



**Executive Director Search Committee
February 26, 2018
SASED Administration Center
2900 Ogden Ave., Lisle, IL 60532
Minutes**

- I. The meeting was convened at 6:02 p.m. with the following present:

Winfield School District #34	Dr. Matt Rich
Salt Creek School District #48	Dr. John Correll
CUHSD #94	Kathe Doremus
Westmont CUSD #210	Joel Price
Dr. Michael Volpe	SASED
Lynn Schroeder	SASED
Anita Howard	SASED

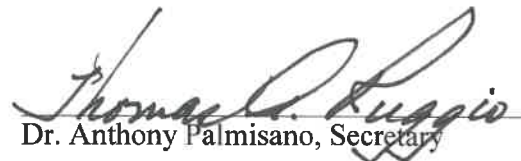
Dr. Volpe opened the meeting by thanking everyone for attending and stated going forward, many conversations will occur via email.

- II. Review Leadership Survey—Dr. Volpe shared that all suggestions he had received were incorporated and a goal of this meeting is to make final changes and send out the survey in the beginning of March. Discussion included distribution process, including sending it out to district administrators to share with their special education staff, superintendents, principals in schools with SASED programs and SASED employees. For stakeholders who don't give feedback on this survey, they are able to do so on the satisfaction survey, although there are distinct differences between what administration is looking for in this survey as opposed to the satisfaction survey. Results will be disaggregated by cohorts.

The committee reviewed the questions and made final changes. Dr. Volpe will add a paragraph describing an overview of SASED programs/services/who SASED serves. The final survey will be updated by the end of week and emailed to the committee for input.

- III. Confirm timelines for survey and search—Discussion included it is easier to get information out for posting when school is in session but there is a significant gap of time until interviews are conducted. Additional thoughts were to make sure the post states the position is available starting the 2019-2020 year and to post a timeline so candidates understand the transition process. Dr. Volpe will update the timeline and re-send to committee members. The committee will meet again in April/May to discuss survey data results.
- IV. Discuss interview process—HR has a structure for interview rubrics/questions/etc. Boards discussions will occur regarding who will offer the position/negotiate contracts (suggestion was a representative from both boards.)
- V. Confirm next meeting date—to be determined.


Dr. John Correll, Chairperson


Dr. Anthony Palmisano, Secretary