

Executive Evaluation Minutes – 10_13_16

The meeting was called to order at 9:32 a.m.

Sub-committee members present: E. Bonnie Silvers, Chair; Fran Lartigue, Kristen Sparhawk, Marcella Bush

School Personnel: David Hastings and Kari Giordano

Also present: Vito Valentini and David Travis

Ms. Silvers brought those present up to date on the superintendent search process. Getting a consultant to act as a facilitator as outlined by the sub-committee turned out to be a big problem since all the initial candidates who had shown interest opted not to apply. Finally she found Jennifer Dowley who is willing to serve the district at a significantly cut rate.

Since MASC will do the initial screening (making sure applications are collected, completed and put into a 3-tier system) as part of their free service it is no longer necessary to have an initial screening committee.

There was discussion about what needed to be added to the website by Ms. Giordano in order to both give the vital statistics of the district and “sell” it and the area. Ms. Lartigue had a list of ideas that she went over and the committee added a few more suggestions. Ms. Lartigue volunteered to help organize the list of content, write any necessary connecting language and submit that to Ms. Giordano by the end of the week.

Ms. Lartigue handed out the latest draft of the ad. There was significant discussion about whether or not the ad should include an actual number for the salary. There was concern that among other similar ads it would stick out for not having a number. Ms. Lartigue moved, seconded by Ms. Bush that a number for salary ceiling be included in the ad. It was so voted, with only Ms. Sparhawk voting against. When asked why she was opposed she simply stated that she thought they were getting themselves unnecessarily into a sticky political situation early in the process. With more discussion Ms. Lartigue moved that the ad display a range as opposed to just a ceiling number \$125,000-\$145,000.

The group continued on discussing the online brochure-like portion of the site. Ms. Giordano would be asked as a matter of school business to design said page and a downloadable PDF version. (Mr. Hastings confirmed that she would be given a sub for the day this took) The group discussed portions to be included and Ms. Lartigue volunteered to take charge of cumulating all the text and facts together to deliver to Ms. Giordano.

Ms. Silvers went on to say she had finally found a willing consultant, Ms. Jennifer Dowley, to act as the necessary neutral intermediary and coordinate free services with the MASC and the screening process with the superintendent selection committee. Ms. Dowley would sign a contract with a maximum payment of \$5500 and she would charge at a rate of \$75/hr (a significant discount off her usual rate). The committee affirmed that her responsibilities would include organizing and sitting with focus or listening groups, communication with the MASC, communication with the screening committee, scheduling interviews with candidates

both for the screening committee and the full school committee and make all necessary reports to the school committee. The committee did consider it might be best to have the administrators interviewed separately (rather than as one focus group) and to save Ms. Dowley's time, members of the Executive Evaluation committee could conduct individual interviews using Ms. Dowley's questions and take careful notes to be submitted to her. Ms. Sparhawk moved, seconded by Ms. Lartigue that the said contract be drawn and signed by the district. Ms. Bush inquired whether there was a reasonable chance she would have to charge more than the ceiling amount. Ms. Silvers stated that Ms. Dowley was comfortable with the 5,500 number and having acquainted herself closely with the particulars did not believe it would take her more hours than that. Ms. Dowley agreed to charge the district at the same rate should additional hours be required. The motion passed unanimously.

Next the committee discussed the composition of the screening committee. The committee by discussion agreed it should be comprised of:

- 2 members of the administration to be chosen among themselves
- 2 teaching staff – to be chosen by the union
- 1 member of the support staff – to be chosen by the union
- 2 parents (one of a PK – 6, one of a 7-12) – to be chosen by the school councils
- 5 townspeople (1 from each of the five towns to be chosen by the town's selectmen)

there was discussion about putting an ad in EdWeek which is quite expensive. Ms. Lartigue moved, seconded by Ms. Bush that we do so, it was so voted unanimously.

Ms. Silvers was asked in conjunction with Ms. Dowley to create a list of dates that the superintendent committee would meet to be included in the letter that must go out seeking members for that committee. It would be loosely based off of the last such calendar used 4 year ago.

Mr. Valentini offered to call references at the correct point in the process for the sake of the committee.

The minutes of the previous meeting were approved unanimously.

There was a little discussion about progress of the superintendent's goals. Ms. Lartigue thought it important to keep up the discussion about the racism issues and how the school was going to continue to address respecting diversity given the recent events in a neighboring school district.

The committee agreed to meet again on 10/27 at 9:30.

The meeting adjourned at 11:10 a.m.