

**IPSWICH SCHOOL COMMITTEE WORKSHOP
NOVEMBER 26, 2012
PAYNE SCHOOL**

CALL TO ORDER

Hugh O'Flynn called the meeting to order at 7:05 p.m. with the following members present: J. Bauman, C. Nysten, J. Loeb, B. Hopping, S. Gresh, and R. Roesler. Also present were FMS personnel Dr. Herbert Levine and Mr. Bill Garr.

SUPERINTENDENT SEARCH

Mr. Hopping welcomed Dr. Levine and Mr. Garr who began by reviewing the overall process of selecting a new Superintendent for the district. Having gone through all the steps, the men then set a timeline, recommending areas where the position would be advertised on national administrators' sites, emails, and include one national advertisement in Education Week coming out on January 9.

The School Committee will appoint a **Search Committee**. Suggested was a press release to the community with bullet points as to what the job will entail; that is, 40-50 hours over a period of six weeks. Dr. Levine suggested the Search Committee applicant should write a short letter of application to Mr. Hopping who will be overseeing the applications. The men suggested that 7-8 members be on the Committee. The recruitment period for applicants for the superintendency is six weeks. A document entitled "Charge of the Search Committee/Screening Applicants" was distributed by the two men. The first Search Committee meeting is scheduled for February 13 in one of the elementary schools whereupon Dr. Levine will inform them of their duties. This Search Committee will go through 25-40 packets of applications for Superintendent being guided by a description of the personal and professional characteristics and experience, by community input from the focus groups, and by their own best judgment. On March 5, 6, and 7 the finalists will be selected, and the School Committee will interview each finalist on March 21 at a School Committee meeting.

Meanwhile, **Focus Groups** in the community will have been established. The Board determined that there will be nine areas for focus groups as follows:

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| 1. Elementary parents | 6. The community including the business community |
| 2. Secondary parents | 7. Municipal (Town Hall) personnel |
| 3. Elementary teachers | 8. Central Office, Principals, Assistant Principals, Tech Ed, SPED |
| 4. Secondary teachers | |
| 5. Special Education parents | 9. Support staff including TAs, clerks, and custodial staff. |

Barry Hopping will inform/organize the community group (#6) and the Superintendent's office will organize the others. A School Committee member will introduce a member of FMS at each of the first meetings and then depart.

When three to four candidates have been selected by the Search Committee, each candidate will spend a day in Ipswich (April 2, 3, and 4) to meet with the administration, faculty, and students, have an hour of rest, have dinner, and meet in a public interview. Site visits to candidates' home territory will be scheduled subsequently. The School Committee makes its final decision following the site visits.

Mr. Loeb suggested negotiating a contract with every finalist before they visit Ipswich so as to negate the need for negotiation following the School Committee's vote for a successful candidate. The salary range will be \$150,000 – \$170,000 and no residency requirement will exist. Mr. Hopping needs to obtain a copy of Mr. Korb's contract for details.

Mr. Nylen's question of quality of candidates was answered as a "good pool" of assistant superintendents ready to be challenged and sitting superintendents interested in Ipswich for very individual reasons. Mr. Nylen urged a simple press release letting the community know how the School Committee is going through this process.

The Committee brainstormed for 30+ minutes (with Mrs. Roesler at the board) on the strengths and weaknesses of the district which Mr. Garr took with him when the men left.

FEOFFEEES' DISCUSSION

Mr. Hopping consented to a presentation to the TriBoard concerning mini and major grants for enhancement to the schools. The Board discussed the current wording of the Administrative Order calling for distribution of the first Feoffees' money before June 30, 2013. Dr. O'Flynn communicated with Attorney Perry to ensure that an administrative order to remove the requirement that the disbursement for each of the first three years be spent by a certain time so that hasty and frivolous spending does not take place.

Workshop adjourned at 10:30 p.m. until November 27, at 8 p.m.