



**Dover School
District**

SCHOOL BOARD - MINUTES

Meeting Type: **Superintendent Search Committee Meeting**
Meeting Location: **Room 305, McConnell Center**
Meeting Date: **December 16, 2013**
Meeting Time: **6:30 PM**

CALL TO ORDER: A meeting of the Superintendent Search Committee was called to order by Betsey Andrews Parker on Tuesday, December 16, 2013, at 5:00 p.m. in Room 305, McConnell Center.

IN ATTENDANCE WERE: Committee members present were Betsey Andrews Parker, Carole Soule McCammon, Michelle Muffett-Lipinski, Karen Taylor, Robin LaFleur, Melissa Glidden, Karen Stacy, Kim Lyndes, Beth Dunton, Peter Driscoll, Linda Smart, Maybeth Anderson, Bob Berry, Rob McGann, Fran Meffen, Dot Hooper, Allan Krans. Beverly Shadley was excused.

1. **Welcome and Introduction**--Ms. Andrews Parker welcomed the group and gave background on the composition of the committee.
2. **Purpose of committee**—the purpose of this committee is to provide the groundwork for the School Board, who will ultimately be selecting the Superintendent.
3. **Discussion of 91-A**—Ms. Andrews Parker explained 91-A, the Right to Know Law and reminded the committee that all communications are subject to this law. The public has access to minutes and may attend meetings if desired. The goal is to be transparent in this search and discussion regarding the search should not occur outside of posted meetings (including email). When replying to email, do not “reply all.” Email is only to provide information. This applies to use of district or personal email. Reports will be provided to the public at each School Board meeting under Committee Reports. Personal notes are not subject to 91-A.
4. **Ground rules for committee**—
 - a. All participants should have a voice
 - b. All participants should be punctual
 - c. Meetings will have a start and end time
 - d. A quorum consists of 9 or more committee members
 - e. There will be no citizen’s forum
 - f. Contact Chairperson Betsey Andrews Parker with questions
 - g. Chairperson will have option to end discussion if too lengthy
5. **Review timeline and revise as needed**—Timeline provided was reviewed. An appearance on WTSN’s Open Mike will be scheduled. Also, members of the committee will attend the Education Chamber Meeting at 7:30 am in January 10. Job Description will need to go to the SB on January 13th meeting. The rubric will be discussed at a committee meeting to be held during the period between January 17 and February 14. Interviews will occur during the week of March 3. A decision should be made no later than March 31. It was determined that a site visit may not provide the best information, but for the sake of due diligence, a consistent group of committee members will perform site visits.
6. **Forums and community input**—Community input will be received at the Chamber meeting of January 10, WTSN Open Mike, Government Affairs Meeting (Dot), DMS-at Night of Reflections.(Jan. 7), large posters hung in each school so that people can add comments on what qualities they would like in a superintendent. Rotary meeting on January 8 (Betsey, Bob, Allan),



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Survey for public to answer questionnaire via survey monkey (Melissa, Carole, Beth, Kim, Robin), possibly distributing questionnaires at schools, email to parents, public forum on Saturday, January 4 from 9:30-11:00 am in McConnell Center Media Access room (Michelle, Fran, Linda, Carole will attend)

7. Schedule next meeting date—Tuesday, January 7 from 6:30-8:30 PM in Room 305, McConnell Center.

ADJOURNMENT: The meeting was adjourned at 6:33 PM.