***CCT mission is to enhance the engagement and fulfillment of the entire Profile community through the creation of a dynamic and cohesive educational environment.***

**Climate Culture Team Team Bi-Monthly Meeting \_05\_24\_19**

**Attendees:** Tim, Josh, Rich, Sandy, Kim Knighton, Anne, Caroline, Cindy, Sandy

**Not in Attendance:** Rick, Liz, Gabby, Shawna, Ben

Agenda items were to review the Board & Student Values Workshop outcomes and discuss hiring process and assignment of tasks surrounding.

**BOARD & STUDENT VALUE WORKSHOPS (Tim, Kim and Josh)**

Tim took the board through a mini values workshop. Kim and Josh lead a values workshop for the broader student group and recapped process and outcomes from the perspective of students and staff. This was a positive experience for all parties (board, students, staff) and the outcomes, summarized below, were well aligned with the Community Values Workshop that we had in March.

**Synthesized Values**

Honesty/Trust Student Focus Kindness

Support Trust Community

Empathy/Inclusiveness Transparency Communication

Respect Curiosity Spirit

Leadership Creativity Relationships

CCT organized the values into themes and formed a subcommittee to write Value Statements around those themes to create a framework for what the school stands for. Main themes: **RESPECT, TRUST, COMMUNICATION, COMMUNITY, STUDENT FOCUS, CURIOSITY/CREATIVITY**

**Value Statement Subcommittee: Josh, Sandy, Cindy, Kim Knighton**

**Statement draft due to CCT on May 31st**

Finalized value statements and CCT charter (can be found in google drive CCT folder), along with letter outlining process and steps that CCT has taken will be sent to parents/staff. These will also be included in the interview candidates for prospective Principal candidates.

**~~HIRING COMMITTEE PROCESS DISCUSSION~~ - SEE BOARD APPROVED PROCESS BELOW**

**~~Timeline Reviewed:~~**

~~5/31 - Close Applications~~

~~6/03 - Internal HC candidate screening meeting 2:30-4:30 Josh’s Room. Narrow to 3-5~~

 ~~candidates~~

 ~~HC Finalizes interview questions~~

~~6/10 - Interview Date of initial candidates/HC to narrow to 3. SAU will check references prior to~~

 ~~Final Round Interviews~~

~~6/17 - Final Candidate Interviews at Profile w/HC, Board, Staff, Groups TBD (student council/parent/sped) and Superintendent (at SAU office).~~

~~6/19 - Profile School 9 AM, HC recommends candidate to Pierre~~

~~6/20 - Profile School Board Meeting - Pierre nominates candidate to School Board~~

~~\*Talked also about possibility of inserting a “Home Visit” once the 1st choice candidate is identified.~~

**UPDATE PER BOARD MEETING 5/30/19:**

**SCREENING COMMITTEE (SC) & HIRING PROCESS OUTLINED**

**5/31 Close Applications**

SAU will do a preliminary review of all submissions to ensure true viability and let us know if there are any DSQ’s. They have checked most submissions already and no red flags so far.

**6/03 Internal SC candidates screening meeting 2:30 - 4:30 in Josh’s room.** Narrow 3-5 candidates and inform board of initial candidates. Per Board policy, board has the prerogative to ask us to include other candidates if they feel like we’ve missed somebody important. Additionally SC will finalize interview questions at this meeting\*(see below)

**6/10 First Interview of Initial Candidates at Profile** in the afternoon/evening, 1 hour/candidate. Gabby will schedule candidates once we give her the names and times. SC to narrow to 3. SC notifies board.

**6/17 Meet & Greet Sessions at Profile** with SC, Staff, Students, Parent, Special Education and separate interview with Superintendent (at SAU office). Afternoon/Evening.

\*Kim recommended hiring Bill to make the feedback form to be filled out and submitted by participants. The form will focus on value alignment and leadership viability. Tim has contacted Bill to see if he has something we can tweak and use.

 -SC collects and compiles feedback and reports. SAU will check references and social media

**6/20 Final Candidates return for interview with the Board.**

Normal Board Meeting will be from 5-6 PM. Pierre will make his nomination, board votes.

**Established Committee Narrative:**

* Maintain Confidentiality
* Must be able to make all 6 of above dates plus outside committee work, resume screening, etc.
* Maintain impartial and broad perspective, guided by established school values

Discussion around role of other interview groups and/or question/answer opportunities with final candidates. Noted need for more special ed representation at HC level and suggested that an appropriate addition might be the new SAU SPED Rep. Parent involvement welcomed but perhaps best as part of a question/answer opportunity with interview finalists.

**SEE BOARD APPROVED COMMITTEE BELOW**

**~~Hiring Committee Members:~~** ~~Tim Wennrich (board), Rich Larcom (board), Josh Lawton (faculty), Kim Knighton (faculty), Cindy McLaren (staff), Shawna Murphy (staff), Ann Eaton (para), Sandy Hamilton (parent), Gabby Granger (SAU), Liz Lawton (student), Caroline Greene (student), SAU SPED Rep., Rick Christoffersen~~

**UPDATE PER BOARD MEETING 5/30/19:**

**Screening Committee Members:** Tim Wennrich (board), Rich Larcom (board), Josh Lawton (faculty), Kim Knighton (faculty), Cindy McLaren (staff), Shawna Murphy (staff), Ann Eaton (para), Sandy Hamilton (parent), Gabby Granger (SAU), Liz Lawton (student), Caroline Greene (student), Jennifer Watson (SAU Student Services), Heidi Vaughn (parent/special ed), Teresa Wood (parent/special ed)

**Additional Final Interviewers:** Kyle Jacobs, Pierre Couture

**Question/Answer Sessions:** Teacher/Staff with other groups to be finalized (student council/parent/sped)

Discussion around interview questions:

* All applicants must be asked the same questions
* Roles/Responsibilities in that process

**Interview Question Subcommittee: Rich, Anne and Tim**

**To Do’s (in addition to the above assignments):**

* Create interviewee packet: info about local area/community, school schedule, board information, CCT Charter, School Values (Rich)
* Student Council involvement - Cindy and Caroline to talk to S.C. and establish role/questions
* Tim to be in touch with Gabby about providing the School Spring log in to include visibility to partial and late candidates
* Tim to talk to Board about communication plan around Ben’s resignation (students, parents/community) and plan regarding search.