

**East Providence School Department
Superintendent Search Sub-Committee
Meeting Minutes (Un-amended)
January 4, 2012**

In attendance: Luisa Abatecola, Greg Amore, Missy Andrade, Fatima Avila, Sandy Barone, Laure Brown, Edward Daft, Donna DelleFemine, Stephen Furtado (Alternate), Roscoe Higgins, Valarie Lawson, Brian Lonergan, David Medeiros, Elmer Pina, Mike Silva, Ryan Tellier, Andrea Vastis, Jennifer Wall, Ken Walker, Sheila Wildenhain. Guest: Peter Graczkowski, City Manager

1) The minutes of December 12, 2011 were reviewed and approved by the committee.

2) The first order of business was a discussion with City Manager Peter Graczkowski regarding the procedure for submitting a salary request to the budget commission. Mr. Graczkowski said that it should not be a problem for the commission to approve expenditures related to the search and suggested the committee create a salary range which he would then submit to the commission. After discussion by the committee, a salary range \$125,000 - \$150,000 was agreed upon and given to Mr. Graczkowski to bring back to the budget commission.

a. Note: Discussion of salary range included a review of current Superintendent salaries, discussion of money allotted for base salary versus benefits, how benefits and salaries are negotiated by

candidates, and the need to be respectful and within boundaries of current salaries of teachers and administrators within the district.

3) Scope of the Search: After discussion, the committee agreed to conduct a national search utilizing School Spring. Advertisement in Education Weekly was suggested; Luisa will coordinate finding out the costs of advertising in this publication. Utilization of the Providence Journal and Monster.com will also be looked into for costs. Additional investigation into the cost/feasibility of advertising within the publications of the American Association of School Administrators will be done. Elmer will get an e-list of minority/women education sites which we can access for advertisement distribution.

a. A closing date of March 14, 2012 was agreed upon with an advertisement period of February 1 – March 9, contingent upon approval of the base salary by the budget commission.

4) Candidate Requirements/Advertisement: Utilizing the advertisement from 2006, the group reviewed the necessary requirements: superintendent (or eligible) certification; Master's Required/Advanced Preferred, teaching experience, administrative/leadership experience.

a. It was agreed to remove any language stating length of contract from the advertisement

b. It was agreed upon to include information that the district collaborates with outside agencies/local hospital

c. All applications will go to Pat lanelli, then legal counsel for review

d. It was suggested to keep the advertisement simple and include

further candidate evaluation criteria on our website.

e. The School Spring advertisement can be tailored to our needs.

5) Review of initial applications: Discussion ensued. At this time we are tabling the decision as to whether to have all members do the initial review or to create a subcommittee of this subcommittee, based on the number of applications received.

6) Process of candidate review/interviews: Luisa reiterated that the job of the sub-committee is to review the eligible applications, conduct the first round of interviews and submit three to four candidate names to the school committee to continue to the next round of interviews. Again, the discussion as to whether the whole subcommittee or some members will conduct the interviews was had.

It was decided to determine this issue at a later date once we see how many applications we get.

a. Mike Silva suggested that a portion of the candidate review process be an on-line review of the candidate's professional work, blogs and other public information that may give us insight into the candidate's past work history and abilities. Greg Amore agreed mentioning the dire need of this district to bring in someone who has the ability to lead, keep peace, improve morale and advocate for an educational agenda for our district.

7) Interview Questions: It was agreed upon that subcommittee members would submit their interview questions to Andrea who will combine them and send them out to the group before the next meeting. These questions will then be reviewed by the entire committee.

8) Other business: Bob Enos has respectfully resigned from this committee. Ken Walker has taken his place – welcome!

9) Meeting Adjourned. Next meeting 6:30 pm, January 18th, Martin Middle School.

Respectfully Submitted,

Andrea G. Vastis, MPH, CHES

East Providence Superintendent Search Subcommittee Secretary