



WINOOSKI SCHOOLS

We are the future.

Winooski Superintendent Evaluation/Search Committee

Winooski School District

<https://wsdvt.zoom.us/j/81919380756>

Phone: +13017158592

Thursday, February 23, 2023, 4:00pm.

1. **Call to Order:** (5 Minutes) 4:06
2. **Agenda Review and Adjustments:** (5 Minutes) none
3. **Public Comments:** (5 Minutes) none
4. **Superintendent Search Planning:** (30 minutes)
 - a. Discussion: Format of finalist activities during the week of April 10th

Planning Template for Final Interviews - DRAFT

Monday 4/10	Tuesday 4/11	Wed. 4/12	Thurs 4/13	Friday 4/14
Candidates arrive	ALL DAY Community Stakeholder Interviews with 12 stakeholders (20 hrs) No board members, yet board will be given notes from the interviews Student- led tour for an hour with	ALL-DAY Board Finalist Interviews Deliberations about individual interviews Evening		4 pm

	<p>one person on Hank's team shadowing (trained and knowledgeable about the landscape of this type of event)</p> <p>Same tour for each candidate</p>	Community Event		Final Comparison Deliberation
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Context for setting up Finalist Interview week:

Cost will be determined by decisions for the type of activities the board chooses and whether it can be handled with Hank and school point persons or if another member of Hank's team is needed.

Krista and Gabby - WSD point people supporting Superintendent Search

Discussion, Ideas, and Details:

1. Community Event for meet and greet of finalists
 - a. Event modeled on a combination of Winooski Community Dinners and the previous City Manager search that included an event for community members to hear from finalist and provide some type of feedback
 - b. Details - invitation to community, dinner/apps, what type of feedback would be gathered, what rooms and spaces in the school would be used ...
2. Community Stakeholders Interviews
 - a. Involves: at least an hour of prep time with Hank to review role, familiarity with materials and process
 - b. Details - Process to choose stakeholders yet to be determined, communication with stakeholders, location for interview room - school point person may be needed for ground work and organization
3. Student-led Tours
 - a. Student leaders will walk finalists through the school and a few classrooms. This event will rotate with stakeholder interviews
 - b. student-led or staff tour needs to be monitored from someone with Hank's team or well-trained stakeholder/staff

- c. Student leaders will provide some type of input, yet to be determined
- d. Details: Materials needed, logistics around gathering feedback, preparing students for their role, alerting and prepping teachers whose classrooms will be visited

Board accessing applications

On March 19, bright and early, the board will receive access to applications via a software named Breezy. Members need to accept the invitation electronically. Members will have access for 3 days to review applications. It is highly suggested that members block out time to read applications, at least 7-9 applications. Hank will provide his perspective on applications via a reviewed suggested tiered list. Members have full access to read each and every applicant in the software, Review of applications must be completed by March 22 at 6:30 pm.

Next meetings for Superintendent Search Committee:

March 6 at 6:30

March 13 at 6:30

5. Adjourn: 5:16pm