

Arlington School Committee
Standing Subcommittee: Superintendent Search Process Committee
Thursday, September 3, 2020
10:00 a.m.

The meeting was conducted via a Zoom webinar.

<https://us02web.zoom.us/j/83074572341?pwd=dE5GWUxRZURsUkxoZ3lTeDhDeFJyUT09>

DRAFT MINUTES: The meeting was called to order at 10:00 a.m.

Subcommittee members present: Paul Schlichtman, Kirsi Allison-Ampe, Len Kardon
 Also Present: Jenifer Handy (MASC), Glenn Koocher (MASC), Kathleen Kelly (MASC).

Open Meeting – Governor’s order suspending certain provisions of the Open Meeting Law:
 Mr. Schlichtman read the script for remotely conducting open meetings and affirmed members are able to hear and respond to the webinar.

Public Comment - None

The subcommittee reviewed the MASC Superintendent Recruitment Brochure.
 On a **motion** by Mr. Kardon, **seconded** by Dr. Allison-Ampe, it was **voted** to approve the Superintendent Recruitment Brochure, and authorize its distribution and publication by MASC. **Roll Call:**

Kirsi Allison-Ampe	Yes	Len Kardon	Yes
Paul Schlichtman	Yes		(3-0)

The subcommittee discussed the size and categorical composition of the screening committee. On a **motion** by Mr. Kardon, **seconded** by Dr. Allison-Ampe, it was **voted** to establish a 15 member Superintendent Search Screening Committee. The school committee will strive to ensure search committee members include underrepresented constituencies, as members are chosen to fill these seats.

- School Committee Members (3)
- Parents (3 – representing elementary/secondary, and one SPED)
- Central Office Administrator (1)
- Principal or Assistant Principal (2 – representing different levels)
- Teachers (2 – representing elementary/secondary)
- Municipal Government Representative (1)
- Other Stakeholders, preferably including a student. This is an open category, and may include additional teachers, parents, or members of the community who would add value to the committee. (3)

Roll Call:

Kirsi Allison-Ampe	Yes	Len Kardon	Yes
Paul Schlichtman	Yes		(3-0)

The subcommittee discussed the invitation to serve on the screening committee, using the Waltham invitation as the baseline. In the process of developing the invitation, the following timeline has been established:

- School committee approval of size and composition of screening committee: September 10.
- Deadline for applying for a seat on the screening committee: September 17
- Superintendent Search Process Subcommittee meets to recommend screening committee members: September 22.
- School committee approval of screening committee membership: September 24
- Orientation meeting: September 29 at 7:00 p.m..
- First screening meeting: Week of October 12.

On a **motion** by Mr. Kardon, **seconded** by Dr. Allison-Ampe, it was **voted** to approve the Invitation to Join the Arlington Superintendent Search Screening Committee.

Roll Call:

Kirsi Allison-Ampe	Yes	Len Kardon	Yes
Paul Schlichtman	Yes		(3-0)

On a **motion** by Dr. Allison-Ampe, **seconded** by Mr. Kardon, it was **voted** to adjourn at 11:20 a.m. **Roll Call:**

Kirsi Allison-Ampe	Yes	Len Kardon	Yes
Paul Schlichtman	Yes		(3-0)

Arlington School Committee



Invitation to Join the Arlington Superintendent Search Screening Committee

The Arlington School Committee invites interested persons to submit their names for consideration as members of the Superintendent Search Screening Committee.

The school committee will strive to ensure search committee members include underrepresented constituencies, as members are chosen to fill these seats:

- 3 School Committee members
- 3 Parents (representing elementary/secondary, including one SPED parent)
- 1 Central Office Administrator
- 2 Principals or Assistant Principals (representing different levels)
- 2 Teachers (representing elementary/secondary)
- 1 Municipal government representative
- 3 Other Stakeholders, preferably including a student. This is an open category, and may include additional teachers, parents, or members of the community who would add value to the committee.
(Categories are subject to School Committee approval, September 10, 2020)

The Search Committee will hold an initial orientation meeting on **Tuesday, September 29 at 7:00 p.m. The meeting will be conducted on Zoom.**

If you are selected, you must be available to meet on this date, and must be available for all future meetings. Search Committee members will participate in a confidential screening of candidate applications, developing interview questions, actual interviews of candidates, and making recommendations of finalists to be submitted to the School Committee.

All submissions must be received electronically by **September 17, 2020 at 3:00 pm.**

Search committee meeting dates will be determined at its September 29, 2020 meeting. Depending on COVID protocols, future meetings may be conducted in person.

If you are interested in serving, please submit a statement of interest to the Arlington School Committee. In your statement of interest, please describe how your background or experience is relevant to the work of this committee. You should also identify any

affiliations (or membership in underrepresented constituencies, including second language status) categorized in the description of the search committee. Parents should also indicate the grade levels of their public school children.

Please direct your statement of interest electronically to:

Karen Fitzgerald, Administrative Secretary

Arlington School Committee

kfitzgerald@arlington.k12.ma.us

781-316-3540