

SCHOOL COMMITTEE

(Official Report)

Special Meeting

April 7, 2015

Called for 5:30 – 6:30 PM in the Dr. Henrietta S. Attles Meeting Room, Cambridge Rindge and Latin School, 459 Broadway, Cambridge, for the purpose of discussing the Superintendent's Search Timeline.

Members Present: Ms. Cronin, Mr. Fantini, Mr. Harding, Ms. Kelly, Ms. Nolan, Mr. Osborne, and Mayor Maher

Mayor Maher in the Chair.

A quorum of the School Committee being present, the Chair called the meeting to order at 5:45 PM.

Public Comment:

The following individual was heard:

Ms. Olchanski, Seagrave Rd., Parent involvement in Superintendent's search

On a motion by Ms. Cronin, seconded by Ms. Kelly, it was voted to close public comment.

Mayor Maher distributed and walked the Members through the following Draft of the Proposed Superintendent Search Timeline (on file in the School Committee Office). He explained the next step for each activity and its proposed date.

Draft Proposed Superintendent Search Timeline

Activity	Proposed Date
Special School Committee Meeting to consider: Approval Draft of Search Timeline, RFP process, Search Liaison Designee, Composition of Search Sub-Committee	4/7/15
Special School Committee meeting to review/revise/approve draft RFP	4/28/15
School Committee approves Search Firm	5/26/15
Hold Initial Meetings with Search Firm	6/16/15
Search Firm works with Search Sub-Committee to develop an inclusive Community Process	June 2015
Search Sub-Committee designates Interview Committee which will include broader community representatives & stakeholders	June 2015
Search firm will undertake Leadership Profile/Focus Groups/Community Input Survey	End of June 2015
Position Job Posting/Advertising	End of June 2015
Search Firm will present to the School Committee a pool of potential candidates	Early August 2015

Interview Committee holds initial interviews with candidates	By late August/early September 2015
School Committee interviews with Semi-Finalists	Week of September 14, 2015
School Committee meets to identify finalist(s)	Week of September 21, 2015
Finalists are introduced to stakeholders via community forum	Week of September 28, 2015
Search committee members may conduct home district visits with finalist(s)	By October 9, 2015
School Committee selects new Superintendent	October 2015
Superintendent assumes responsibilities	On or before July 2016

The Mayor opened the floor to questions from the Members:

Ms. Nolan stated that the timing could be a net positive for us or a concern. She doesn't want the candidate to be hurt by applying for a job a year before they are taking the position. She doesn't want this to hamper the pool of tracking good candidates. The Mayor responded that after looking at other local school systems, decisions for some of the most recent Superintendent's searches were made from December to January, for a start date in July. We are only 6 or 7 weeks earlier than that and his hope is that this will put us at an advantage.

Mr. Harding asked when the Committee will discuss the search firms. Mayor Maher noted that we would review the RFP to be prepared by Ms. Allen at the end of the month.

Ms. Cronin asked about the criteria for hiring the Superintendent. Mayor Maher advised that once the search firm is hired, we will be meeting with them and looking at the community needs. The search firm will tailor the search to our needs. Ms. Nolan asked about the contracts and bid process. Ms. Allen responded to Ms. Nolan's concerns. In our past three searches, we have used three different search firms: Isaacson Miller; Hazard, Young, Attea & Associates; and Ray & Associates. Ms. Nolan noted that it would be helpful to establish a way soon for parents, staff, stakeholders, community and the CEA to communicate about the search.

On a motion by Mayor Maher, seconded by Mr. Fantini, on the following roll call, it was voted that the School Committee adopt the Draft Proposed Superintendent Search Timeline: Ms. Cronin YEA; Mr. Fantini YEA; Mr. Harding YEA; Ms. Kelly YEA; Ms. Nolan YEA; Mr. Osborne YEA: Mayor Maher YEA.

On a motion by Mayor Maher, seconded by Ms. Nolan, on the following roll call, it was voted that the Composition of the Ad-Hoc Sub-Committee on the Superintendent Search be comprised of the Committee of the Whole: Ms. Cronin YEA; Mr. Fantini YEA; Mr. Harding YEA; Ms. Kelly YEA; Ms. Nolan YEA; Mr. Osborne YEA: Mayor Maher YEA.

On a motion by Mayor Maher, seconded by Mr. Osborne, on the following roll call, it was voted that Barbara J. Allen, Executive Director of Human Resources, be appointed as the official Superintendent Search Liaison Designee: Ms. Cronin YEA; Mr. Fantini YEA; Mr. Harding YEA; Ms. Kelly YEA; Ms. Nolan YEA; Mr. Osborne YEA: Mayor Maher YEA.

On a motion by Mayor Maher, seconded by Mr. Harding, on the following roll call, it was voted to authorize the official Superintendent Search Liaison Designee to develop a draft Request for Proposal (RFP) to retain a search firm in connection with the search for a Superintendent of Schools and to present the draft RFP at a Committee meeting by April 28, 2015 for consideration.

On a motion by Mr. Fantini, seconded Ms. Cronin, it was voted to adjourn at 6:10 PM.

Judith T. Martin
Executive Secretary to the School Committee