

Andover School Committee
Minutes of Planning Session of December 17, 2009
School Administration Building - School Committee Room

Members in Attendance: Chair Debra Rahmin Silberstein, Dennis Forgue, Annie Gilbert, and Richard Collins. David Birnbach was teleconferenced in.

Others in Attendance: Claudia L. Bach, Superintendent, Candace Hall, Director Human Resources.

Chair Deb Silberstein opened the School Committee Planning Session at 5:08 P.M. in the School Committee Room. The purpose of the meeting is to review the Superintendent Search Process with Mike Gilbert, MASC and Human Resources Director Candace Hall.

1. Opening Ceremonies

Mr. Collins asked for a moment of silence followed by the salute to the flag led by Naomi and Jobe Forgue.

2. Review proposal for approval of field trip – Cozumel

Dr. Bach distributed the liability ruling received from Attorney Stonberg as well as the medical waiver language for the parent consent form. Paragraph three of the liability ruling releasing all public school employees (including School Committee members) of any liability (ruling attached).

On a motion by Annie Gilbert with a second by Dennis Forgue the AHS Scuba Diving Trip to Cozumel, Mexico from February 13-20, 2010 was voted 4-0-0 and approved.

The School Committee will discuss the expense of like field trips at a future meeting.

3. Review selection input received and approval of criteria for Superintendent

Human Resources Director Candace Hall and Michael Gilbert of MASC updated the Committee on the Superintendent Search. Mr. Gilbert distributed information on the results of the focus groups and the on-line survey. He stated that the focus groups were well balanced and attended by 500-600 staff, parents, and community members; in addition, 340 responses to the on-line survey were received. The information gathered revealed that the top three criteria items required for a new superintendent include communication, political skills and community engagement. Mr. Gilbert also stated that there is clearly a deeper interest in digital learning, global education and 21st century skills in Andover than other communities he has worked with.

Mr. Gilbert is requesting the School Committee vote on the eleven criteria recommendations to be used in screening candidates for the Superintendent's position.

Dennis Forgue motioned to approve the criteria submitted by MASC for the superintendent search. The motion was seconded by Richard Collins, voted 4-0-0 and approved.

Changes to the brochure to be used for the superintendent search were discussed. The Committee asked that the budget number on the brochure be changed to the appropriated budget number of \$59,278,158 and additional edits to the community profile and narrative be made to include innovative programs (Engineering) and a listing of secondary schools in the area.

Dennis Forgue motioned to approve the brochure subject to the changes discussed. The motion was seconded by Annie Gilbert, voted 4-0 and approved.

4. Discuss and approve makeup of Search Committee

Mr. Gilbert reported that over 40 people have applied to be on the Search Committee. The application and brochure will be on the MASC website and will be sent out to every key community in Massachusetts and the New England Area, select universities and schools of education, etc., after the holidays. A timeline document will be placed on the Andover Public School website as well.

The Search Committee will consist of eleven members to include: three teaching staff (one from each level), three parents, two district residents, two administrators (one from Central Office and one building administrator) and one Town official.

The registration form for the Search Committee will be available on the district website and also from the Human Resources Department. Candace Hall will bring the slate of candidates for the Search Committee to the School Committee for approval. The School Committee appoints the Search Committee body. Deb Silberstein said the team should be broad, diverse, at the highest level and be able to work well together. The Search Committee will meet on January 21st to review procedures, and be available the week of January 25 to conduct interviews. All candidate applications will first be vetted through MASC. Ten candidates will be brought forward based on the selection criteria; with 3-5 candidates presented to the School Committee. The School Committee will need to be available the week of February 22nd for site visits.

Mr. Gilbert requested approval by the School Committee on the make-up of the Search Committee.

On a motion by Dennis Forgue, and a second by Mr. Collins it was voted 4-0-0 to approve the make-up of the eleven member Search Committee consisting of

- 3 Teaching Staff (1 from each level)
- 3 Parents
- 2 District residents
- 2 Administrators (1 from Central Office, 1 Building Administrator)
- 1 Town Official

as recommended by the MASC.

Motion to Adjourn

A motion to adjourn the Planning Session was made by Dennis Forgue with a second by Annie Gilbert and voted 4-0-0.

Roll Call Vote:	Deb Silberstein	Yes
	Dennis Forgue	Yes
	Annie Gilbert	Yes
	Richard Collins	Yes

The planning session adjourned at 6:05 P.M.

Respectfully submitted,

Dee DeLorenzo
Recorder