

Approve 06/11/2013.

5.1

NEWPORT SCHOOL COMMITTEE

Special Meeting

Friday, April 19, 2013, 4:45 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 4:45 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 (arrived 4:50 p.m.), 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—Next Steps.**

NESDEC Senior Consultant Kenneth L. DeBenedictis, Ed.D., reviewed with the Committee the proposed Superintendent Search Timeline (attached). Focus Groups would meet in late May and early June, with the Screening Committee scheduled to begin review of applications in early July. Interviews with candidates and the screening committee are scheduled as late afternoon meetings (3:30 - 7:00 p.m.) in mid July, with the final recommended candidates being forwarded to the school committee July 23. The School Committee would interview candidates in early August, leading to a "next steps" discussion on August 8, 2013 before the regular August school committee meeting.

NESDEC Senior Consultant Kenneth L. DeBenedictis, Ed.D., discussed the composition of the Screening Committee, which is composed of the following positions:

Superintendent Search Community Screening Committee		
<i>Position</i>	<i>Source</i>	<i>Qty</i>
School Committee	Newport School Committee	3
Principal	Principals	1
Support Staff	Council 94 Local 841	1
Central Office Staff	Selected from Central Office staff	1
Elementary Teacher	Teachers' Association of Newport	1
Secondary Teacher	Teachers' Association of Newport	1
High School Parent	Roger High School Boosters Club	1
Middle School Parent	TMS Parent Teacher Organization	1
Elementary School Parent	Parent Teacher Organization	1
Special Needs Parent	Special Education Advisory Council	1
City Council	Member from Newport City Council	1
High School Student	Rogers High School Student Council	1
Unaffiliated	Chamber of Commerce (Seniors, CEOs, etc)	1
Diversity Representative	NAACP & Women's Newport League	2
	Total Screening Committee Members	17

The following Superintendent Search Timeline date/times were discussed and changed as indicated:

- July 9 and 10 – will be evening meetings at 7:00 p.m.
- July 15 – 18 – Screening Committee interviews 3:30 – 7:00 p.m.
- August 6-7 - School Committee interviews with candidates
- August 8 – School Committee Next Steps 10:00 a.m.

Dr. Shoemaker's letter was discussed. Personal contact with individuals requesting their involvement and encouraging participation was discussed and encouraged.

Rebecca Bolan request what starting date was indicated on the position posting. Dr. DeBenedictis indicated that the start date was on or about 1/6/2014.

NESDEC Senior Consultant Kenneth L. DeBenedictis, Ed.D. requested that the school committee begin to think about the September through December transition period, the salary package they are considering, the possibility of multiple year (3-year) contracts.

The Committee agreed to continue its discussion with NESDEC Senior Consultant Kenneth L. DeBenedictis, Ed.D., on Monday, May 6th, 2013, at 4:45 p.m., in Room 924, at the Newport Public Schools' Administration Center.

Note: The Newport School Committee, as a focus group, will meet with Mr. DeBenedictis on Monday evening, May 13, 2013, at 6:30 p.m., in Room 924, at the Newport Public Schools' Administration Center.

3.0 EXECUTIVE SESSION. No Executive Session was held.

4.0 ADJOURNMENT.

At 6:45 p.m., Rebecca Bolan made a motion to adjourn the meeting. Dr. Flowers seconded the motion, which carried unanimously (7-0).

Charles P. Shoemaker, M.D.
Chairperson

John H. Ambrogi, Ed.D.
Clerk

Newport, Rhode Island Superintendent Search Timeline

4/16/13

TASKS	RESPONSIBILITY/DECISIONS	DATE(S)
Orientation meeting Overview of process	School Comm. (decisions): (NESDEC provides guidelines) <ul style="list-style-type: none"> • Discuss timeline • Discuss Ad/ Announcement/ Application • Screening Committee/ Focus Groups • Discuss salary range • Name liaison 	March 26, 2013
Develop advertisement and Announcement/ Brochure	NESDEC: Drafts ad / Announce. SC approves.	April 9
Distribute announcement/advertisement. Post vacancy on web sites	NESDEC Ed Week, AASA, NESDEC, School Spring: week of May 6	May 6, 2013
Recruitment	NESDEC	March - June
Organize the focus groups	School Committee (NESDEC provides guideline)	Early May
Advertise for Screening Committee Finalize Screening Committee members	School Committee (NESDEC provides guidelines)	Early May Late May
<ul style="list-style-type: none"> • Conduct needs assessment/ focus groups. • School Comm. focus group. • Distribution of Focus Group Report. 	NESDEC	Late May Early June
Application deadline/Screening Begins	NESDEC	June 21
Application review	NESDEC	June 24 -26
Complete/organize applicant files	NESDEC	June 26
Interviewing/selection workshop with Screening Committee	NESDEC/Screening Committee <ul style="list-style-type: none"> ▪ Assign roles ▪ Set interview dates • Develop questions • Review applications 	July 9 and 10 <i>evening mtgs 7:00</i>
Interview applicants select <i>select</i> candidates for School Committee	Screening Committee (NESDEC will schedule interviews)	July 15 -18 <i>3:30-7:00</i> July 18
<ul style="list-style-type: none"> • Recommend candidates to School Committee • School Comm. workshop 	Screening Committee NESDEC	July 23 July 23
First Agreement in Principle with candidates	NESDEC	July 21
- Candidates visit District - Interviews of candidates - Second Agreement in Principle	School Committee (NESDEC will schedule interviews and notify candidates of status)	August 11 <i>11 AM 6-7</i>
School Committee next steps discussion	School Committee NESDEC supports	<i>8 @ 10 AM</i> August 12 <i>12:30 @ 1:30 PM</i>
School Comm. Visits/ telephoning	NESDEC coordinates	August 19 - 23
Select Superintendent	School Committee	August 26
Superintendent begins	School Committee	January 6, 2014

13th before School Committee