

**THE GLOUCESTER PUBLIC SCHOOLS**

*Our mission is for all students to be successful, engaged, lifelong learners.*

**Personnel Subcommittee Meeting Minutes**

Wednesday, January 15, 2020

District Office Conference Room

2 Blackburn Drive, Gloucester, MA 01930

5:30 p.m.

**Members Present**

Melissa Teixeira Prince, Chairperson

Kathy Clancy, Vice Chairperson

Jonathan Pope

**Also Present**

Dorothy Presser, MASC

Laura Wiessen

Samantha Verga Watson

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**I. CALL TO ORDER** – Chairperson Prince called the meeting to order at 5:35 p.m.

**II. REPORTS/DELIBERATIONS/DISCUSSION**

**(At this time, the agenda was taken out of order.)**

**H. School Committee’s Role in the Process** – Ms. Presser reviewed the pros and cons of having School Committee members on the screening committee. Chairperson Prince discussed her experience as the chair of the ENSATS School Committee, noting that she was not on the screening committee but stopped in occasionally to observe the meetings. Ms. Presser indicated that the School Committee has the ability to decide who the chair of the screening committee is and who would represent the School Committee’s interests well, such as a former School Committee member. There was a discussion about the process of choosing the 12 to 14 screening committee members. Ms. Presser stated that the School Committee would ask people to submit a letter of interest, noting that prospective members must be available on certain dates.

On a motion by Mr. Pope, seconded by Kathy Clancy, it was unanimously

**VOTED:** 3 in favor, 0 opposed to recommend to the full School Committee that there not be School Committee members on the superintendent screening committee.

**F. Developing Candidates’ Selection Criteria** – Ms. Presser indicated that School Committee will set the criteria for the candidates and instruct the screening committee on how many candidates to nominate as finalists.

On a motion by Mr. Pope, seconded by Kathy Clancy, it was unanimously

**VOTED:** 3 in favor, 0 opposed to recommend to the full School Committee that we instruct the superintendent screening committee to nominate no less than three and no more than five finalists.

- B. Community Focus Group Meetings** – Ms. Presser recommended that there be separate focus groups for teachers, parents, community members, and administrative staff.

After discussion, on a motion by Mr. Pope, seconded by Kathy Clancy, it was unanimously

**VOTED:** 3 in favor, 0 opposed to recommend to the full School Committee that we authorize MASC to conduct the following focus groups: two for teachers, two for parents, one for community members, one for municipal employees, one for administrative staff, and one for students.

- A. Superintendent Search Public Survey** – Ms. Presser distributed sample surveys and suggested that the committee appoint someone to gather feedback and work with her to develop the survey. Chairperson Prince suggested that the full School Committee discuss questions to be included on the survey at the January 22nd meeting and send them to Ms. Presser.
- C. Developing School District Recruitment Brochure** – Ms. Presser indicated that MASC has a template for the brochure and stated that the committee needs to decide whether it will be printed and mailed or electronic only. She indicated that the School Committee will send the information for the brochure to her and MASC will put it together. She stated that the community profile should include a short history of the city and its amenities. Mr. Pope suggested that the brochure include a link to the video done by the Gloucester Education Foundation. This matter was tabled for discussion at the next subcommittee meeting.
- D. Scope of Search for Candidates** – Ms. Presser indicated that MASC sends out the information nationally (associations like MASC in all other states).
- G. Evaluation, Screening and Selection Process of Candidates** – Ms. Presser indicated that the School Committee will decide whether or not to have MASC do any pre-screening of the candidates. She stated that she prefers to have the screening committee review all of the resumes. She cautioned against doing Google searches of candidates because they do not always tell the back story. There was a discussion about the composition of the screening committee.

On a motion by Kathy Clancy, seconded by Mr. Pope, it was unanimously

**VOTED:** 3 in favor, 0 opposed to recommend to the full School Committee that the screening committee consist of the following members:

1 student  
1 principal  
1 Central Office administrator

- 1 elementary teacher
- 1 middle school teacher
- 1 high school teacher
- 2 community members
- 1 municipal employee
- 1 student support specialist
- 1 elementary parent
- 1 middle school parent
- 1 high school parent
- 1 vocational teacher or advisory committee member

- I. Superintendent Search Timeline** – Ms. Presser stated that she will draft a letter to advertise the focus groups, online survey, and search for screening committee members. The committee reviewed and revised the search timeline provided by Ms. Presser (see attached).

After discussion, on a motion by Mr. Pope, seconded by Kathy Clancy, it was unanimously

**VOTED:** 3 in favor, 0 opposed to recommend to the full School Committee that we approve the suggested Superintendent Search Timeline as presented by MASC.

- E. Advertising Superintendent Position** – Tabled.

- III. ACTION** – See Item II.B, F, G, H and I.

- IV. ADJOURNMENT** – On a motion by Mr. Pope, seconded by Kathy Clancy, it was unanimously

**VOTED:** 3 in favor, 0 opposed to adjourn the Personnel Subcommittee Meeting of January 15, 2020 at 7:02 p.m.

*All reference documents and reports are filed in the Superintendent's office.*

*Maria Puglisi  
Recording Secretary*

Gloucester Public Schools  
Superintendent Search Timeline

January, 2020	School Committee meets with Consultant to: <ul style="list-style-type: none"><li>▪ Confirm Timeline</li><li>▪ Set schedule for Focus Groups</li><li>▪ Approve online survey</li><li>▪ Discuss interview process</li><li>▪ Determine Screening Committee composition and recruitment plan</li><li>▪ Discuss advertising and candidate recruitment strategy</li></ul>
January 22, 2020	School Committee review and approval of: Timeline Focus groups Online survey Screening Committee composition & selection process
February 3-14, 2020	MASC conducts Focus Group meetings Online survey available to community
February 26, 2020	MASC meets with SC to review focus group and survey information. School Committee approval of selection criteria. School Committee approves advertising materials
February 28, 2020	Advertising begins
March 11, 2020	School Committee defines role and charges to the Screening Committee
March 25, 2020	MASC conducts training session with Screening Committee and reviews interview schedule.
March 27, 2020	Deadline for submitting applications to MASC
April 1, 2020	Screening Committee meets to select semi-finalists (Assumes this is a charge of the Screening Committee)
April 6-9, 2020	Semi-finalist interviews with Screening Committee. All interviews will be held in the evening, beginning at 6:00PM and end no later than 9:30. Interviews will last for 1 hour with a 15 minute break between interviews.

April 9, 2020	Screening Committee nominates finalists. The School Committee requests no less than 3 and no more than 5.
April 15, 2020	The Screening Committee presents list of finalists to the School Committee. Screening Committee is discharged. MASC reviews site visit information with School Committee. Schedule is developed for both School Committee visits to finalists' districts and finalists' visits and final interviews in Gloucester.
April 27-30, 2020	Site visits to finalists' districts by School Committee
May 4-7, 2020	Site visits for candidates and final interviews. Interviews will be 60-75 minutes long.
May 7, 2020	School Committee votes to appoint superintendent
July 1, 2020 or as soon as possible	Superintendent begins tenure

**PLEASE NOTE:**

It is critical that all members of the Screening Committee be present for all semi-finalist interviews to enable participation in voting for finalists. Setting meeting dates for the Screening Committee before recruiting can be invaluable in keeping the search on track by ensuring that interested volunteers are able to make the scheduled meetings.

The School Committee must determine whether or not any special consideration will be given to local applicants, or are all applicants expected to meet the same standards?

In addition, prior to the screening for semi-finalists, the School Committee must vote on whether or not finalists will be reimbursed for expenses.