

Approve 04/09/2013.

5.1

NEWPORT SCHOOL COMMITTEE
Special Meeting
Tuesday, March 26, 2013, 5:00 p.m.

MINUTES

1.0 OPENING ITEMS.

1.1 Call to Order. Chairperson Charles P. Shoemaker, M.D., called the Special Meeting of the Newport School Committee to order at 5:00 p.m., at the Newport Public Schools' Administration Center, in Room 924.

1.2 Roll Call. Attendance was as follows: School Committee Members: Chairperson Charles P. Shoemaker, M.D., Vice Chairperson Jo Eva Gaines, Rebecca Bolan, Sandra J. Flowers, Ph.D., Robert J. Leary, Thomas S. Phelan, and Robert B. Power, Ed.D. School Department: Superintendent of Schools John H. Ambrogi, Ed.D.

1.3 Pledge of Allegiance. The Pledge of Allegiance was recited.

2.0 Discussion Items.

2.1 Discussion with New England School Development Council (NESDEC) Representatives regarding Superintendent of Schools Search Process.

NESDEC Senior Consultant Kenneth L. DeBenedictis, Ed.D., provided each School Committee Member with an Organizational Meeting Guide, inclusive of the Search Timeline, for the Superintendent of Schools Search Process. He highlighted, in detail, each of the tasks, responsibility/decisions, and date(s) of the Search Timeline. Review and discussion followed.

Dr. DeBenedictis reviewed with the Committee the draft advertisement for the Superintendent of Schools to be edited and finalized at a later date. He indicated that the advertisement would be placed electronically on the following websites: Education Week;

SchoolSpring; NESDEC; and AASA (American Association of School Administrators).

Dr. DeBenedictis reviewed with the Committee the draft Letter of Announcement and/or Brochure for the Superintendent of Schools to be edited and finalized at a later date. [Note: Extra Charge for selecting Brochure would be approximately an additional \$900.]

Dr. DeBenedictis suggested that the Committee designate a small group of Committee Members to edit and finalize the draft advertisement and Letter of Announcement and/or Brochure.

Additional draft information (for editing and finalization) reviewed within the Organizational Meeting Guide were, as follows: Application Process; The Community Focus Groups—A NESDEC Guide for Action [Note: Extra Charge for each Focus Group would be approximately an additional \$350] and Draft of Press Release (Parents and Community Invited to Participate), Sample Letter to Community Groups/Parents/City Officials, etc., and Draft of School Posting (An Invitation to Participate in the Superintendent Search Focus Groups); Composition of Screening Committee (approximately 13-15 members—two of which should be School Committee Members; teachers; parent representatives; administrators; community members at large; minority representation, etc.—determine how many to serve on each focus group); Sample Letter for the Screening Committee Invitation; and Sample Letter for the Screening Committee. Determinations would need to be made regarding: interviewing candidates in open and/or executive session; establishing salary range; contractual template; and residency requirement.

[Note: Important to follow Newport School Committee Policy regarding the search process and for determining appropriate recommendations.]

The Committee agreed to continue its discussion with NESDEC Senior Consultant Kenneth L. DeBenedictis, Ed.D., on Tuesday, April 16, 2013, at 4:45 p.m., with the location to be determined.

3.0 **EXECUTIVE SESSION.** No Executive Session was held.

4.0 **ADJOURNMENT.**

At 7:11 p.m., Mrs. Gaines made a motion to adjourn the meeting. Ms. Bolan seconded the motion, which carried unanimously (7-0).

Charles P. Shoemaker, M.D.
Chairperson

John H. Ambrogi, Ed.D.
Clerk