

JOINT SCHOOL COMMITTEE

Concord – Carlisle School Committee
Concord School Committee
Ripley Building
May 3, 2016

Present: Johanna Boynton, Chair, CCSC; CSC
William Fink, Vice Chair, CCSC
Wallace Johnston, Chair, CSC; CCSC
Heather Bout, Vice Chair; CSC; CCSC
Mary Storrs, CCSC
Dan Conti, CSC; CCSC
Bob Grom, CSC; CCSC

Absent from Administration: Diana Rigby, Superintendent of Schools, CPS & CCRSD
John Flaherty, Deputy Superintendent of Finance & Operations, CPS & CCRSD

I. CALL TO ORDER

The session was called to order by Ms. Boynton, for CCSC, and Mr. Johnston, for CSC, at 6:33PM. Mr. Johnston noted that the meeting is being recorded. Ms. Boynton stated that this meeting was a planning session and that there would be 2 times for public comments, but noted that although comments were welcomed and encouraged, that this was not a time for engaging with ideas of the public and that there would be forums, etc. for that.

II. PUBLIC COMMENTS

1. Anne Hayden, 342 Sudbury Road, Concord, MA. Ms. Hayden stated that Concord is the only community in New England where 2 separate school districts share the same superintendent and administrative staff. She noted that all 5 members of the Concord Public School Committee sit on the Regional School Committee, along with 2 members of the Carlisle School Committee. She questioned how the members of both committees would determine the next superintendent and presented different scenarios. She stated that a decision needs to be made regarding how the new superintendent will be selected before the search process begins.

III. REPORTS & ISSUES FOR DISCUSSION

A. Superintendent Search Process: Hazard, Young, Attea and Associates. Gary Burton and Randall Collins from HYA and Associates stated that HYA is based in the mid-west and employs around 200 mostly retired superintendents and they do almost exclusively school searches for school superintendents. Mr. Burton noted that over the past 10 years, they have done over 1000 school searches for school superintendents. He reviewed his work experience, including that he previously worked in New Hampshire as a Superintendent and stated that it was a 2-school system district with 1 superintendent, noting that this was fairly common in New Hampshire. Mr. Collins also shared his past experience, including experience as superintendent in Connecticut.

Mr. Burton presented the SC with a manual and noted there were many decisions that needed to be made tonight. He suggested that the search would not begin until next September. He noted that the pool of candidates for the superintendent position has shrunk over the years due to the many different aspects and demands of the position. He stated that HYA recruits individuals to apply. He stated that after reviewing credentials, they present the names to the SC, at which time the names would become public. He handed out a tentative search timeline including recommended dates and a binder including many different aspects of the search.

Mr. Burton reviewed Section 1 of the binder, which included 14 points that he wanted to discuss and review. He stated that the fall is an ideal time to do the search in order to get the best pool of candidates and to make sure someone is in place for the following year. He stated that there is a lot of time in this case to lay the groundwork for a good search. He stated that they would provide an online survey that would enable community involvement. Mr. Collins noted that the focus groups are a big part of the search and provide a lot of community input opportunities. He stated that conducting the forums at the start of the search makes the most sense in the overall process. Mr. Burton stated that

when they meet with the focus groups, they usually ask: what are strengths of the district, what are the challenges that would greet the new superintendent and what type of personality are you looking for. Mr. Burton stated that they include all comments in the reports, but would redact specific names of people.

Mr. Burton stressed point #2, regarding confidentiality and community engagement. He stated that the leadership profile report would include everything that the district is looking for in the new superintendent. He noted that the computer would crunch all of the survey data and rank what was most important to least important.

Mr. Burton noted that point #3 deals with background checks, which would happen when the search was down to the final 1 or 2 candidates. He noted that there were different levels of background checks and he recommended a doing a deep level of check to insure nothing pops up a year down the road.

Mr. Grom asked about one of the points on the tentative calendar regarding a screening committee. Mr. Burton stated that there were benefits and pitfalls to having a screening committee. He stated that choosing who is to be on the committee could become very political. He recommended 9-11 members be included on such a committee. He stated that the committee would bring forward the 3 best candidates.

Mr. Collins recommended having a link to the Superintendent Search on the main page of the District's website so people can find everything in one place, including the calendar and dates for focus groups, etc. Mr. Burton stated that the SC should begin to discuss which groups would be included in the focus groups and let them know by the fall. He stated that the focus groups are anywhere from ½ hour to an hour and they could do 8 in one day over a 2 day period, for a total of 16, as well as a public forum. He noted that by including some groups, you are inadvertently excluding other groups. He noted that it would normally be 10-12 people per focus group. Mr. Burton stated that they will run the focus groups and they normally focus around the 3 major questions he had mentioned earlier.

Mr. Burton noted that if there are internal candidates, that they be treated the same as all the other candidates. He stated that there are 2 advertising packages and he recommended that at least the basic package be chosen. He also stated that the SC needs to decide on the salary and compensation package to be offered. He noted that these positions are becoming more and more difficult and that many are staying away from school administration positions. He also stated that the SC would need to determine if there would be any residency expectations. Mr. Burton stated that the SC would need to designate a liaison that they can be in contact with and who can help with many aspects of the meetings.

The SC discussed the proposed interviews on October 26-28 and Mr. Burton stated that those are daylong interviews with each of the 3 finalists. Ms. Boynton agreed to make sure the dates on the tentative schedule align with the SC meeting schedule and add additional meetings if necessary. The SC agreed that site visits would be beneficial.

Mr. Burton stated that the preferred number of candidates to send to a screening committee was 5 and he noted only the final 3 candidates names would become public. Mr. Collins stated that 9-11 members of a screening committee are common. He recommended asking each group to assign their own representative. Mr. Collins stated that no more than 3 members of the SC could be on the screening committee. Mr. Burton noted that the screening committee is asked to keep the candidate's confidential. Mr. Collins stated that the SC should decide early on in the process if they wanted to use a screening committee, but did not have to assign the members yet. Mr. Burton stated that if the individual who is recommended leaves within 2 years, they would do the search again at no cost. Mr. Johnston stated that this search would be very different than Carlisle's. He also noted that he's had trouble coming up with numbers for the screening committee. Mr. Conti stated that a screening committee is important and it's important to set a tone of inclusiveness short term and long term. Ms. Storrs stated that she was nervous about excluding people when coming up with the members of a screening committee. Mr. Johnston noted that one of their primary jobs is to elect a superintendent and he was uncomfortable with handing that responsibility off. Mr. Burton noted that they would come and train the screening committee. Mr. Johnston asked what the greatest value of a screening committee was and Mr. Burton stated that it allows for more inclusion and greater transparency. He noted that they would get a richer pool of candidates if they only release the names of the final 3. Mr. Fink stated that the decision of a group is better than the decision of a single person and he noted that the qualities that the community is looking for is what is used as a filter to narrow the candidates down. Mr. Johnston stated that he understood the benefit of a screening committee, but questioned the value. Mr. Fink and Ms. Boynton agreed that having different educational aspects on the principal search committee was valuable. Ms. Boynton agreed that coming up with 11 names of members would be hard and she shared an

example of a group of constituents with the SC. Mr. Johnston, Mr. Fink and Mr. Conti shared examples as well. The SC discussed possible representatives from different groups while trying to keep the number within the recommended range by HYA. Mr. Burton noted that it's very difficult to try to include everyone and you inevitably exclude groups and he also noted that there would be many opportunities for community input. He reminded the SC that the screening committee would not be choosing the next superintendent and that they would only be narrowing down the choices. Ms. Storrs recommended pulling constituents that might be representative of more than one group. Mr. Grom noted that 28% of Concord taxpayers have children in the schools and that there is a large group that is interested who the next superintendent is. The SC discussed different ways of deciding what parents or community at large would be on the committee. Mr. Grom recommended listening to public comments on the subject before taking a vote. The SC discussed more scenarios of constituents on the committee and agreed to think about different options and discuss at the next regional meeting.

IV. ACTION ITEMS

None.

V. OLD BUSINESS

None.

VI. PUBLIC COMMENTS

1. Paul Horwitz, 173 Hayward Mill Road, Concord, MA. Mr. Horwitz stated that the SC is overestimating the importance of the screening committee and they are going about it all in the wrong way. He stated that the SC is trying to make sure that each interest group is represented on the committee. He stated that the committee would be built up of many different interest groups and that the committee is looking for a superintendent to represent the whole community of Concord. He proposed that the SC start by asking who would like to serve on the committee and noted that they have plenty of time to form the committee.

2. Cynthia Sorn, 433 Rutland Street, Carlisle, MA. Ms. Sorn reminded the SC that if a subcommittee were formed that it would be a public body and would need to be a public session.

3. Nancy Beeuwkes, 1360 Monument St, Concord, MA. Ms. Beeuwkes asked if the all of focus groups would be able to take place over 2 days and if it was possible to add more days. Mr. Collins stated that they would be able to do more if needed. She asked if HYA would be open to applications that they get through newspaper advertisements and Mr. Burton said yes, that the candidates would be directed to a job site. Ms. Beeuwkes asked if HYA would help find an interim if a qualified candidate isn't found. Mr. Collins and Mr. Burton stated that they would help and do a re-search if needed.

4. Wendy Holt, 30 Dover St, Concord, MA. Ms. Holt stated that she hears the challenge ahead of the SC in choosing a committee. She stated that she is concerned with parents finding parents bringing professional experience with them. She stated that parents with special needs students have more insight into school systems than anyone. She noted that it's important to value that aspect of parent's representation. She also noted that the room was full of all white people and started to discuss METCO but then let it go and began to talk about special needs. She stated that that is another group that should be on the decision making body. She asked HYA of the best practices with all of these different groups.

VII. ADJOURNMENT

A motion was made by Ms. Storrs for CCSC, seconded by Mr. Fink, to adjourn the meeting. A motion was made by Ms. Boynton for CSC, seconded by Mr. Bout, to adjourn the meeting. The motions were unanimously approved and the meeting adjourned at 9:45 PM.

Respectfully submitted,

Erin E. Higgins

Approved: 5/24/16

Abbreviations:

CASE	Cooperative Association for Special Education
CSC	Concord School Committee
CCSC	Concord-Carlisle Regional District School Committee
CPA	Community Preservation Act
CPC	Community Preservation Committee
CPS	Concord Public Schools
CCRS	Concord-Carlisle Regional School District
CCHS	Concord-Carlisle High School
CHPS	The Collaborative for High Performance Schools
CSEC	Comprehensive Sustainable Energy Committee
CPW	Concord Public Works
CTA	Concord Teachers Association
DESE	Department of Elementary & Secondary Education
FAAC	Financial Audit Advisory Committee
FINCOM	Finance Committee
MASC	Massachusetts Association of School Committees
MIAA	Massachusetts Interscholastic Athletic Association
NEASC	New England Association of Schools and Colleges
OPEB	Other Post-Employment Benefits
RTI	Response to Intervention
SEPAC	Special Education Advisory Council
YRBS	Youth Risk Behavior Survey