

**APPROVED-4.28.11**

**There was a special meeting of the Cumberland School Committee on Tuesday, April 12, 2011, at the Cumberland High School Transitional Building Cafetorium, 2602 Mendon Road, Cumberland, Rhode Island.**

**Members Present: Earl Wood, Dan Pedro, Jeff Mutter, Erika Sanzi, Lisa Beaulieu, Linda Teel. John Gibbons was absent.**

**Administration Present: Joseph A. Rotella, Esq., Director of Administration**

**Future Management Systems, Inc. Representatives – William Garr, Executive Vice President, Richard Warren, Senior Search Consultant**

**Agenda Item #1: Call to Order**

**Mr. Mutter called the meeting to order at 6:35 p.m.**

**Agenda Item #2: Discussion and/or Vote on Contract with Future Management Systems, Inc. for Superintendent's Search – Mr. Mutter stated that this afternoon, all committee members received – via email – a copy of the contract – Mr. Rotella said that he reviewed and thought that it encompasses all of the points that the SC wishes to cover. There are provisions in the contract for advertising, payments, faxing, mailing, etc. – plain and clear and Mr. Rotella said that he would recommend the contract for approval from the SC. Mr. Garr**

noted that on June 20th the SC should be interviewing candidates that is if we meet all deadlines – therefore we should have someone on board by the July 1st timeframe. Mr. Garr went on to say that 2.5 to 3 months is tight, but it can be done – recruitments will begin on 4/13 – he does not want to waste any time because the closer the time goes towards vacation season, the harder it is to get candidates in for interviews. A timeline draft will be attached to the contract. This timeline will have dates on it to shoot for, just a draft – FMS agreed to have this timeline attached to the contract as Exhibit #1. Mrs. Sanzi asked if FMS would be open to candidates that they would recommend and the answer from Mr. Garr was certainly, they are open to all candidates. He told Mrs. Sanzi that if the SC receives resumes from potential candidates, that they could electronically mail it or physically mail it. At this point Mr. Mutter and Mr. Rotella noted that the timeline draft or exhibit #1 needed to be mentioned in the body of the contract – on page 2, section III, it should read – this agreement shall not be amended except by a writing, attachment have to and made a part here of is exhibit #1, etc. – proposed timeline for the Cumberland Superintendent’s Search. Mrs. Beaulieu made a motion to pass the amendment, 2nd Mrs. Sanzi and Mr. Pedro, approved 6-0. Again, Mr. Gibbons is absent from this meeting. Mr. Wood then made the motion to approve the contract to FMS as amended, 2nd Mrs. Beaulieu, approved 6-0.

**Agenda Item #3: Discussion and/or Vote with Future Management Systems, Inc. on Superintendent’s Search – Mr. Garr would like to**

advertise in Boston.com, expensive but worth it. He would also like to put the ad in Ed. Week – this cost is around \$1,200 – you get national exposure though. He would like the ad's to start around 4/27 – he needs input from the SC by this Friday – 4/15. Mr. Wood suggested also putting an ad in ProJo, but Mrs. Teel disagreed. Mrs. Beaulieu asked if they could put an ad in the R.I. Assn. of School Superintendents – Mr. Garr will review and also noted that the SC Assn. has a web site and he will contact them to see if they will post the ad. Mr. Garr said that at this time it looks like they will place the advertisement in Boston.com, Ed Week, and School Street. All candidates will come into the FMS office. Around 5/27 they will do focus groups and interviews – usually 4 or 5 focus groups and 6 interviews. The focus groups get people involved – usually it is parents, administrators, three groups of teachers – elementary, middle and high, special ed teachers also, members of the central office, support staff, facility people, business community, town officials – the focus groups look like mini strategic plans when FMS is finished. Mr. Garr said they normally do not do business people, but told Mr. Mutter that he could combine them with the town officials focus group – however, Mr. Mutter would prefer the business community separate. Mr. Warren said that it looks like they would be doing nine focus groups in two days – times would be made convenient for all concerned. Mr. Garr went on to say that usually the interviews take about 45 minutes each – they are telephone interviews – they usually look for individuals such as the Mayor, Assistant Superintendent, former SC member, town folk with history,

political figures, etc. – the interviews are written up when completed. Mr. Garr asked the SC to send him their recommendations so that he can begin contacting these individuals. Mr. Rotella may compose the list from the SC members and forward to Mr. Garr – need this list by 4/28 or 4/29. By 5/27 Mr. Garr expects their packets of candidates to be in good shape – they will have resumes, three letters of references, current certifications, transcripts, etc., FMS will have sifted through all the packets and if information is missing, will call and request it. Final candidates will be checked out extensively – Google searches, credit checks, criminal record checks (especially good for out of state candidates) – these checks will only be done to the final candidates.

Mr. Garr noted that the screening committee will determine the top 5 or 6 candidates, usually meet with them 2 or 3 times – from 5/27 they will begin reading the packets – the time commitment for this will be determined by the number of applicants we get – it is usually about 15 – 20 minutes per packet to review. This screening committee has to be willing to dedicate the time that is needed in the process – FMS will provide an application for potential screening committee members – it does require a big commitment. FMS also provides rating sheets to the screening committee and they also put together a leadership profile – this helps the screening committee when going through the candidate's packets. This committee will have to get their recommendations to the SC on or about 6/16. Basically the screening committee has two weeks of intense work. It will be hopeful that one SC member will be able to bring the final candidates

around to the various schools to meet with administrators, have lunch and then have dinner with the SC – FMS feels that this is very important – the candidate needs to socialize, get close to members of the community – it is a good way for the SC to see how the potential candidates socialize with others. Mr. Garr said that it is not helpful to go to the potential candidates sites because they would be prepared and then would be telling you who to talk to – not recommended. Mr. Garr then noted that the screening committee would consist of about 8 members, the SC needs to decide who they will be – he recommends community folk, teachers, administrators – no SC members. Mr. Warren will get the SC the applications for that committee. Again, they both reiterated that it is a big commitment – usually about 20 -25 hours of just reviewing the packets, then another 4 meetings. Mr. Rotella asked about confidentiality – do the screening committee members need to sign a contract – and both Mr. Garr and Mr. Warren said that would not be necessary – verbal agreement works fine – in 9 years they have only had one problem. In the last 3 -4 weeks prior to making the final decision, Mr. Garr suggests that the SC draft the new superintendent’s contract – so that once we have a potential candidate, we can sew the deal up in a couple of days. Mr. Garr noted that Rhode Island’s average superintendent’s salary is around \$125,000 - \$130,000. Mr. Warren said that when they advertise for the position they only put in “regionally competitive salary and benefits”, this way they can ask the candidate what he is looking for in regards to a salary. Mr. Rotella said that he would help put together the contract package for the SC

to review. Mrs. Sanzi asked Mr. Garr if the salary range was exclusive to Rhode Island and he said that he is still working on that, although he knows that salaries are lower in Rhode Island, Massachusetts range is between \$140,000 - \$180,000.

Next, Mr. Garr asked the SC what they would like in a new superintendent, so that he can begin to compile his information for the advertisements. The SC would like a good communicator, someone that can communicate with the community, a leader, a person that is accountable for their actions, someone that can talk to parents, someone that will hold their new team accountable, a data driven individual, leader with energy, someone who is comfortable moving about the community, someone who can sell the public what the SC is doing, a leader that can rally the troops internally so they know that we want to be the school of choice. The next superintendent should be someone that can inspire faculty and staff to set high expectations, someone to build teams, adamant with surrounding themselves with leaders, willing to let the new team go-after it is built, comfortable with change – able to communicate that change. Mr. Garr then asked the SC what sets Cumberland apart from others – Mrs. Teel said it was the fact that we are all really ready for this, we are in good shape – schools are in good shape – good foundation to make some good changes. Mr. Mutter said we have a charter school down the road – it seems everything talked about in Cumberland is education. Mr. Mutter went on to say that there are generations of people that have gone through the school system here in town. He also noted that the SC is committed to the students –

**they will work with the new superintendent and help advance student achievement. Mrs. Sanzi said students need to come first – be centered.**

**Mr. Garr then asked what credentials the SC would be looking for in the candidates – need to know what they have accomplished, need education experience, need to understand the Race to the Top, this is not a training ground –need understanding of academic change, should have Masters degree, Doctorate not as important, experience is important, central office experience would be good, leadership is key, understanding politics, maybe someone who served on a School Committee before, someone that has high school experience – 2nd level. Mr. Garr suggested that the individual chosen would learn and listen for a few months after he or she was hired – work with teams and SC to transition.**

**Mr. Garr said that he would send the SC the advertisement for their review, by Thursday, and would like their response back to him by Friday, 4/15.**

#### **Agenda Item #4: Adjournment**

**Mrs. Sanzi made a motion to adjourn, 2nd Mr. Pedro, approved 6 -0.**

**The meeting was adjourned at 8:13 p.m.**

**Meeting minutes respectfully submitted by Linda A. Jackvony**