

ACTON-BOXBOROUGH TRANSITIONAL
SCHOOL COMMITTEE (ABTSC) MEETING

Library
R.J. Grey Junior High School

Wednesday, October 9, 2013
7:00 p.m.

AGENDA

1. **Call to Order**
2. **ABRSD* Superintendent Search – Maria Neyland**
 1. Search Firm Interviews (*see 10/3/13 memo*)
 - i. 7:00 pm - *Future Management*
 - ii. 7:45 pm - *NESDEC*
 - iii. 8:30 pm - *Ray & Associates*
 2. Discussion followed by **ABTSC VOTE** to select Search Firm
 3. Search Committee members
 4. Next Steps
3. **Adjourn**

NEXT MEETINGS:

- October 17, 7:00 p.m. possible AB Transitional School Committee meeting followed by Acton Public School Committee meeting, Junior High Library
- November 7, 7:00 p.m. Joint ABRSC/ABTSC/APSC Meeting, Junior High Library

*Acton-Boxborough Regional School District (ABRSD)

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**Acton Boxborough Transitional School Committee
2013-2014 Superintendent Search**

MEMORANDUM

Date: Thursday, October 3, 2013
To: School Committee Members
From: Maria Neyland, Dennis Bruce, Brigid Bieber, Andrew Shen
Re: Superintendent Search Firm Interviews

After the School Committee voted to utilize the services of a search firm for the superintendent search (September 19, 2013), nine (9) search firms were contacted via email and phone to invite them to submit proposals.

The search firms that were contacted were identified by way of:

- Firms that were interviewed previously by Acton/Acton-Boxborough (i.e. 2008 search)
- Firms most frequently interviewed/utilized by other school districts in Massachusetts, identified through an online search of documents posted by area school districts

The following firms were contacted regarding our search:

MASC	NESDEC
JA Roy	HR School Solutions
Future Management Systems	Devaux & Associates
Ray and Associates (national firm)	Hazard, Young & Attea (national firm)
ProAct (national firm)	

Of the above, JA Roy and Devaux & Associates declined to submit a proposal due to plans for reducing workload/retirement; HR School Solutions felt it could not submit a proposal within the timeframe articulated.

Of the remaining firms, proposals from each have been reviewed and it is our recommendation that the School Committee interview the following 4 firms:

NESDEC	Ray & Associates
Hazard, Young, Attea	Future Management Systems

The above slate of firms provides the Committee with a range of options in terms of experiences, fee structures, local/national focus, and approach. Each of the firms has participated in superintendent searches in Massachusetts within the past 2-3 years. Paper copies of the firms' proposals have been made for each School Committee member to review in advance of interviews.

If the School Committee approves the list of 4 firms that have been proposed, interviews with each firm will be scheduled for October 9, starting at 7pm. Each firm will be asked to make a 15-minute presentation, and then 15 minutes will be available for question & answer.

Our recommendation is that the School Committee be prepared to discuss and vote on a search firm at that same October 9 meeting. This will allow the search process to move forward in a timely manner.

Respectfully Submitted,

Maria Neyland, School Committee
Dennis Bruce, School Committee
Brigid Bieber, School Committee
Andrew Shen, District Administrator

**Acton/A-B Superintendent Search Process, 2013-2014
Coordination of Duties, Responsibilities and Oversight**

Search Firm	District Admin/School Committee
<p>*Distributes information about search through networks and affiliations; recruits candidates</p> <p>*Posts the advertisements on identified periodicals and other sites (Globe, EdWeek, etc.)</p> <p>*(IN PERSON) Facilitate Six 60 minute community and staff feedback forums over TWO days (AB Staff, APS Staff, Blanch. Staff, Admin, Acton Comm, Boxborough Comm)</p> <p>*Provides feedback to search cmtee about forums - initially verbal, eventually written summary</p> <p>*(SKYPE or IN PERSON) Provide information to School Cmte on compensation and presents a report to School Cmte on comps for salary and qualifications</p> <p>*(IN PERSON) Meets with Search Committee to provide guidance on the overall process, search criteria, etc.</p> <p>*(IN PERSON) Meets with Search Committee to discuss process for reviewing apps and question development</p> <p>*(IN PERSON) Meet with Search Committee to distribute applications, discuss results of focus groups, finalize interview questions and interview process</p> <p>*(IN PERSON) Meets with search committee to review applications and determine candidates for interview</p> <p>*Creates application form for candidates</p> <p>*Schedules the interviews with candidates selected by the Search Committee and related logistics</p> <p>*Collects completed applications from candidates</p> <p>*Creates packets of applications for Search Cmte members</p> <p>*Initial screening of candidates - initial due diligence and review; create candidate pool to submit to Search Cmte</p> <p>*For candidates who are from out-of-state: (1) take care of travel-related plans; (2) other related logistics</p> <p>*(IN PERSON) Attend final School Committee interview where vote takes place; calls finalists with decision</p>	<p>*Create Superintendent Search website</p> <p>*Create and print search flier (paper and PDF)</p> <p>*Schedule community and staff feedback forums (but not facilitate)</p> <p>*Coordinates and schedules meeting of Search Committee</p> <p>*Coordinate overall timeline - interface between search firm, school committee, and search committee</p> <p>*Facilitate with Search Committee chair - search committee meetings (including all interviews)</p> <p>* Schedule and facilitate public forums for 3 finalists (do we attend and run them, or does search firm?)</p> <p>*Collect feedback from public from forums (via paper and/or google form)</p> <p>*Schedule and coordinate site visits of candidate's current district</p> <p>* School Committee members of search call references and lead site visits</p> <p>*Search Committee facilitator addresses documentation, meeting minutes, etc. (open meeting laws)</p> <p>*Meeting logistics - food for interview days, etc.</p>

TO: AB Transitional School Committee
FROM: Maria Neyland, Chairperson
DATE: 10/7/13
RE: Superintendent Search Committee Members

At the 10/3/13 AB Transitional School Committee meeting, the following were voted as members of the Superintendent Search Committee:

Community Members

John Fallon
Sharon McManus

Professional Staff

Genevieve Hammond
Karen Sonner
Mary Sperazzo

Principals

Ed Kaufman
Andrew Shen

Central Office

JD Head

School Committee

Brigid Bieber
Kristina Rychlik
Michael Coppolino

School Parents

Heather Harer
Molly Wong
Bill Guthlein