



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type:	Special Session #1
Meeting Location:	Superintendent's Office
Meeting Date:	Thursday, March 18, 2010
Meeting Time:	6:00 pm

A special session of the Dover School Board was called to order on Thursday, March 18, 2010, at 6:05 p.m. in the Office of the Superintendent.

Present were Doris Grady, Carolyn Mebert, Audra Lurvey, Kenneth Appel, Beth Setear, and Robert McCrory. Absent was Matt Mayberry.

Also present were Superintendent John O'Connor; NHSBA Representative Ted Comstock; NHSBA Consultant Paul DeMinico; and Leslie Modica, *Foster's*.

SUPERINTENDENT SEARCH: Dr. O'Connor introduced Ted Comstock and Paul DeMinico from the New Hampshire School Board's Association (NHSBA) to provide an overview of the typical NHSBA Superintendent Search Process, along with a proposed Superintendent Search Schedule created specifically for Dover.

SCHOOL ADMINISTRATIVE UNIT #11
SERVING THE DOVER SCHOOL DISTRICT
Superintendent Search Process

Confidential Screening Stage of Search

- Hold Organizational Meeting(s)
- Establish Timeline for Process
- Engage Stakeholders (Reach out to constituent groups)
- Establish Position Qualifications and Deadline for Applications
- Adopt and Implement Recruitment Strategy
- Select Semi-Finalist Candidates for interview (This will be done by a "search" or "screening committee charged to select 4 to 6 finalists)
- Conduct Semi-Finalist Interviews
- Select Finalist Candidates
- Announce Finalist Candidates

Final Selection Process

- Schedule On-site visits by SAU Team (if applicable) (Where they are currently working)
- Conduct thorough background checks on all finalists
- Schedule Visits of Finalist Candidates in SAU/District(s)



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- Review Stakeholder Comments
- Conduct Finalist Interviews By SAU Board
- Negotiate salary and terms with selected candidate
- Announce name of New Superintendent

SCHOOL ADMINISTRATIVE UNIT #11 SERVING THE DOVER SCHOOL DISTRICT

Proposed Superintendent Search Schedule with a Starting Date of July 1, 2010

Announcement date by May 14, 2010

Confidential Stage of Search Begins:

April 10, 2010	Deadline for Applications (Board will know if they have a viable candidate at this time or if they might need to hire an interim)
April 14-21, 2010	Selection of Semi-Finalist Candidates for interview (Suggested one person conduct interviews and bring to the sub-committee for a decision on who to interview with prepared list of questions)
Week of April 26, 2010	Semi-Finalist Interviews (Information becomes public) Select Finalists (within 2 or 3 days)
Week of April 26, 2010	Announcement of Finalists (Set up "candidate night" dates)

Confidential Stage of Search Ends:

May 3-10, 2010	On-site visits by SAU Team (if applicable), and telephone reference checks
May 10 – 14, 2010	Finalist Candidates in District(s) Finalist Interviews: By SAU Board
By May 14, 2010	Announcement of New Superintendent
Week of May 17, 2010	Conditional employment of New Superintendent begins pending completion of state-required criminal history records check



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Mr. Comstock advised that some Districts “pick and choose” the specific options they would like NHSBA to facilitate from a total menu of services offered by their organization (see below). Cost for the entire menu of services would be between \$8,000 and \$12,000. The fee for specific items would be \$100 per hour plus travel and expenses.

NHSBA SUPERINTENDENT SEARCH PROCESS OPTIONS

Confidential Screening Stage of Search:

Process Steps:	NHSBA Full Facilitation	NHSBA Limited Facilitation
Hold Organizational Meeting(s)	√	
Establish Timeline for Process	√	
Establish Position Qualifications and Deadline for Applications	√	
Adopt and Implement Recruitment Strategy	√	
Engage Stakeholders	√	
Coordinate Semi-Finalist Screening Process	√	
Select Finalist Candidates	√	
Announce Finalist Candidates	√	

Final Selection Process:

Schedule On-site visits by SAU Team (if applicable)	√	
Conduct thorough background checks on all finalists	√	
Schedule Visits of Finalist Candidates in SAU/District(s)	√	
Coordinate and Review Stakeholder Comments	√	
Conduct Finalist Interviews By SAU Board	√	
Negotiate salary and terms with selected candidate	√	
Announce name of New Superintendent	√	

During the presentation, Board members asked questions for clarification. Following their presentation, Mr. Comstock and Mr. DeMinico left the meeting at 7:20 p.m.



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Board members then reviewed the entire list of services to discuss which they would like NHSBA to facilitate.

Mr. Appel stated he would like to see all candidate applications prior to meeting with NHSBA on April 15th. Board members agreed to the following timeline:

- Application Deadline is Friday, April 9th
- The SAU will follow-up with NHSBA for applications to be sent to the office by April 13th
- Board Members may review applications in the SAU prior to meeting on April 15th if they so choose
- Board will meet in non-public on April 15th, 6:00 P.M. in the Superintendent’s Office to screen applications with the consultant, NHSBA
- Between 6 to 8 applications will be selected to forward to the “screening committee”

Board Members discussed various methods for collecting community input, compiling questions to ask finalists, and who will participate on the search committee. The Board will begin to select search-committee members (to be comprised of citizens, staff, Board members, parents, and city officials) to interview the 6 to 8 candidates selected by the Board during their April 15th non-public session. (NHSBA recommends no more than 10 individuals participate on the search committee.)

After further deliberation, Board members unanimously decided to engage NHSBA to complete the following four steps of the process:

- Pre-Screen all candidates
- Coordinate Semi-Finalist Screening Process
- Conduct thorough background checks & telephone references for all finalists
- Coordinate and Review Stakeholder Comments

Chairperson Mebert was asked to contact Ted Comstock on March 19th to give NHSBA the list since action will need to begin the week of March 22nd.

(RECORD NOTE: Dr. Mebert emailed Mr. Comstock on Friday, March 19th to confirm what services the Board was requesting of NHSBA. Dr. Mebert also asked for a clarification of what services would be performed during the pre-screening of all candidates - Board members were unsure if that meant NHSBA would contact every applicant or only all semi-finalists. Additionally, Dr. Mebert asked NHSBA to confirm they will email or fedex all applications to the SAU office by April 13th, prior to meeting in non-public with the Board on April 15th. Paul DeMinico, the prime consultant for Dover, will be responding to Dr. Mebert’s specific questions.)

ADJOURNMENT: At 8:20 p.m., Audra Lurvey moved, Carolyn Mebert seconded, a motion to adjourn. An oral **VOTE PASSED 6/0**.

Respectfully submitted,

Beth Setear, Secretary