

**THE GLOUCESTER PUBLIC SCHOOLS**

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

**Personnel Subcommittee Meeting Minutes**

Wednesday, December 11, 2019

District Office Conference Room

2 Blackburn Drive, Gloucester, MA 01930

4:30 p.m.

**Members Present**

Melissa Teixeira Prince, Chairperson

Michelle Sweet, Vice Chairperson

Tony Gross, Member

**Administration Present**

Dr. Richard Safier, Superintendent

**Also Present**

Dorothy Presser, MASC

Jonathan Pope

Laura Wiessen

Kathy Clancy (4:35 p.m.)

Samantha Verga Watson (4:54 p.m.)

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**I. CALL TO ORDER** – Chairperson Prince called the meeting to order at 4:33 p.m.

**II. REPORTS/DELIBERATIONS/DISCUSSION**

- A. Superintendent Search Process** – Ms. Presser updated the committee on the steps in the superintendent search process if MASC is hired as the consultant, including conducting focus groups and an online survey, collating the results into a report for the School Committee, collecting resumes, orientation of the screening committee, attending all screening committee meetings, and acting as a liaison between the School Committee and candidates. MASC will also review the applications and point out any unqualified applicants to the screening committee. Ms. Presser indicated that the contract is in effect until the School Committee has a signed contract with the next superintendent and stated that if that person leaves within two years, MASC will do the search again at no additional cost.

Screening Committee: Ms. Presser indicated that the screening committee is created by the School Committee and discussed the pros and cons of having School Committee members on the screening committee. She stated that all screening committee meetings must be posted and that the review of resumes and interviews of candidates takes place in Executive Session. Applicant names are confidential until finalists are named, at which point the screening committee is discharged and the School Committee takes over the process.

Focus Groups and Survey: Ms. Presser indicated that MASC will conduct a number of focus group sessions to ask what people see as the strengths and challenges of the district and what the next superintendent needs in order to be successful. The online survey will contain the same type of questions. The School Committee will then

review the results of the focus groups and survey, decide on the criteria for the next superintendent, and advertise the position.

Timeline: The committee reviewed the draft Superintendent Search Timeline provided by MASC, and Ms. Presser indicated that it is not too late to start a search. There was a discussion about determining whether there are any internal candidates and whether to interview them first or include them in the full search. Ms. Presser recommended posting the position internally before the focus groups are done.

Mr. Pope stated that he sent an announcement to all staff asking them to contact him if they were interested in the position.

Next Steps: Ms. Presser stated that if the School Committee decides to contract with MASC, the position will be posted on their website as a “pending search.” She recommended that the committee use the month of January to decide how to move forward, determine the timeline and composition of the screening committee, and work on the focus groups, online survey, and basic pieces of the advertising. She indicated that MASC will help with the job description.

On a motion by Mr. Gross, seconded by Ms. Sweet, it was unanimously

**VOTED:** 3 in favor, 0 opposed to recommend to the full School Committee that we engage MASC as a consultant for the upcoming superintendent search.

- B. 2019 Superintendent Evaluation** – Chairperson Prince stated that the committee was scheduled to evaluate Dr. Safier shortly after he announced his retirement. She understands that most committees do not do an evaluation when the superintendent is leaving but noted that the committee and the superintendent agreed to student achievement goals at the beginning of the year. Chairperson Prince indicated that she would like to have the superintendent present a report on progress on the goals for information only. Mr. Gross pointed out that the goals are part of the District Improvement Plan (DIP) and suggested that the superintendent could present a report on the DIP and answer any questions on the goals. Ms. Presser stated that having a report on the progress towards the goals and what the superintendent sees as the appropriate next steps could be a guidepost for the next superintendent.

There was a discussion about the evaluation timeframe, which is currently January to December so that new committee members are not evaluating the superintendent based on six months on the committee. Ms. Presser reported that more committees are moving to a fiscal year evaluation and noted that new committee members only evaluate from the time they started on the committee.

- C. **2020 Superintendent Goals** – Ms. Presser advised against setting goals for the next superintendent in January, indicating that the goals should be discussed with and agreed upon by the new superintendent.

Finally, Dr. Safier discussed the three-year program run by MASS for new superintendents.

**III. ACTION** – See Items II.A.

**IV. ADJOURNMENT** – On a motion by Ms. Sweet, seconded by Mr. Gross, it was unanimously

**VOTED:** 3 in favor, 0 opposed to adjourn the Personnel Subcommittee Meeting of December 11, 2019 at 5:34 p.m.

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

*Maria Puglisi  
Recording Secretary*