



## **Cohasset School Committee Meeting**

### **School Committee Minutes**

Wednesday, June 7, 2016  
Cohasset Middle-High School  
Community Use Room  
143 Pond Street  
Cohasset, MA

**In Attendance:** Jeanne Astino, Chairman  
Katie Dugan  
Ellen Maher  
Barbara Stefan  
Amanda Zani

**Also in Attendance:** Glenn Koocher, MASC Executive Director

### **Call to Order and Roll Call**

Chairman Astino called the meeting to order at 5:07 p.m. **Roll Call Vote; Barbara Stefan-Present, Katie Dugan-Present, Jeanne Astino-Present, Ellen Maher-Present, Amanda Zani-Present**

Mr. Glenn Koocher from MASC presented a workshop and question and answer period on the Search Process for a new Superintendent.

Facts regarding the position and search included:

1. Anyone who is licensed to be a Supt. is eligible
2. There are no requirements of the search process, only that it is public
3. Under the law, there is no distinction between an Interim Supt. and a permanent Supt
4. Evaluating the Interim using an Evaluation Tool based on agreed upon goals is a good idea as many interims decided to apply. An evaluation provides specific indicators of job readiness for the interim
5. Design a process to vet candidates, engaging the community and all stakeholders
6. Critically determine your (the District's) ability to attract quality candidates; what is the culture of the district? What is the compensation? What are the perceived challenges the district faces
7. Select the search committee carefully, making sure it is not too big and is representative of all stakeholders; establish a calendar and get all members of Search Committee to commit.
8. Utilize focus groups
9. Define the key qualities the District is looking for, what is most important?

10. Ensure reference checking is thorough; site visits, references, community input, school board input
11. Questions for candidates should be probing and encourage follow up, demonstrating depth and knowledge of candidate.
12. Establish a procedure for screening, first interviews, vetting, second interviews, finalists
13. Establish a policy/protocol for any instance of on line 'stalking' and how to handle rumors about candidates
14. Questions to consider about candidates: Who is this person? How do they think? How do they resolve issues? If I had a problem would this person care about me?
15. MASC can provide; search services, survey services, interview question lists, Superintendent compensation data, focus group coordination
16. Begin no later than January, develop a budget

Mrs. Dugan departed at 7:30

**Motion by Mrs. Maher to adjourn, seconded by Mrs. Zani and the vote was unanimous (4-0).**

The meeting adjourned at 8:46 p.m.