

STONEHAM PUBLIC SCHOOLS
STONEHAM, MASSACHUSETTS

**SCHOOL COMMITTEE MEETING
CENTRAL MIDDLE SCHOOL
OCTOBER 27, 2016**

The meeting of the School Committee was held at 7:00 P.M. on Thursday, October 13, 2016 at the Central Middle School with the following members present: D. Maurer, Chair; M. Christie, S. MacNeill and R. Meredith-Warren. Also present was Dr. Les Olson, Superintendent of Schools.

D. Maurer called the meeting of the School Committee to order at 7:15 P.M.

A. Pledge of Allegiance

B. Action to Approve the Minutes of:

October 13, 2016

ACTION: A motion was made S. MacNeill and seconded by M. Christie to approve the minutes of October 13, 2016, as amended. The motion was approved 4-0.

C. Approval of Warrant

ACTION: A motion was made by S. MacNeill and seconded by R. Meredith-Warren to approve Bill Warrant #17-8 in the amount of \$341,277.19. The motion was approved 4-0.

D. Student Representative

Dylan Oesch-Emmel was not present at the meeting.

E. Public Comment

None

F. Superintendent's Search

R. Meredith-Warren distributed a summary of School Committee priorities for the Superintendent Search

Mike Gilbert of MASC was present at the meeting to discuss the search process:

1. Focus Groups: MASC will conduct focus group meetings in each building with administration and staff plus two evening public forums that will include parents and community members. These will be conducted in November.
2. Timeline:
 - o December: MCAS will meet with School Committee to review focus group information and School Committee approval of selection criteria, community profile and brochure. MASC will advertise on their website and School Spring.
 - o January: Deadline for submitting applications, MASC screens applications and identifies 8-10 semifinalists and presents to Screening Committee. School Committee appoints Screening Committee and MASC conducts training sessions with Screening Committee and reviews interview schedule. Screening Committee interviews semifinalists and presents 3-5 finalists to the School Committee. The Screening Committee is discharged at this time. MASC will review site visit information with the School Committee and develop a visit schedule.

- February: Site visits will be conducted. School Committee will meet with consultant and organize final interview questions. Candidates will visit Stoneham, followed by final interviews.
- March: School Committee will vote to appoint Superintendent following the last interview.

R. Meredith-Warren requested that the typed timeline be corrected to state that MASC will present semifinalists to the Screening Committee, not the School Committee.

ACTION: A motion was made by R. Meredith-Warren and seconded by M. Christie to approve the Superintendent Search Timeline as corrected. The motion was approved 4-0.

After discussion, the School Committee agreed on the following:

There will be no special consideration given to local applicants – all applicants are expected to meet the same standards.

No expenses will be reimbursed for semifinalists. The School Committee will decide on a case-by-case for finalists.

A discussion followed regarding background checks. By law, no CORI or fingerprinting can be done until a job is offered to an applicant. Mike Gilbert assured the Committee that MASC is part of a national network and will make phone calls to investigate any unknown candidate.

3. **Qualifications:** The School Committee agreed that the candidate must be eligible for licensure, hold a minimum of a Master's Degree and have ten successful years in education.
4. **Screening Committee:** Mike Gilbert suggested the Screening Committee be made up of three teachers (one from each level), three parents (one from each level) Administrator, Central Office Administrator, Principal, High School Student, member of Support Staff, and one community at large member. It was also recommended that School Committee members do not serve on the Screening Committee. After discussion, the School Committee agreed to discuss this further at the next meeting.
5. **Salary:** Mike Gilbert reported on competitive districts and comparable districts throughout the state and northeastern Massachusetts and recommended a salary of \$175,000-\$185,000.

ACTION: A motion was made by S. MacNeill and seconded by R. Meredith-Warren to offer a salary range of \$175,000 to \$185,000. The motion was approved 4-0.

G. Approval of Policies: 9-26 Suspension of Students and 9-27 Expulsion of Students

The Committee reviewed the policies on student suspension and expulsion that were presented at the last meeting. The revised policies clarify the primary role of the school principal, not the School Committee. Students also have the right to continued educational services during a suspension or expulsion.

ACTION: A motion was made by M. Christie and seconded by R. Meredith-Warren to approve revisions to Policies 9-26 and 9-27. The motion was approved 4-0.

H. Donation

Dr. Olson requested approval of a donation of \$3,000 from Stoneham Light It Up Blue. The donation will be used to support programs in the Student Services Department.

ACTION: A motion was made by R. Meredith-Warren and seconded by M. Christie to accept the donation from Stoneham Light It Up Blue. The motion was approved 4-0.

M. Christie thanked Pam Gill and Jeanne Craigie for their continued support of art and music programs for our special needs students.

I. Committee Correspondence

Chairman Maurer informed the Committee that he had a very positive discussion with the both the Town Moderator and the Chair of the Finance and Advisory Board concerning incorrect facts published in the newspaper and is convinced that the Finance and Advisory Board had no intent to disparage any board or person. He suggested that the three boards in town try to work together in a more positive manner. After a brief discussion, the Committee agreed to invite members of the Board of Selectmen and Finance and Advisory Board to a casual breakfast on a Saturday or Sunday morning. M. Christie agreed to be in charge of setting this up. The agenda would be kept very simple, with it being more social and perhaps discussing the goals of each board. It was agreed that before or right after Christmas break would be a good time. Chairman Maurer will send a letter to the Chair of the other Boards.

J. Superintendent's Report

Dr. Olson reported that he had a very productive meeting with the new Town Administrator today and will arrange to take him on a tour of the schools.

Dr. Olson also reported that he has hired Robert Fortado as the new Director of Facilities. Mr. Fortado has a strong background in operations and it is expected that he will start in two to three weeks.

ACTION: A motion was made by M. Christie and seconded by R. Meredith-Warren to adjourn at 8:30 P.M. The motion was approved unanimously.

RESPECTFULLY SUBMITTED
LES E. OLSON, SUPERINTENDENT OF SCHOOLS

DOCUMENTS REVIEWED:

Minutes: October 13, 2016
Bill Warrant 17-8
Supt. Search Timeline (Attached)

STONEHAM SUPERINTENDENT SEARCH TIME LINE

October 27, 2016 at 7:00pm	Planning Meeting: <ul style="list-style-type: none">• Focus Groups• Advertising• Calendar• Interview process
November 7-18 2016	MASC conducts focus group meetings (staff at each school plus 2 evening public forums)
December 1 or 8, 2016	MASC meets with School Committee to review focus group information and school committee approval of selection criteria, community profile and brochure
December 8, 2016	Advertising: MASC and Stoneham School Spring
January 12, 2017	Deadline for submitting applications to MASC
January 17, 2017	MASC screens completed applications. Screening process identifies 8 to 10 semifinalist candidates.
January 19, 2017 at 7:00pm	MASC presents semifinalists to screening committee
January 19, 2017 at 7:00pm	School Committee defines role and charges screening committee
January 19, 2017 at 7:00pm	MASC conducts training session with screening committee and reviews interview schedule
January 23 - 27, 2017	Semi-finalist interviews All interviews will be held in the evening beginning at 6:00pm and end by 9:30 pm. Interviews will last for 1 hour with a 15 minute break between interviews (may be up to 3 each evening).
January 25-27, 2017	Screening committee nominates finalists. The school committee requests no less than <u> 3 </u> and no more than <u> 5 </u>
January 30, 2017 at 7:00pm	The screening committee present list of finalists to the School Committee. Screening committee is discharged.

January 30, 2017 at 7:00pm	MASC reviews site visit information with school committee. Site visit schedule is developed.
February 6-10, 2017	Site visits to final candidates/School Committee
February 16, 2017	School Committee meets with consultant to discuss site visits and organize final interview questions
February 27-March 6, 2017	Candidates visit Stoneham - Final interviews beginning at 7pm. Interviews should be 60-75 minutes long.
March 1-6, 2017	School Committee votes to appoint Superintendent following last interview
July 1, 2010 or as soon as possible	Superintendent begins