

*Arlington School Committee  
Superintendent Search Process Subcommittee  
Monday, October 28, 2019  
5:00 PM*

*Arlington High School School Committee Room 869 Massachusetts Avenue, 6th  
Floor Arlington, MA*

## **DRAFT MINUTES**

The meeting was called to order at 5:00 p.m.

Present: Paul Schlichtman, subcommittee chair  
Jennifer Susse, subcommittee member

Mr. Schlichtman noted that Dr. Allison-Ampe was absent, as she broke her wrist in a cycling accident.

Mr. Schlichtman presented some RFPs used by other districts to solicit a superintendent search firm.

The subcommittee discussed a timeline for preparing a RFP for the selection of a superintendent search consulting firm, for the purpose of conducting a search for a new superintendent.

The discussion focused on the need to provide community input in the search process, and to enter the marketplace at the most advantageous time in order to have a new superintendent in place for July 1, 2021.

If it is the goal of the school committee to enter the marketplace and advertise for candidates in September, 2020, it would be necessary for the consultant to conduct focus groups and gather community input in May and/or June, 2020.

The subcommittee discussed the desirability of establishing a timeline resulting in the selection of a consultant in March, which would require publishing an RFP in February.

The subcommittee discussed some of the stakeholders that should be included in outreach by the consultant, and should be reflected in the RFP:

- Teachers
- Parents (including subgroups)
- Administrators
- Finance Committee
- Select Board

- Town Moderator & Town Manager
- Town Meeting Members
- Rainbow LGBTQ
- Diversity Task Group
- Superintendent's Diversity Advisory Committee

The subcommittee discussed the need to have opportunities for participation during the day, evenings, and weekends.

The committee agreed to request a meeting with MASC Executive Director Glenn Koocher, to refine the timeline for proceeding with the initial stages of the search process.

On a **motion** by Ms. Susse, **seconded** by Mr. Schlichtman, it was **voted** to adjourn at 5:55 p.m.