

To be Approved 05/10/2005.

SEAL MINUTES

5.1

NEWPORT SCHOOL COMMITTEE Special Meeting, 7 p.m. Tuesday, April 5, 2005

MINUTES

Call to Order. Chairperson Dr. Charles P. Shoemaker called the Special Meeting of the Newport School Committee to order at 7:00 p.m. at Thompson Middle School Beatrice Berman Bazarsky Performing Arts Center and Cafeteria. Attendance was as follows: School Committee Members: Dr. Charles P. Shoemaker, Vice Chairperson Robert J. Leary, David R. Carlin (arrived at 7:03 p.m.), Hugo J. DeAscentis, Jr., Jo Eva Gaines, Dr. O. William Hilton, Jr., and Thomas S. Phelan; School Department: Superintendent of Schools Dr. Mary C. Canole, Assistant Superintendent of Schools Robert B. Power, Ed.D., Director of Special Education Linda Martin (absent), Director of Teaching, Learning, and Professional Development Judith M. Droitcour (absent), Business Manager Bruce Alexander (absent), Director of Property Services Paul Fagan (absent), Coordinator of Human Resources and Information Services Fran Eames (absent), School Building Principals, Administrators, and School Committee Counsel Neil P. Galvin (absent).

ROLL CALL.

PLEDGE OF ALLEGIANCE.

1.0 Budget. No discussion was held.

2.0 Superintendent of Schools Search Process: Discussion. Representing the New England School Development Council (NESDEC) of Marlborough, Massachusetts, Dr. Edward J. Gotgart, Assistant Executive Director was present to take the Committee through the process of search for a Superintendent of Schools, as follows:

New England School Development Council (NESDEC):

- 60 years of serving schools
- nonprofit
- Services:
 - Professional Development Programs
 - Planning and Management (i.e.: enrollment projections)
 - Research and Development (i.e.: teambuilding [thinking differently])
 - Searches
- Nature of Superintendent Searches is so complex and time intensive, you probably want to contract some help.

- At the end of a Superintendent Search, NESDEC does a teambuilding workshop with the School Committee and the Superintendent.
- Mr. Gotgart distributed to the Committee an Executive Search Assistance Outline:
 - A. Develop a Schedule:
 - Three and one-half months to four months: Active Search.
 - Three months: Superintendent gives notice to former district.
 - Make schedule public, and vote on it.
 - Where and how will the community be involved?
 - Stay with the process and don't deviate from it; you need to meet your timelines.
 - Develop benchmarks, dates, and assign responsibility.
 - B. Publicize Vacancy:
 - Develop a brochure/application.
(opportunity to speak to candidates) /(entice and inform them)
 - Recruiting network receives your job information.
 - Advertisements in priority order:
 - Education Week
 - Websites
 - Local Advertising in Newspapers
 - NSBA
 - AASA
 - C. Recruiting Candidates:
 - Plant the seed (active recruitment).
 - D. Conduct a Community-Wide Needs Assessment:
 - Conduct focus groups (five to seven stakeholder groups). Ask questions: What do you think are the important qualities, attributes, skills, background, and experience a Superintendent needs to have to be successful in Newport? What does the new Superintendent need to focus on in his/her first six to twelve months here in Newport?
 - A candidate profile emerges from the process.
 - Screening criteria also emerges.
 - This collection of information can be given to the new Superintendent to develop his/her entry plan to the district.
 - How does this community information align with the Strategic Plan?
 - E. Assist in Screening Applications:
 - NESDEC can screen with you or for you or advise you.
 - Get help in the screening process within the confines of confidentiality.

- F. Assist with Initial Interviews and Finalists:
- A two-way process (candidates are interviewing Committee as well as the Committee interviewing the candidates).
 - How will you organize the interviews?
 - Confidentiality is critical in the first round of interviews.
 - School Committee can do the first round of interviews.
 - School Committee can bring in community members for second round of interviews or at candidate's visit.
 - **Need to check with School Committee Counsel Neil P. Galvin: Can you have the first round of interviews in Executive Session?**
- G. Administer All Search Details:
- Get some help (a temporary employee or a service).
- H. Maintain Ongoing Communication with School Committee:
- The Chairperson or designee serves as the liaison with the search firm.
- I. Continuing Support After Search Completion:
- Teambuilding Workshop
 - New Superintendent support in developing entry plan.
 - In some districts, Dick Goodman gives a presearch workshop.
 - Questions from the Committee Members were answered by Mr. Gogart.
 - Ed Meyers is the Rhode Island NESDEC Consultant.
 - Mr. Carlin wants to make sure that any committee not have veto power; doesn't like the name "screening" committee.
 - How do we go about setting up qualifications that are not too tight and too loose?
 - Is there a best time for a candidate search?
 - You need time to recruit.
 - The best time is three and one-half to four months in the Fall—have decision by February.
 - You may want an "advisory" committee versus a "screening" or "search" committee.
 - Closed session should be used at the beginning of the process.
 - The final interviews should be done in public for final candidates (4).
 - The vote needs to be taken in public.

Motion. Mrs. Gaines made a motion to put out a bid to engage a firm to provide services to the district in a Superintendent of Schools' Search Process. Mr. Carlin seconded the motion, which carried unanimously (7-0).

3.0 Executive Session.

At 8:33 p.m., Mr. DeAscentis made a motion to go into **Executive Session** under jurisdiction of Rhode Island State Law, Chapter 46, 42-46-5 – Exceptions (a)(1) Personal Matters, and the person or persons affected have been notified in advance in writing and advised that they may require that the discussion be held in an open session. Mr. Carlin seconded the motion, which carried unanimously (7-0).

EXECUTIVE SESSION

OPEN SESSION

At 9:28 p.m., the meeting was called in Open Session.

Adjournment. At 9:30 p.m., Mr. Phelan made a motion to adjourn the meeting. Dr. Hilton seconded the motion, which carried unanimously (6-0).

Charles P. Shoemaker, M.D.
Chairperson

Robert B. Power, Ed.D.
Acting Clerk