

***Unapproved***  
**Caledonia Central Supervisory Union**  
**Full Board of Directors' Special Meeting**  
**Wednesday, October 11, 2023 - 6 PM**  
**Location- In person & Zoom**

Call to order by Clayton Cargill

In attendance: Ellen Cairns, Clayton Cargill, Mark Kaufman, Mark Clough, Andra Hibbert, Sue Roberts, Jason Miller, Kilee Willey, Cornelia Hasenfuss, Dir of HR Vanessa Koch

Sandra Cameron from the VSBA

Consultant - Dr. Kevin Dirth – Kevin introduced himself and gave the board his background.

Kevin had a presentation for the board that showed a draft timeline, and who is responsible for each piece. We currently need to find participants for the Superintendent screening committee. Want to have each district represented on the committee. Only Danville and Central Office Staff have shown interest yet. This committee is key to screening and finding the right candidate. With a complex district like ours a suitable number is around twelve committee members. Discussion on an ad for the paper for community members to have the ability to be involved. Also, make sure there is communication to families for parents who might want to be involved. Kevin noted it is important for all communications to note that the board will finalize who is on the screening committee.

As soon as individuals are selected to be on the screening committee, it needs to be shared with them the meeting parameters and the timeline. Screening committee is in charge of reviewing all candidates and then bringing forth the candidates they have selected to the SU board for review and consideration.

Question on if internal candidates are automatically interviewed? That will have to be determined by the board and communicated to the screening committee.

Board must determine how many finalists they would like to see and define that as part of their charge to the Interview Committee.

Board discussion on the position of Asst. Superintendent being added. That information was taken to the boards. Should have a decision on this addition by next week. Kevin noted it is worth putting it in the posting if this new position is approved.

After the committee has brought forth candidates, reference checks will be done. Kevin noted the importance of digging deep. After the reference checks and review with the committee, the committee will determine who to bring forth to the board. This will be by the end of January.

Once the decision is made and AOE approved, the contract is signed (hopefully) by the end of February.

Have a transition plan. If it is a newer Superintendent, a mentor would be recommended.

Sub Committee of this board to vet the candidates for the Superintendent search committee - Ellen Cairns, Jason Miller, Kilee Willey, Andra Hibbert, Mark Kaufman, Clayton Cargill.

A **motion** to nominate the above list by Mark Clough and seconded by Sue Roberts. Motion passed.

Superintendent Salary – Kevin shared a document that shows the current Superintendent salaries for districts in Vermont. Kevin looked at a range of \$150k - \$165k. Board discussion on the range to offer.

A **motion** to approve a Superintendent salary range of \$150,000 - \$170,000 by Mark Kaufman and seconded by Ellen Cairns. Motion approved.

Public Comment: None

Addition to Future Agenda Items:  
Approve Committee Charge

**Next regular meeting: Monday, October 16th, 2023 at 6:00 p.m.**

A **motion** to adjourn by Mark Kaufman and seconded by Jason Miller. Motion passed.

Minutes respectfully submitted by,  
Nicky Cole