

**IPSWICH SCHOOL COMMITTEE WORKSHOP  
OCTOBER 1, 2012  
TOWN MANAGER'S CONFERENCE ROOM**

**CALL TO ORDER**

Chairman O'Flynn called the meeting to order at 7:05 p.m. with the following members present: J. Loeb, B. Hopping, J. Bauman, C. Nylen, and R. Roesler.

Dr. O'Flynn announced that the workshop would focus on the process for the new superintendent search.

Discussion produced the following items in the process:

**HEAD OF THE SEARCH PROCESS**

Dr. O'Flynn named Barry Hopping to head the search process. Mr. Hopping accepted and would like to be involved in the screening of the resumes with another member(s) of the School Committee. He will not be Chair of the 12 screening committee members.

**REQUEST FOR PROPOSAL (RFP)**

Mr. Hopping will contact Joanne Cuff, Finance Director, to put together an RFP for hiring a consultant. He will also contact Mike Gilbert of MASC for further guidance regarding the RFP process and to obtain any other information pertinent to starting the search process.

**CONSULTANT**

- a. A consultant will be hired after an RFP process.
- b. Consultant will run focus groups.
- c. Consultant will review contract language for the new superintendent.
- d. Consultant will have total control over the names in the process and there will be no disclosure of candidate names until the final decision is made.

**FOCUS GROUPS**

- e. One School Committee member will be present at each focus group but will remain silent once he/she has introduced the facilitator.
- f. Focus groups will consist of administration, faculty, parents, representatives from the business community, and citizens.

**SCREENING COMMITTEE**

- g. The Screening Committee will consist of 12 persons, none of whom is a School Committee member.
- h. The School Committee will select the 12 members, two of whom will be chosen from the IEA.
- i. The Screening Committee will be charged with sending a maximum of five (5) and a minimum of three (3) candidates to the School Committee for consideration.

#### INTERVIEWING AND SITE VISITS

- j. School Committee does the interviewing on succeeding nights after each candidate has spent a day in the community.
- k. School Committee votes on the five finalists after interviewing process.
- l. School Committee members (2) are accompanied by one or two others (who have been involved) to visit three to five sites where candidates currently are employed.
- m. School Committee votes on the selected candidate without input from the search committee.
- n. The same three people go on all site visits.

#### SUPERINTENDENT CONTRACT(S)

- o. Contract time frame is 3 – 5 years with basic sick and vacation days, etc.
- p. Contracts will be given to the finalists so that if there is a problem with the contract from the candidate's point of view, there might not be a site visit scheduled.
- q. Contract language would be the same but salary figure might differ for a new superintendent vs. an experienced superintendent.

#### BUDGET FOR SEARCH

- r. A figure of \$20,000 has been mentioned but is not yet budgeted.

There was brief discussion regarding the Warrant for the Fall Town Meeting when Mr. Korb presented numbers for Article 3 of the Warrant after his attendance at the BOS meeting. Also, there was clarification made by Dr. O'Flynn to Mrs. Bauman's question of pressbox installation. A \$50,000 figure has been sitting in the bank for final decisions on handicap access to the building.

The next workshop is scheduled for October 25, 2012, at 7 p.m., in the Town Manager's Conference Room. Meeting adjourned at 8:45 p.m.