

## Executive Evaluation 7\_6\_16

The Meeting was called to order at 6:10pm

Present: E.Bonnie Slivers, Flran Lartigue, Marcella Bush, Kristen Sparhawk

Admin: David Hastings

Guest: Vito Valentini

The minutes of May 31 were approved with Ms. Sparhawk not voting because she had not ben present.

The committee proceeded to lay out a plan for how to conduct the superintendent search.

Mr. Valentini stated he thought the most critical issue was recruiting candidates.

The committee discussed the qualifications and desired attributes of a candidate. They consulted the ad used in the last search and generally agreed to the criteria, with the additional desire that the person be willing to move to Berkshire County.

The committee discussed how the process worked last time under Pat Coreira and talked about what about that process worked and what needed to be changed. It was generally agreed that the most critical issue to change was to advertise beyond the Massachusetts border and to begin advertising earlier. There was also interest in having assistance from a contractor who was more local. Otherwise, the committee was interested in following roughly the same process and calendar as before.

As the possibility of hiring independent contractors was discussed, some concerns about legalities were brought up and Ms. Silvers said she would ask Carl Stewart for guidance on the matters.

Please find attached the plan the committee discussed in two forms: one in terms of responsibilities, one in terms of a timeline

The meeting adjourned at 7:55 pm.

#### Responsibilities of Full school committee:

- Length of contract advertised: (EE recommends 3 years)
- Salary cap advertised: (EE recommends up to \$150,000)
- Qualifications: (EE recommends as previous ad)
- Relocation to Berkshire County (EE recommends required)
- Votes to create Superintendent Search Committee; Level two-screening committee (EE recommends it be comprised of members as delineated in the last search.)
- Conducts finalist site visits, reference checking, and interviews

#### Responsibilities of EE committee (between August and October)

- Is responsible for posting ads by September 15 and staying within budget line for superintendent search
- Is responsible for hiring an independent contractor (using funds from superintendent search line item)(ideally someone local and familiar with the schools, but not affiliated with the school committee or a district employee)
- Contracts with designer to establish PDF document that gives district profile, informational packet
- Receives reports from independent contractor about the number of applications being received and gives updates to the full school committee as appropriate

#### Responsibility of David Hastings:

- Is established as contact person for phone inquiries

#### Responsibilities of Independent Contractor:

- Collecting applications, checking that they are complete and doing an initial check of the veracity of references.
- Forming a three-person level one screening committee containing no school committee members who will cull the list to 15 candidates, if necessary
- Will provide on-going communication with EE committee regarding status of applications
- Works with superintendent administrative assistant to schedule visits of 2<sup>nd</sup> level candidates as guests
- Works with level two screening committee to help them set up interviews with candidates

#### Superintendent Screening Committee

- Meets and decides on method for screening candidates to include interviews of all candidates still in the pool
- Puts forward 3 – 5 finalists for the full school committee to consider

## **Calendar of Search Process**

July – School committee decides on parameters of ad

August – EE hires independent contractors for creation of PDF district profile and initial application collection and screening responsibilities

August – School Committee agrees on composition of Superintendent Screening Committee so that members can be acquired

September – EE begins placing ads

October 15 – Deadline for members to be appointed to Level-Two screening committee

October 20 – Full School committee official votes Screening Committee into exist with names of specific members known

November 1<sup>st</sup> – application deadline

November-December - Superintendent Screening Committee meets, elects chair, and interviews candidates. They put forward up to 5 finalists for the full school committee to consider.

January – the school committee is presented with finalists and conducts mutual site visits, checking of references and final stage interviews.

February – the school committee votes on offering the position