

*Arlington School Committee  
Superintendent Search Process Subcommittee  
Thursday, December 19, 2019  
5:00 p.m.*

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

## **DRAFT MINUTES**

Present: Paul Schlichtman, subcommittee chair  
Subcommittee members Jennifer Susse (arrived at 5:25), Kirsi Allison-Ampe  
School committee members Bill Hayner, Len Kardon  
Glenn Koocher, Executive Director, Massachusetts Association of School Committees

The meeting was called to order at 5:05 p.m.

The meeting was called to discuss elements the subcommittee wishes to see in the Requests for Proposals (RFP) to solicit bids by search firms. Mr. Koocher described the services school committees usually request of a search consultant:

- Facilitation of focus groups
- Analysis of feedback from the community
- Develop and execute online surveys,
- Develop decision criteria
- Develop a position description appropriate for the community

The subcommittee discussed its proposed timeline with Mr. Koocher. The committee expressed its desire to open the posting around Labor Day, and to close the submission date in October. The committee wishes to hire a search consultant by the end of March, and to vote to hire a new superintendent by the end of December.

In discussing RFPs, Mr. Koocher cited the Brookline document to be exemplary in terms of defining its expectations, but the bidding process was onerous. He said that complicated requirements for submitting a bid discourages potential bidders, and said we should keep the bidding requirements to a minimum. He said the committee could prepare separate cost proposals (menu format) or an all-inclusive cost proposal.

Mr. Koocher said the search process should be conducted so that community and staff input (focus groups, meetings, surveys) should allow stakeholders to respond anonymously. Individuals should be able to comment without having to expose themselves, and that a

consultant should be able to put comments on chart paper on the wall, and flush out consensus that will be the foundation of a community profile and traits desired in a new superintendent.

Mr. Koocher strongly recommended that 2 or 3 school committee members should serve on the search committee, as the search belongs to the school committee and the school committee is held accountable for the outcome.

On a motion by Dr. Allison-Ampe, seconded by Dr. Susse, it was voted that the chair should draft a message to Michael Mason, or his designee, telling him what we would like to include in the RFP and make an initial draft. The committee further requests that a draft RFP should be returned to subcommittee no later than January 13, 2020. (3-0)

On a motion by Dr. Susse, seconded by Dr. Allison-Ampe, it voted to adjourn at 5:52 p.m. (3-0)