

Carlisle School Committee
 Minutes
 January 16, 2013
 Carlisle School Robbins Library
 6:00 PM

Present – School Committee: Bill Fink - Chair, Josh Kablotsky, Melissa McMorrow, Louis Salemy, Mary Storrs.

Present – School Administration: Joyce Mehaffey, Superintendent/Principal; Susan Pray, Business Manager; Claire Wilcox, Assistant to the Superintendent.

Meeting Documents:

| Agenda | Superintendent Job Description | Special Education Director Job Description |
|------------------------------|--------------------------------|--|
| Organizational Chart | Principal Job Description | Proposal Analysis |
| Search materials from NESDEC | | |
| | | |

Chairman Bill Fink called the meeting to order at 6:02 pm.

Mr. Fink introduced Art Bettencourt and Carolyn Burke, who were present from the New England School Development Council (NESDEC) to discuss the superintendent search process and thanked them for coming to the meeting.

Susan Pray discussed the proposals received from vendors for the search. She contacted 3 firms, but only MASC and NESDEC responded with proposals. She then contacted Pro-Active, an out of state firm, which submitted a very high bid. If we were to go with the lowest price option, NESDEC would be the choice. In addition NESDEC has worked with the school before on other projects: administrative consolidation and the superintendent search 3 years ago. Mr. Salemy stated that the firm he prefers is also the least expensive, which is a plus. Mr. Fink added that he prefers NESDEC as well. There was discussion about MASC’s proposal and the recruitment issue was clarified.

Mr. Salemy made a motion to waive the usual practice of discussing an issue and then voting at a subsequent meeting. Mr. Kablotsky seconded the motion and all members voted in favor.

Mr. Salemy made a motion to award the contract for the search process to NESDEC. Ms. Storrs seconded the motion and all members voted in favor of the motion.

Mr. Fink then turned the meeting over to Mr. Bettencourt and Ms. Burke. They discussed the process that would be followed. They thanked the School Committee and stated that they are looking forward to working with Carlisle.

Mr. Bettencourt stated first that although NESDEC has a defined process, the search could be tailored to our needs. He described the expertise of Ms. Burke. The NESDEC team will work together in screening candidates and at meetings.

The first step is to work with the School Committee to develop a schedule and an announcement letter describing the position. The letter would be sent both through the mail and electronically to candidates within and outside Massachusetts. Most candidates tend to be from within the state. Mr. Kablotsky asked about licensing issues for out of state candidates.

There is an electronic advertising campaign included in the proposal for Top School Jobs and School Spring along with various websites and professional organizations. Mr. Bettencourt noted that a community-wide needs assessment is included in the package and if this were not done, there would be a reduction in price. Discussion followed about this, which is done through a series of focus groups, and it was decided that focus groups would be held for staff, administration, and the community.

Mr. Salemy noted that there is a shortage of good administrators and that it's important to get moving on the process. Mr. Bettencourt stated that Carlisle is an attractive district: high performing, stable, and that the combined position of superintendent/principal would be of interest to candidates.

NESDEC will help establish the screening committee, assist in screening applicants, help with interviews for about 8 – 10 candidates and then 3 to 5 candidates will be presented to the full School Committee.

The School Committee will have two members on the screening committee, and Mr. Fink asked how the full School Committee would be involved. Mr. Bettencourt stated that all members could review all resumes but would not be able to discuss them with other members. Ms. Storrs stated that the full committee would be entrusting two members with the job. The early meetings to discuss candidates would be held in executive sessions. Once the pool is reduced to 3 or 5 candidates, meetings would be public.

Once there are 3 - 5 finalists, NESDEC will work with the School Committee around final interviews and site visits. The screening committee is disbanded once finalists are selected. Mr. Kablotsky asked about situational interviews similar to those done in selecting a new police chief for Carlisle. Mr. Bettencourt stated that this is not typical for superintendent searches, but it could be done. Typically each candidate is interviewed separately.

Mr. Bettencourt distributed a suggested timeline for the search, which would begin next week with a final selection in May. The announcement letter would go out next week with an application deadline in early March, followed by two screening committee meetings and interviews. Finalists would be selected by early April.

Ms. Wilcox asked if NESDEC chaired the screening committee, and they do not. Usually the chair of the School Committee chairs the screening committee. NESDEC does not attend the interviews to allow candidates to focus on the School Committee and their specific questions.

Mr. Fink asked how the process could be accelerated, and it was stated that it would be important to be clear with the screening committee about when meetings will be required. There was further discussion about scheduling.

Mr. Fink asked how the applicant pool is reduced, and Mr. Bettencourt described a process whereby members read applications and work together to decide on about 10 candidates to be interviewed. Applicants are not ranked. Discussions were then held about the makeup of the screening committee.

Ms. Wilcox will work with NESDEC to coordinate meetings. Mr. Fink will be the go to person for the School Committee for the process. The timeline as presented was agreed to by members. Three focus groups will be established: teachers, administrators, and community. Possible dates are January 29th, 30th, and February 1st. Ms. Wilcox will check the dates tomorrow and get back to Ms. Burke. Ms. McMorrow and Mr. Fink will work with Mr. Bettencourt on the development of the position announcement. The salary in the announcement will state that it will be regionally competitive. There will be no print advertisements and all ads will be on-line.

MR. Bettencourt noted that the School Committee hires the superintendent, and the screening committee is simply a recommending body, which does not do the hiring. The screening committee will have to be set by early March to meet a deadline of March 14th for an interviewing workshop. The committee is usually about 12 individuals. There was further discussion about the individuals who would be involved: 3 teachers, administrators, community members and others.

Mr. Fink thanked Mr. Bettencourt and Ms. Burke and stated that he is looking forward to working with them. The NESDEC representatives then left the meeting.

The committee discussed membership of the Screening Committee. **Mr. Salemy made a motion to appoint Mr. Fink and Ms. McMorrow as members. Ms. Storrs seconded the motion and all members voted in favor.**

It was suggested that the CTA be asked to appoint up to 3 members with one elementary person and one middle school person in addition to a CTA representative. CSA, CEF, Selectmen, and SEPAC will be asked to appoint a representative. Dr. Mehaffey and Ms. Wilcox, and Dr. Sidell will also be involved and a citizen at large.

It was further decided that the position would be advertised as Superintendent/Principal and not Superintendent/Special Education Director.

The next School Committee will be moved to Tuesday, February 12th at 6:00 pm to meet with NESDEC before the usual business meeting.

Adjournment

There was no additional business, and **Ms. Storrs made a motion to adjourn the meeting. Mr. Salemy seconded the motion, and all members present voted in favor.**

The public meeting was adjourned at 8:15 pm.

Respectfully submitted,

Claire M. Wilcox
Assistant to the Superintendent