

NORTH MIDDLESEX REGIONAL SCHOOL DISTRICT SCHOOL COMMITTEE  
Ashby - Pepperell - Townsend, Massachusetts

**MINUTES**

Thursday, February 2, 2012  
North Middlesex Regional High School

**PRESENT**

Chairperson	Susan Robbins	Member, Townsend
	Sue Fitzgerald	Member, Pepperell
	Arnie Silva	Member, Pepperell
	Michael Morgan	Member, At Large
	Randee Rusch	Member, At Large

**ALSO**

**PRESENT**

Barbara Conti	Director of Human Resources
Ken DeBenedictis	Senior Consultant, NESDEC
Press	

**ABSENT**

Vice Chairperson	Ken Brown	Member, Ashby
	Anne Buchholz	Member, At Large
	Jonna Clermont	Member, Pepperell
	Robert Templeton	Member, Townsend

1. The meeting was called to order at 7:05 PM
2. The Chairperson informed the Committee and audience members of the recording of this meeting.

**OLD BUSINESS**

1. Superintendent Search

- a. Timeline

Dr. DeBenedictis reviewed the revised search timeline. He stated that the print ad will run in *Education Week* on February 22<sup>nd</sup>. The online ads in *Education Week* and *AASA* will begin running during the week of February 6<sup>th</sup>.

A brief discussion ensued. Committee members wanted to ensure that time was allotted in the schedule for the School Committee to receive feedback following the interviews.

b. Focus Groups

Dr. Benedictis reviewed the suggested composition of the focus groups. The focus groups will be asked two questions: (1) What qualities /characteristics are you looking for in a candidate; (2) What should new superintendent begin to explore within the next 6-12 months?

A discussion ensued. The consensus of the Committee was to have 7 focus groups (school committee, parents, community members, faculty & staff, administrators students, town officials). The schedule of focus group meetings would be as follows:

Monday, March 5<sup>th</sup>  
3:45 PM – Faculty & Staff  
5:30 PM- Community  
7:30 PM – School Committee

Tuesday, March 6<sup>th</sup>  
5:00 PM – Town Officials  
7:00 PM – Parents

Wednesday, March 7<sup>th</sup>  
10:30 AM – Administrators  
12:30 PM – Students

\*All meetings with the exception of administrator focus group will be held in Cafeteria B @ NMRHS. The administrative focus group will be held at the Central Office.

Information notices will be sent to all groups informing them of the schedule.

Sue Fitzgerald requested clarification regarding a charge for the school committee focus group. Dr. DeBenedictis said there would be no additional charge for the school committee focus group as the work session is included in the contract.

c. Screening Committee –

The Committee discussed the composition of the screening committee. Dr. DeBenedictis suggested a committee of 9-11 people. He stated that all meetings of the screening committee must be posted and open to the public.

A discussion ensued.

The Committee agreed to establishing a screening committee consisting of the following representatives:

- (2) school committee members (to serve as co-chairs)
- (2) teacher representatives (one elementary; one secondary)
- (2) parent representatives (one elementary; one secondary)
- (2) administrators (one elementary; one secondary)
- (1) town official
- (1) student representative (secondary)

- (1) Central Office Administrator
- (1) community member

The Committee discussed the method of selecting the screening committee. The committee agreed to the following: the school committee, administrators (building level & central office), and teacher representatives would be self-selected. The student representative would be selected from one of the four student representatives to the School Committee. The community member, town official, and parent representatives would be asked to submit a letter of interest stating who they are and why they were interested in serving on the screening committee. The letters would then be collected, placed in an envelope and selected randomly ensuring equal representation from all three communities

A letter of invitation will be distributed. The list the dates of meetings which the screening committee must be available will be included in the letter/posting. Those dates are:

March 20 & 22 – 6:30 – 9:30 PM - work session with consultant

March 26-28 – 3:30 – 7:30 PM - interviews with candidates

March 29 – 3:30 – 7:30 PM – work session with consultant to identify finalists

#### **FUTURE AGENDA ITEMS**

Next meeting – February 27<sup>th</sup> – to select screening committee

#### **ADJOURNMENT**

A motion was made by Arnie Silva and seconded by Randee Rusch to adjourn.

The motion passed unanimously.

The meeting adjourned at 8:35 PM.

Respectfully submitted,  
Nancy Landry , Secretary