

**1st meeting  
Addison Northwest SD  
Superintendent Screening Committee Meeting Minutes**

Date: April 3, 2018

Time: 5:00 p.m.

Location: ANWSD conference room

Members present: Matt DeBlois, Loretta Lawrence, Rose Wenzel, Tania Bolduc, Amanda Bodell, Heather Racine, Caetlin Harwood, Finn Yarbrough, Tom Borchert, Ken Sullivan, Bob Stevens (facilitator)

Absent: Sharon Mallory and Liz Atkins

1. **Meeting called to Order at 5:10 p.m.**
2. **Introductions**
3. **Tom will act as chair when needed**
4. **Minutes will be posted on the ANWSD website**
5. Screening committee role is to review all application on SchoolSpring, evaluate the candidates background, select individuals for a first round interview and forward to the community a finalist or finalists. The school board will select who they feel best matches with the school district needs.
6. If needed, all committee votes need at least 8 positives to move an item forward, however it is hoped that consensus will always be reached.
7. Criteria forms will be distributed to various school/community groups soliciting input on the qualities expected from the next superintendent. Individuals can always share their ideas with committee members.
8. Initial candidate interviews could be done with the use of SKYPE but final interviews need to be in the community.
9. The school board will develop a budget for the interview process.
10. Future meeting dates are:

2<sup>nd</sup> meeting-April 16<sup>th</sup>

3<sup>rd</sup> meeting-April 30<sup>th</sup>

4<sup>th</sup> meeting-May 10<sup>th</sup>

5<sup>th</sup> meeting-May 16<sup>th</sup> with the possibility of also using the 15<sup>th</sup>.

Visitation to the community and final interviews May 21<sup>st</sup> pending school board approval

Respectfully submitted,  
Bob Stevens

Adjourned at 6:30 pm