

MINUTES SUPERINTENDENT SEARCH COMMITTEE

December 8, 2021

PCS Conference Room

Present: Kate Cerrone, Committee Chair; Brent Tuttle; Leigh Grossman; Susan Imschweiler, Principal; Michael Galligan, Assistant Principal; Erica Caouette, Director of Special Education

Call to Order. Kate Cerrone called the meeting to order at 6:02 pm.

Kate stated that the charge of the Committee at the meeting was to discuss and develop a schedule and timeline for the Superintendent Search.

Audience of Citizens. Kate asked if there were comments from the Audience of Citizens. There were none.

New Business: Discussion and Possible Action Related to the Superintendent Search Process. Kate suggested and Brent and Leigh agreed that the administrators present should join the discussion as needed by the Committee.

The timeline was discussed with a goal of making an offer to a new Superintendent at the latest in the month of May. Reference was made to an email received from Superintendent Cullinan stating that seven years ago he had put in a letter of interest dated January 10th. The Committee decided that the position should be posted as soon as possible, with a goal of posting by December 17th.

The Committee discussed where to post and advertise the position. With input from Superintendent Cullinan's email and from the three administrators, it was decided that the position should be posted with CAPSS, the Connecticut Association of Public School Superintendents, CAS, the Connecticut Association of Schools, CT-REAP and CONN-CASE. The Committee also decided to send a letter to area superintendent offices including the RESC's such as EASTCONN and CREC.

The Committee discussed what content to put in the posting. Susan Imschweiler stated it is important to state in the posting that the position is part-time. Some discussion was had as to what important qualifications to list, and the decision was made to look at what postings were made in the past for Superintendents and to develop a posting and letter from that content. The Committee agreed that the posting should state that a fully qualified Superintendent under the 093 Certificate is sought. The Committee will circulate the content and decide on a posting by next week, to be posted and sent by December 17th. It was discussed that under Robert's Rules of Order, it is proper for the working committee to work and make decisions via group email input and because the terms of employment are a personnel matter not all meetings are required to be posted as public meetings, which has been confirmed by district counsel. Susan

Imschweiler offered to request the prior ads and letters from Crystal Sutter to be circulated among the Committee members.

If the postings can be completed by December 17, the application deadline will be set for January 17th. This timeframe is in line with the last superintendent search that was conducted by the district. The next regular Board of Education meeting is scheduled for January 19, where the committee will report to the board in a closed session to respect applicants who may not have yet informed their current districts of their searches.

In December and January, surveys will go out to parent emails and to staff to gather data regarding what criteria are important in the search. Both surveys can be accomplished through Google Forms which Susan Imschweiler offered to format. The search committee will submit questions for the parent survey. The search committee asked for input from the Administrators as to what criteria should be included in the staff survey.

There will be an advertisement to the public that a superintendent search is in progress, with an invitation to the January 19th regular BOE meeting to attend and provide feedback and comments with regard to the search. This ad will possibly run in the Pomfret Times depending upon the publishing deadline.

The search committee will meet on Wednesday February 2nd to review the applications, results of all surveys and set up a schedule for interviews.

There will be an Interview Subcommittee made up of the members of the Board search committee and any other board members available to attend, the Principal, the Assistant Principal and the Director of Special Education, the President of the Pomfret Connecticut Education Association or designee, the President of the Pomfret AFSCME Union or designee, and the Business Manager.

Interviews will take place in February and possible site visit, if applicable, in March.

The Board will vote at the next Regular meeting after the interview process and possible site visit are complete.

The Board will plan a meet and greet with the public after selection.

Adjournment. Brent Tuttle moved to adjourn the meeting, seconded by Leigh Grossman. Meeting ended at 8:15pm