 3

October 12, 6:30 p.m.

SAU 93 Wilcox Building

**Committee Members Present:** Scott Peters, Cheryl McDaniel-Thomas, Lisa Steadman, Kristen Noonan, Leslie Markowski via Zoom, Melissa Suarez via Zoom, Cathy Woods via Zoom and Sharon Boucher via Zoom. **Also Present:** Nora Behrens, Rep. of the Bryant Group via Zoom

**1. Introductions:** N. Behrens introduced herself to the committee.

**2. Meeting Objectives:**

**a. Clarify NH Open Meeting Law as It Applies to Search**

**Committee:** The Board's attorney had explained that the committee is not able to work on a shared document outside of the meeting. No committee can have a quorum communicating outside of a meeting. C. McDaniel-Thomas said that we need to approve the documents that N. Behrens provides. S. Peters suggested authorizing a committee member to review on behalf of the committee or hold a special meeting. Also N. Behrens explained that the survey and brochure will have to be approved by the committee. S. Peters would suggest contacting C. McDaniel-Thomas, giving a 48-hour window and the committee can plan. N. Behrens is not one to interpret the Open Meeting Law. K. Noonan asked after the applications were complete will the names of the candidates be discussed in non-public session and sealed. S. Peters said we do not want to cut out the other members of the committee. N. Behrens said the Board can receive feedback from the members. C. McDaniel-Thomas said we can not speculate candidates in an open meeting.

**b. Answer Questions on Validation Exercise:** N. Behrens will be asking the committee to do a Validation Exercise. This will provide data for the selection criteria. What makes a good Superintendent in Monadnock? We are looking for the difference between average and a superstar. C. McDaniel-Thomas explained that the Superintendent and the Assistant Superintendent would like to be a part of the 14 Box questionnaire. N. Behrens would be willing to have an interview with the Assistant Superintendent and Superintendent.

**c. Discuss and Approve Timeline, Cheri's Absence in Dec/Jan\*:** C. Woods commented that she is concerned with the timeline and that the data collection is too long. N. Behrens explained that we will start next week.

The applications are coming in and closing on November 9, 2023. N. Behrens explained once the timeline is created it will be put on the website, available to the public and a detailed timeline for the committee. S. Peters would suggest something to have members review prior to the meeting. C. Woods would like to see the applications and screening forms. N. Behrens said she can review or show the committee how to do it. N. Behrens will fill out the forms and the members can review the forms. S. Peters is hoping to avoid a December meeting unless needed. N. Behrens said the interviews are recorded. The committee can participate or watch it. S. Peters said the committee can review and discuss at the committee meetings. C. McDaniel-Thomas will be vacationing in India and possibly could participate on Zoom.

**The committee will approve the meeting minutes and find time for Public Comments at the next meeting.**

**d. Update on Recruiting Progress:** N. Behrens explained that she has received 1 complete application and 3 partials. She also explained the different sites where the job is being posted.

**e. Review Job Posting and Approve Additional Marketing Items\*:** C. McDaniel-Thomas explained that the Board voted on the 7 recommendations from The Bryant Group for the posting. They agreed with 6 out of 7. The Board agreed to a paragraph about MRSD. The committee thought about ways to market the Superintendent Search. The committee suggested the elementary school renovation email list, speak to the Budget Committee, social media and post the link. N. Behrens explained that she will use photos to create a brochure and get the word out. Community input and get the survey out to everyone. K. Noonan will approve the additional marketing items. **MOTION:** C. McDaniel-Thomas **MOVED** to empower K. Noonan to work with The Bryant Group to approve the candidate materials. **SECOND:** S. Peters **VOTE:** Unanimous for those present. **Motion passes.** M. Suarez mentioned that she had emailed the principals and they are sending photos. N. Behrens mentioned that the survey to the community needs to go out ASAP. We can not screen the application until that comes back. She will send the sample to C. McDaniel-Thomas for review. The committee will be having a meeting on October 23, 2023. S. Peters commented that the committee should have a meeting to approve the survey. N. Behrens will get a draft to the members for feedback. S. Peters would also like the Assistant Superintendent and the Superintendent to review the survey. C. Woods commented that it is unclear who the voting members are. S. Peters explained that the Board appointed the 3 Board Members and the

remaining members are advisory. He said everyone will have input but the 3 Board Members will vote and forward the recommendation to the Board. There will be the process for the interviews and at the end there is time for the entire committee to discuss. N. Behrens or B. Bryant will be doing the guided storytelling. L. Markowski commented the advisory will not vote on the final candidate. S. Peters said yes but the Board Members want to hear your opinions. The School Board Members will move a recommendation to the full Board. C. Woods commented that some members in the advisory have been trained in the process and it might be helpful.

**f. Plan for Community Input Opportunities\***N. Behrens discussed the survey, community input and focus groups online to get feedback. The committee felt it is a very busy time of the year and felt community forums online would be best. They suggested confirming dates and seeing who attends. It is very important to get the community's input. N. Behrens will follow the format of the survey virtually.

**g. Discuss Clarity Needed Around Certification Requirements:** It was explained that certification has changed. It is not an easy process for a NH certification. It was also explained that some people have the advantage of seeing if someone is in the process of being certified or if they have lost their certification through the State. C. Woods commented that alternative certification worksheets might be helpful.

**h. Address Any Questions or Concerns From the Committee:** N. Behrens will update the timeline and the future agendas.

**i. End Meeting on Time: MOTION:** K. Noonan **MOVED** to adjourn the meeting at 8:04 PM. **SECOND:** S. Peters. **VOTE:** Unanimous for those present. **Motion passes.**

### **3. Meeting Activities**

a. Ensure understanding by all members regarding who can communicate with whom, in what ways they may communicate (written/oral), and what topics may/may not be discussed

b. TBG Search Consultant (Nora Behrens) answers questions on validation exercise

c. Timeline is presented for discussion, evaluated for workability based on district and committee member requirements, and approved by the Committee. Cheri to discuss absence in Dec/Jan with committee.

- d. Nora Behrens updates the Search Committee on recruiting activities and results to date, including how Committee members can be involved in recruiting activities
- e. Introduce updated posting as approved by the full Board, brochure, website materials, email blasts, other marketing avenues  
Schedule community survey (draft of survey to be approved by Committee) and online focus group
- f. Discuss certification challenges faced in the past and how we are working to mitigate them for this search
- g. Discuss any other items of interest to the Committee
- h. Meeting Debrief

#### Homework

- Validation exercise
- Marketing/Distribution activities

#### Associated Materials Available in Search Committee Google Drive

- Detailed Timeline - for SC only, not public
- Timeline Graphic - designed for public/MRSD website
- Position Posting as approved by the full Board