

**LITTLE COMPTON**

**Superintendent Search Special Sub-Committee**

**LITTLE COMPTON, RHODE ISLAND**

**Date: April 6, 2015**

**Place: 28 Commons**

**Superintendent's Office**

**Little Compton, RI 02837**

**Special Meeting Minutes**

**Time: 10:30 am OPEN SESSION**

**I. Call to Order 10:30 am by Lori Craffey**

**II. Public Input: None**

**III. Discussion Items:**

**Discussed the job description for the position of Superintendent and established changes to existing description resulting in a new job description \* new job description attached**

**Recessed at 10:52 am bathroom break**

**Reconvened at 10:56 am**

**Discussed the details for the posting of the position of Superintendent with details as follows:**

**Details**

**1. Job description**

**2. Part Time only 90 Day**

- 3. Letters of reference**
- 4. have a minimum # of reference 3**
- 5. Salary range would be \$46,000.00 to \$63,000.00 based on experience**
- 6. No bonus**
- 7. Provide Life insurance**
- 8. Travel allowance \$100.00 per month**
- 9. Provide for a school cell phone**
- 10. Provide health and dental with copay**
- 11. Provide fees for required for professional association**
- 12. We will only consider candidates that have current R.I. Superintendent Certification.**
- 13. Must be available as of July 1, 2015.**
- 14. There is no allowance for relocation**

**Recessed at 11:48 to call in Human Resource Director Cheryl Sylvia  
Reconvened at 11:51**

**Peg Bugara observed that the meeting was being video recorded by Jeremy Allan and Johanna Mackenzie and requested a copy to be sent to School Committee Chairperson.**

#### **Questions asked of Cheryl Sylvia**

- 1. Fees for professional development RISSA – Confirmed that we pay for professional fees that are required in job description**
- 2. Standard References 3 Confirmed that we require three references**
- 3. Application process - Recommendation by H.R. that we accept applications only through School Spring organization.**

**Recessed at 12:15 for the school committee members to attend an award assembly in the Commons Area.**

**Reconvened at 1:31 pm.**

**Discussed the charges for the pending sub-committee to select candidates for Superintendent and established recommendations as follows:**

**The charges for the Subcommittee to search for the Position of Superintendent of Little Compton Schools are:**

- 1. Appointed Chair of Subcommittee will organize their committee.**
- 2. Post the position for superintendent following presented guidelines**
  - a. Cheryl Sylvia will give the chairperson a special code/password to access School Spring to post and manage job search**
  - b. Cheryl Sylvia as human resource director will review with the chairperson/committee the legal protocol of the hiring process**
- 3. Accept applicants for the posted position**
- 4. Review applications as subcommittee sees fit**
- 5. Evaluate qualifying applicants as subcommittee sees fit**
- 6. Report back to the school committee with no more than 3 candidates to be interviewed, along with the sitting superintendent, by the full school committee**

**Recessed at 2:14 pm to retrieve digital copy of the existing job description.**

**Reconvened at 2:28 pm.**

#### **IV. Action Items:**

- **Motion to accept the edited and amended job description for superintendent of schools, was made by Peg Bugara and seconded by Lori Craffey no further discussion voted unanimously to approve.**
- **Motion to accept the charge that we have set forth along with the details for the posting of the position of superintendent was made by Peg Bugara and seconded by Lori Craffey no further discussion voted unanimously to approve.**
- **Motion to adjourn was made by Peg Bugara and seconded by Lori Craffey no further discussion voted unanimously to approve.**

**Meeting adjourned at 2:41 pm.**

**Minutes submitted by Peg Bugara and approved by Lori Craffey**