

## Executive Evaluation 8-5-16

Present: E. Bonnie Silvers, Kristen Sparhawk, Marcella Bush

Admin: David Hastings

Absent: Fran Lartigue

The meeting was called to order at 11:34.

Ms. Sparhawk moved that the minutes of the previous meeting be approved. Ms. Bush seconded and it was so voted.

Ms. Silvers reported that according to her initial inquiries and research she now thought it prudent for the school committee to hire a search firm for the process. It was becoming clear to her that the workload would be too much for the sub-committee to handle.

There was discussion about whether to the sub-committee needed to get further approval from the full committee before going ahead and putting out an RFP. Ms. Sparhawk felt that it was in the scope of the directive the full committee had already approved for the sub-committee since they had agreed to have us search for a consultant and this fell under that even though the scope of work we would expect from a search firm would be more extensive and more costly than what had been initially approved. She noted that it would be necessary to get approval of how much to spend and possibly who to hire from the full committee, but that shouldn't stop the sub-committee from using time wisely and requesting proposals.

Ms. Silvers did think that the executive evaluation committee should get full committee approval to be the advisory committee to the search firm.

On the issue of the creating the RFP for a search firm it was agreed that we would ask Lynette to look through records and also ask other districts for theirs.

Ms. Silvers agreed to draft points that should be included in the RFP, for instance the idea that the search should be more comprehensive than just seeking Massachusetts residents.

Mr. Sparhawk thought it prudent that the sub-committee go forward with engaging the designer to ready the PDF as that would not be something they would hire the search firm to do. The committee then worked on a list of things that needed to be included in PDF: school district, description description of the Berkshires (to entice someone to move here), and vision statement were all mentioned. There was discussion about who should write each portion and the committee wondered if some of the English teachers could maybe be engaged for a small stipend. Ms. Bush offered to write a draft of the Berkshire description statement. There was also some talk about listing the expectations/goals for the incoming superintendent to include co-operate with neighboring school districts to maximize use of resources and explore the use of technology in better serving our rural districts needs.

The next meeting was planned for August 23rd at 11 am. It was hoped that by this time the RFP would have been released and there would be some proposals for the sub-committee to consider and recommend to full committee.

The meeting adjourned at 12:35