

APPROVED JANUARY 19, 2021

Dover-Sherborn Regional School Committee
Dover School Committee
Sherborn School Committee
Union #50 Superintendency Committee
Meeting Minutes October 19, 2020

VIA ZOOM

Workshop Minutes for October 19, 2020 Meeting on Candidate Profile

The meeting was called to order at 6:34 pm by Brooke Matarese.

The school committee members present were as follows:

Anne Hovey - Regional School Committee
Angie Johnson - Chair, Sherborn School Committee
Nancy Cordell - Sherborn School Committee
Amanda Brown - Sherborn School Committee
Michael Jaffe - Regional School Committee
Lynn Collins - Regional School Committee
Sara Guiterrez-Dunn - Dover School Committee
Brooke Matarese - Chair, Dover School Committee
Kate Potter - Regional School Committee
Megan Page - Sherborn School Committee
Colleen Burt - Dover School Committee
Mark Healey - Dover School Committee
Maggie Charron - Chair, Regional School Committee
Leslie Leon - Dover School Committee

JSC workshop – Candidate profile
Agenda (with notes)

1. Overview of process (15 min)

- a. SC purview
 - i. The SC is the sole body in charge of hiring a Supt.
 - 1. technically Union 50 + Regional School Committee
 - ii. JSC granted the Supt Search team the authority to conduct the search on its behalf
 - 1. Full SC will not be-- cannot be- privy to much of the process b/c of OML until we are required to take all aspects of the process public
 - a. after finalists are announced
- b. OML restrictions
 - i. Exec session first round of interviews—

1. conducted by screening committee
 2. Cannot share who has applied/been interviewed or anything about the interview process
 3. No background checks, etc
- ii. after finalists are announced, everything is done in public
 1. EVERYTHING—discussions about finalist interviews, info obtained thru reference checks, salary range- EVERYTHING
- iii. We cannot discuss thoughts about the process with a quorum (per usual)
 1. Be thoughtful about discussions with members of the community
 - a. it is important to present a united front
 - b. Sharing personal opinions is fine- but make it clear PERSONAL, not the opinion of the School Committee
 - c. Remember:
 - i. We will all have to work with the person chosen...
 - ii. This is not about you- it's about what is best for the entire school community—and a Supt who enters without SC support will not succeed.
- c. Creation of candidate profile
 - i. What is the candidate profile?
 1. it's a short doc (1 page MAX) that provides a description of the key characteristics and skills we feel our next districts leader should possess in order to be successful. It's NOT a job description-- more of a list of most important qualities.... (like the list you might put together when you are looking for a significant other-- what's important to you and what would make you a good match)
 2. it is a SUMMARY, not a full list. Out of this discussion we need to pick top 10 or so characteristics (maybe fewer)...
 - a. we'll see how far we get tonight--
it will be used to create questions asked by screening committee
 3. It will be shared with candidates
 4. It will be created from our discussion tonight, 14 zoom focus groups (some of which are happening right now-- about 30 parents are participating in focus groups this evening), survey, and some 1-on-1 calls
 - a. the more people we hear from, the better a representation of the whole community our candidate profile will be
 - ii. Candidate profile timeline:
 1. At today's mtg, discussion about most important characteristics
 2. SST puts together draft Profile based on this mtg and data compiled thru community outreach
 3. JSC will get draft Oct 30 (probably) for Nov 2 mtg
 - a. With instructions to reach out to your committee rep to SST prior to Nov 2 mtg with any questions
 4. JSC will discuss and vote to accept Profile at Nov 2 public mtg
 - a. Ideally unanimous vote (present united SC to candidates)

- i. Doesn't have to be a perfect document
 - 1. Goal is a document that fairly portrays the basic qualities and skills we believe the chief exec of our districts needs in order to be successful
 - d. Some more info on the rest of the process:
 - i. Screening committee is selected & announced
 - 1. From this point until the finalists are announced, we can't share much until finalists are announced
 - ii. finalist recommendations
 - 1. JSC votes to accept screening committee recommendation for finalists
 - a. You'll see resumes
 - b. Screening committee can NOT provide any info about any other candidates other than finalists
 - 2. visit days
 - a. Inc l an evening JSC mtg when you can listen to them speak and ask some questions
 - b. Whether in person or virtually...?
 - c. In Dec or Jan... tbd
 - 3. Site visits—TBD
 - 4. Reference checks
 - 5. Carefully share info learned thru phone calls, etc
 - 6. All done in PUBLIC mtg
 - iii. Discussion and vote for new Supt
 - 1. Union 50 and RSC vote
 - a. Everyone votes as show of support for new Supt....
 - e. Reviewed this because there will be a LOT of extra meetings
 - i. This is one of the most important things you will ever do as a member of the School Committee
 - 1. For instance, if we don't vote on Candidate profile on Nov 2, we need to have another mtg in the next couple of days to finish the work
 - 2. If there are 3 finalists, there will be 3 evening mtgs in the course of a week or 2 (in addition to regularly scheduled mtgs)
 - a. This is in addition to the work of running a district...
 - ii. Setting expectations now....
- 2. Setting Workshop Norms (10 min)**
 - a. Keep discussion on track and focused on specific topic
 - i. In the interest of time we MUST be willing to cut people off when necessary
 - ii. Try to make sure everyone has the chance to speak
 - 1. Watch for folks in your district to make sure everyone has the floor at some point...
 - b. Encourage people to agree with what someone just said rather than repeating/restating it
 - c. Fine to disagree with what someone else says- but please provide an alternative idea

- i. “I don’t agree that the new supt needs to come from a regional district, but I do think experience at the district level is important.”
 - d. Forward looking, positive comments
 - i. “We need a supt who excels at communication”- not “I don’t like how Andrew communicates, so we need someone who communicates better”
 - e. Encourage members to be concrete
 - i. Avoid using edu-speak or cliches
 - ii. Encourage examples to clarify
 - 1. “I want an innovative leader”
 - a. Follow up with “Can you give an example of what an innovative leader looks like?”
- 3. What makes DS attractive/unattractive to candidates? (15 min)**
 - a. Attractive:
 - i. \$, great faculty, high performing, good DSEA/SC relationship, supportive/involved parents, great kids
 - b. Unattractive:
 - i. 3 SCs/2 towns; overly involved parents; lack of diversity, very traditional
 - 1. 3 SCs—but really 4 sets of mtgs
 - a. Non-functioning SCs
 - i. Perhaps better than some other districts- but that doesn’t make us function better
- 4. Brainstorming (50 min)**
 - a. What are the key responsibilities and challenges confronting the district and the next leader?
 - b. What are the critical skills we seek in our new leader?
 - c. What skills do we see a Supt needing to be successful at DS?
 - i. Are these different from “b”? (I think they are...)
 - d. What do we want in a district chief executive?
 - i. “A person who...” responses

Polled to executive session at 6:59 pm not to return to open meeting.

DSRSC -Anne Hovey-yes; Maggie Charron- yes; Kate Potter- yes; Lynn Collins- yes; and Michael Jaffe-yes

SSC – Angie Johnson-yes; Amanda Brown-yes; and Nancy Cordell-yes

DSC – Brooke Matarese –yes; Leslie Leon-yes; Mark Healey-yes; Colleen Burt –yes; Sara Gutierrez – Dunn –yes.