



Superintendent Search Committee

April 26, 2021

I. Call to Order- Dr. Greg Hall

The meeting was called to order at 1:00 PM, in attendance, Al Goldstein, Greg Hall, Father Tim Nunez, Angela Heyward and Shelli Jacobs. Linda Ray, Angela Pulido and Roxanne Anderson attended via ZOOM. Also, in attendance John Reichert and Bill Vogel from FSBA. Dr. Hall welcomed everyone.

II. Review Superintendent Job Description

Dr. Hall updated on the board's job description and the current timeline/status. He presented the draft to the committee. This job description is expected to be voted on today at the special called LWCS board meeting.

III. Components of Application Process

Each candidate will be asked to present the following: current cover letter, resume', at least three current professional references, and a copy of the unofficial college transcript. The submissions will only be accepted electronically.

PCSB will respond to all the respondents so that we will not receive any incomplete applications. The deadline will be solid and adhered to completely. Most applicants wait until the last 3-5 days.

John discussed what he recommends for the LWCS website as far as the process and what to post on the superintendent hiring process.

IV. Advertisement Venues

Handout of Superintendent Search-advertisement venues, percentage of applicants received from each, sample advertisement for the position. Looking to run the ad for 30 days. FSBA will post to the 5 Venues listed as well as 5 free websites listed. Procurement cards are usually used for this, so John and Bill will go to LWCS office to take care of that.

V. Review and Approval of Proposed Constituent Survey

Based on the initial meeting, Andrea identified the key points that were presented as important. The Constituent Survey will be posted on the website for stakeholders to complete as well as sent to LWCS employees. They will complete the survey by identifying the 3 statements under each key point that they feel is most important, as well as replying to the open-ended questions. This will be posted August 16th-27th.

VI. Superintendent Search Timeline

Discussed proposed dates and finalized each. (All SSC meetings at Episcopal Church, Forum is at LWHS)

- SSC Meeting Monday, August 16 at 1:00
- Week of August 16th- press release/social media pushed out
- Thursday, August 26th – hold student forum LWHS 2:00, Employee Forum 4:00, and Community Forum 6:00
- August 27th - Online Survey Closes
- Week of September 6th- Finalize Position Advertisement
- September 13th Advertisements Posted
- September 23rd 1:00 – Sunshine Training and Screening Guide Presented to SSC
- October 14th 1:00 - SSC Meeting
- October 21st 1:00 - SSC Meeting

VII. Next Meeting

Monday, August 16 at the Episcopal Church Room 1:00.

Meeting adjourned at 2:45 PM

Respectfully Submitted,

Shelli Jacobs