

**THE GLOUCESTER PUBLIC SCHOOLS**

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

**Personnel Subcommittee Meeting Minutes**

Wednesday, February 26, 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, Member

**Also Present**

Dorothy Presser, MASC

Samantha Watson

Laura Wiessen (5:37 p.m.)

---

**I. CALL TO ORDER** – Chairperson Prince called the meeting to order at 5:30 p.m. and noted that a quorum of the School Committee was present at the meeting.

**II. REPORTS/DELIBERATIONS/DISCUSSION**

**A. Superintendent Search**

1. Online Survey Results – Ms. Presser reported that the two skills that stood out as being the most important were communication and building/enrollment issues. The committee reviewed the responses to the survey and Ms. Presser indicated that she removed a few comments to Question 5 that mentioned specific staff members. She stated that the number of responses was somewhat low given the size of the community. In response to a question from Chairperson Prince, Ms. Presser indicated that she never saw the surveys in other languages.
2. Data Obtained from Focus Groups – Ms. Presser reported that the focus groups were sparsely attended and that the comments she received were reflective of the comments made in the online survey. There was a discussion about conducting another focus group if the timeline changes. Ms. Presser indicated that the top concerns were communication, declining enrollment/choicing out, building issues, regionalization, and challenges of the diverse population.
3. Brochure – Ms. Presser indicated that the brochure will be electronic only and indicated that it can include either a salary range or “salary to be negotiated.” Chairperson Prince suggested looking at salaries in other districts to come up with a range, and Ms. Presser stated that she will also provide a suggested salary range. The committee discussed the community profile and pictures to be included in the brochure.
4. Screening Committee – Mr. Pope reported that one student, one administrator and one teacher have applied to be on the screening committee. Ms. Wiessen

expressed the importance of getting the request out to the community to find more committee members. There was a discussion about sending an email to parents and staff and posting on the Gloucester Schools Facebook page.

5. Criteria – The committee reviewed and discussed the suggested selection criteria provided by MASC (see attached).

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 use the suggested selection criteria from MASC in the Superintendent search brochure.

6. Search Timeline – Ms. Presser stated that she does not see an issue with moving the timeline back two weeks in terms of the pool of candidates. However, she noted that there may be an issue with a candidate not being able to start on July 1st, which she believes could be worked out.

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 revised Superintendent Search Timeline (see attached).

**III. 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 February 26, 2020 at 6:46 p.m.

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

*Maria Puglisi  
Recording Secretary*

#### SUGGESTED SELECTION CRITERIA

The School Committee seeks a dynamic and motivated leader who demonstrates:

Excellent communication skills including high visibility and accessibility to staff, students and the community;

A collaborative leadership style with the ability to develop and lead a successful administrative team;

A commitment to supporting the social-emotional needs of students and promoting diversity and equity;

Expertise in curriculum development including innovative thinking on approaches to teaching and learning;

An understanding and recognition of good teaching;

Knowledge of Special Education programming;

Proven effectiveness in goal-setting, planning and budget development.

Gloucester Public Schools  
Draft 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 Personnel Subcommittee and SC to review focus group and survey information
March 11, 2020	School Committee approves selection criteria School Committee approves advertising materials School Committee selects Screening Committee School Committee defines role and charges to the Screening Committee
March 13, 2020	Advertising begins
April 9, 2020	MASC conducts training session with Screening Committee and reviews interview schedule.
April 17, 2020	Deadline for submitting applications to MASC
April 30, 2020	Screening Committee meets to select semi-finalists (Assumes this is a charge of the Screening Committee)

- May 4-7, 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.
- May 7, 2020 Screening Committee nominates finalists. The School Committee requests no less than 3 and no more than 5.
- May 13, 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.
- May 18-21, 2020 Site visits to finalists' districts by School Committee
- May 25-28, 2020 Site visits for candidates and final interviews. Interviews will be 60-75 minutes long.
- May 28, 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. A change in the timeline could affect people's availability for the interviews.

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.