

SAU 15 Search committee  
October 16, 2017

In attendance: Bob Lister-NHSBA, Barrett Christina-NHSBA, Becky Cronk-Candia, Kim Royer-Candia, Kara Salvas-Hooksett (sitting in for Lindsey Laliberte), Alan Whatley-Hooksett, Sam Belcourt-Auburn, Janice Baker-Auburn (sitting in for Maureen Murgo)

**Chair:**

- discussed having a chair, do we need it
- Chair usually facilitates however we have hired NHSBA Bob Lister's to be the facilitator
- We can have a chair to call the mtg. to order and to take notes
- Committee members said that they want the agenda 4-5 days ahead
- Team discussed and agreed to not have a chair

**School Spring** and other media outlets such as EdJobs NH, AASA, Massachusetts (NHSBA version)

- Goal...get approved by committee tonight and to get out the posting for tomorrow Tuesday October 17, 2017.

Alan shared his own version of the job application

Becky felt we need to have Bob facilitate the mtg. and focus on Bob's version that he compiled based on input from the committee

Barrett reminded everyone of being respectful to one another, have common goals to complete the process

Team reviewed the draft advertisement that was put together

**Job Description:**

- Each member went through their positives and areas to make changes or deletions
- Team agreed to the final version

**Applicant questions:**

- Alan shared his questions
- Each member shared their thoughts
- Team in agreement with keeping #2 and # 3 (Bob's version)

**Job Requirements:**

- Minor changes made
- Combine the qualifications with certification, eligibility, etc. grouped together
- Remove the comments about being a good writer
- Remove the last one committed to keeping...

**Time Line:**

- 6-8 weeks is standard posting time
- Posting starts Tuesday, October 17, 2017. Close Friday, December 8, 2017
- 7 weeks it will be posted

**2 options for getting information about candidates:**

Bob screens the names that look like good candidate and pass them on to committee  
OR

Each committee member has access to get a School Spring Account to look at each applicant however it is extremely important about confidentiality and not sharing information

- Team in agreement with Bob Lister's, NHSBA screening the candidates and then committee will receive an email of the candidates.

***Extremely important about confidentiality***

***DO NOT Google people, ask questions in person, seek them out etc.***

**Informational items:**

- Why would someone want to be a supt. at SAU 15
- Leadership/qualities profile
- Sample supt. Questions

**Homework/Next mtg: Thursday November 9<sup>th</sup> 4:00 pm**

- Come up with two interview questions
- Calendar to schedule community forums and other forums
- Bob will give update on candidates if he has any
- Provide information regarding benefits, salary, 'package'

Mtg. adjourned at 8:15

Notes from: Kim Royer-Candia