

**February 26, 2020**  
**Superintendent Search Committee**

The meeting was called to order at 6:04 PM

**Members in Attendance were:**

Allison Schlachter, Chairwoman  
Jodi Alatalo, Parent Representative  
Christine Phillips, School Committee Member  
Scott Beaulieu, SHEA President  
Tara Cole, Teacher Representative  
David Gallagher, Administration Representative  
Nancy Geitz, Community Representative  
Kaily Godek, Student Representative  
Emma Manzi, Student Representative  
Jessica Plotniak, Parent Representative  
Karla Zukowski, Community Representative

Voted unanimously to accept revisions to the survey made by Glenn Koocher.

Discussion of plan to have translated surveys available to non-English speakers.

Scott Beaulieu offered a resource in staff ELL person, Maggie Dyer, also Glenn will be asked if Survey Monkey has a translation option.

The following committee members volunteered to contact key members of our community to ask if they would email blast their specific community base.

Lesley Hennesey-Alli  
Mike Sullivan-Andrea  
Molly LaPage (contacting preschools)-Jodi  
All principals-Alli  
Joe Rodeo-Jess

Ideas for Media Advertising of the community survey

Town Reminder  
Channel 15 banner  
Robo call  
SC Facebook page

-Student counsel to make poster for paper surveys -Kaily

-Paper Copies made available at Town Hall (Andrea), Senior Center (Nancy), Library (Jess), in school buildings. These Superintendent Search Committee Reps will drop off and pick up paper copies.

-Any paper copies we receive will need to be manually entered online. (Can Student Council assist with this entry?)

Student Reps, Emma Manzi and Kaily Godek along with Tara Cole will work with high school students to fill out survey during Advisory on April 1st

**The survey will be live from March 13-April 18th**  
**Email to blast from schools on March 16th**

Student rep who will replace Emma Manzi upon graduation will start in May along with Emma to make for a smooth transition.

Focus groups will be designed based on survey hot spots  
Focus groups will be based on topic and rotate through various locations  
For example: school building, town hall, senior center  
Three adults, moderation, support for environment, note taker

As we plan focus groups we will need to look at survey data that is available. Alli Schlachter will ask Glenn to pull data after 2 weeks. **April 3rd data sample to be requested.**

Start focus group. In May, 2020

**Upcoming meetings: All meetings held at MESMS at 6:00pm**  
**March 11, 2020**  
**April 8, 2020**  
**April 29, 2020**

Meeting adjourned at 7:35