

SUFFIELD PUBLIC SCHOOLS SUPERINTENDENT SEARCH - 2015

**TO: All Faculty and Staff in the Suffield Public Schools
Parents of Students in the Suffield Public Schools
Citizens of Suffield**

**FROM: Jeanne Gee, Board of Education Chairman
Suffield Public Schools Superintendent Search Committee Members**

RE: Invitation to Participate in the Superintendent Search Focus Group Meetings and Online Survey

The Suffield Superintendent Search Committee (Board of Education) is conducting a search for a new superintendent expected to assume leadership of the Suffield Public Schools effective on or near July 1, 2015. The press release you are receiving concurrently with this memo from the Board of Education announces the commencement of the superintendent search.

An important component of the superintendent search process includes collecting input from all stakeholders in our school community regarding desired leadership attributes and personal characteristics of the new superintendent. We are interested in hearing from all Suffield administrators, teachers and other certified staff, support staff, non-certified staff, students, parents, community leaders and citizens-at-large. We invite you to provide the Search Committee input that we will apply as we proceed through the search process. To that end, the Board of Education has contracted for services with Cooperative Educational Services (CES) for assistance with the search. Our search consultant, Dr. H. Kaye Griffin, will assist us in collecting data in the school community.

Our search consultant will facilitate several focus group meetings and administer an online survey via the district website to help us collect data from our constituents. The online survey will be active on the district website from **February 11 – February 27**. The focus groups meetings are scheduled for early March. The board will be using the email system to remind and encourage participation in the upcoming opportunities to take part in the search process. Please check the district website for a schedule of the focus group meeting times, locations, and target audiences. Participation in both the online survey and focus group meetings is strictly voluntary.

Additionally, you are invited to visit the school district's website and follow the special links on the homepage that connect you more information about the superintendent search in addition to the schedule for focus group meetings and online survey activity. The online survey link will be available 24/7 and will reside on a secure server at the CES central office.

The Suffield Superintendent Search Committee is inviting **YOU** to participate in these important information collecting initiatives. As stated above, the data collected will be used to assist the Superintendent Search Committee in their efforts to develop a profile of leadership attributes and personal characteristics that will be used for screening candidate applications and structuring interviews with candidates.

Each person's input is of great value to the Superintendent Search Committee. The data collected will be shared in a special comprehensive report to be posted on the district website. All survey responses and focus group comments will be **anonymous** and the names of participants will not be known to the Superintendent Search Committee. Please know that any time you can give to attending a focus group meeting and completing the online survey is much appreciated!

Thank you!

Suffield Public Schools Board of Education