

SPECIAL MEETING
THETFORD TOWN SCHOOL DISTRICT
February 16, 2021 via Zoom
Approved Minutes

Shannon Darrah convened the meeting at 8:01 p.m.

PRESENT:

School Board: Shannon Darrah, Charlie Buttrey, Donna Pluta, Megan Snider, Julie Acker

OESU: Emilie Knisley, Bruce Williams, Melanie Rhoads

Community: Ashley Jamele, Erika Schneider

Staff: Bette Nunez, Sarah Atherton, Kate Hill, Tippi Oshoniyi, Mary Wunderlich, Ashley Mousley, Lauren Lacasse, Kim Crow, Phil Chaput, Laura Sharpless

Agenda Review as is

Principal Search Discussion:

Knisley and Rhodes walked through the details of the 2021 TES Principal Search.

Committee:

- Superintendent: Emilie Knisley
- Human Resources Director: Melanie Rhodes
- TES Board Member: Megan Snider
- 4 Staff Members, including one student services employee
- One Peer Principal
- One Central Office Employee
- Parent or Community Member

They have many letters of interest and will be meeting this week to discuss appointments.

Timeline:

- Applications accepted through **February 26, 2021**
- **March 3 by NOON:** Initial screening completed by this date via electronic means
- **March 3:** Screening Meeting 5:00 - 6:00 PM via Zoom
- **March 12:** First Interviews
- **March 25:** Second Interviews/Forums
- **March 26:** Committee meets to review results of Second Interviews/Forums.
- **Week of March 29:** Offer made to top candidate

Process:

Initial Screening

Using the School Spring evaluation tool, all committee members will review the applicants. The ratings will be weighted to give an accurate depiction of the candidates so that this tool can be used effectively to get a ranking of candidates. There are areas for notes so that individuals can write notes on the final candidates. Committee members will be presented with a job description of the role as well as depend on their own knowledge of how the TES Principals have served in prior years.

Screening Meeting

Human Resources will provide information on the top 50% of the candidate pool based on the evaluations. The committee will decide how many of these top candidates to interview. The committee will also review questions that they believe would be beneficial to the process of selecting a candidate.

First Interview

Zoom interviews will be conducted with a set list of questions to be determined at the screening meeting. Committee members will have access to a Google document to record notes/ratings re: each interview. All notes should either be transcribed back to here if written during the interview, or they shall be taken here. No notes shall be retained by any of the committee.

First Interview Meeting

The committee will meet and review the notes and speak about each candidate to determine if that individual should be interviewed again. No more than four should be selected for a second interview.

Second Interview

Zoom interviews will be conducted with the final candidates with a variety of stakeholder groups. Feedback will be solicited from these groups. All notes by the committee should either be transcribed back to Google Drive if written during the interview, or they shall be taken here. No notes shall be retained by any of the committee.

Second Interview Meeting

The committee will meet and review the notes and speak about each candidate to determine who the final candidate for recommended hire should be. A runner up will be selected in the off chance that the first choice candidate does not accept the offer of employment. The final selection will be made by the Superintendent, who will then recommend the finalist to the School Board.

Discussion:

- Discussion on how to handle communications/questions from community.
- Staff sent a letter to Emilie, wanting more time with candidates.
- Bradford Elementary is also conducting a principal search. What happens if both BES and TES want the same candidate?
- Acker heard from a community member who is interesting in serving again. They were valuable during the last search and Acker recommends again. She will put them in touch with Melanie.
- Snider expressed interest in serving on the committee. MOTION (Acker/Buttrey) to nominate Megan Snider to serve as board representative. Unanimous.
- Acker has lists from last year about qualities, and what TES was looking for in past searches

Executive Session – Personnel

MOTION (Buttrey/Pluta) to determine that personnel matters, privileged under Vermont law, should be discussed in executive session to protect confidentiality. Unanimous.

MOTION (Buttrey/Snider) to enter into executive session to discuss a personnel matter at 8:20pm. Williams and Knisley were invited to participate. Unanimous. Out of executive session at 9:15pm. No action taken.

MOTION (Buttrey/Pluta) to adjourn at 9:16pm. Unanimous.

Minutes Prepared By Ginni Balch, Minutes Clerk

Respectfully Submitted,

Julie Acker, Board Clerk

FUTURE MEETINGS:

02/23/21 Thetford Town School District Meeting 6:30pm