



**Dover School
District**

SCHOOL BOARD - MINUTES

Meeting Type:	Superintendent Search Committee Meeting
Meeting Location:	Room 305, McConnell Center
Meeting Date:	January 23, 2014
Meeting Time:	6:30 PM

CALL TO ORDER: A meeting of the Superintendent Search Committee was called to order by Betsey Andrews Parker on Thursday, January 23, 2014, at 6:30 p.m. in Room 305, McConnell Center.

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

Linda Smart moved, Fran Meffen seconded to approve meeting minutes from January 11, 2014. An oral **VOTE PASSED 14/0.**

Ms. Andrews Parker explained that a rubric is an unbiased way to rank each applicant. There will be two rubrics. One will be for applications and the other will be for interviews. The ranking will be on a numerical system from 1-4.

Ms. Lipinski discussed how job qualifications were determined and it is the task of the committee to determine what are the most important.

It was determined that Melissa Glidden would investigate if all committee members will be given permissions to view applicants on schoolspring.com.

The rubric was determined to be as follows:

Certification: If certified as a Superintendent anywhere-4, Certificable-3
 Degree: PhD/CAGS/Ed.D-4, M.Ed-3
 Experience: Supt w/3+ years-4, Supt w/3- years, Asst. Supt, Principal or other Admin-3
 Regional Experience: multiple-4, single-3
 Communication/PR: 4, 3, 2, 1 (Cover letter)
 Data Driven: 4, 3, 2, 1
 Budget: Supt experience with budget-4, all others -3
 Curriculum/Assessment/Evaluation: Evidence-based-4
 Professional Development: 4, 3, 2, 1
 Strategic Plan: 4, 3, 2, 1
 Technology: 4, 3, 2, 1
 Wild Card: 4 points to top person

Committee members will be able to review resumes from home (if access granted on schoolspring) or view resume packets at the SAU at their convenience.

The completed rubric will need to be submitted to Robin LaFleur by 10:00 AM on February 18th. It was determined that there would be no discussion of applicants until after the closing of the position on February 14th.



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Interview questions will be formulated on February 18th with a possibility of phone pre-screening.

Candidates may also be given the opportunity for a Facetime interview if they are located far from Dover.

Each committee member will choose top 5 candidates with 3 alternates. Interview will be approximately 90 minutes in length and will take place on March 5, March 7 and March 8 (if necessary) from 9:00 am-3:00 pm.

Ms. Andrews Parker asked if the search information should be discussed on WTSN and/or with additional meetings for the public. Mr. Krans responded that there more opportunity for public input. Business Development, parent-teacher meetings and Dover Listens meetings may be opportunities for additional input.

Ms. Andrews Parker reiterated that the School Board would set the salary and benefits.

Ron Cole and Allan Krans agreed to attend the Rotary meeting on January 8th to discuss the Search.

The next meeting is scheduled for February 18 at 6:30 in Room 305 of the McConnell Center.

ADJOURNMENT: The meeting was adjourned at 8:35 PM.