

NATICK PUBLIC SCHOOLS
School Committee Meeting
May 8, 2024
5:00 PM
School Committee Superintendent Screening Committee - Virtual Only

Posted Date: Monday, May 6, 2024 @ 2:30 PM

Open Session at 5:00 PM. Virtual Meeting Accessed Via: <https://us06web.zoom.us/j/2038566119?pwd=TmtdXGxenQ0YXRlN1FicHVpd3hEZz09> Meeting ID: 203 856 6119 Passcode: 987179 One tap mobile +13126266799,,2038566119# US (Chicago) +16465588656,,2038566119# US (New York) Dial by your location +1 312 626 6799 US (Chicago) +1 646 558 8656 US (New York) Meeting ID: 203 856 6119 Find your local number: <https://us06web.zoom.us/u/keAEm9sL> . If any member of the public, attending the meeting virtually, wishes to take advantage of public speak, they should email the School Committee Superintendent Screening Chair, Matt Brand at (mbrand@natickps.org), one hour prior to the start of the meeting. Your email should include your name, town and your request to be called upon during the public speak portion of the agenda. The School Committee Superintendent Screening Chair will then announce your name and you will be unmuted and prompted to turn on your video for your opportunity to share your remarks. Per our public speak policy, each speaker will have up to 3 minutes.

Posted In Accordance with Provisions of M.G.L. Chapter 30A, Sections 18-25

OPEN SESSION

- Roll Call
- Pledge of Allegiance
- Moment of Silence
- Announcements

PUBLIC SPEAK

Public Speak is scheduled for a period of fifteen minutes. Each speaker will be permitted a maximum of three minutes during which time they can speak about topics within the scope of responsibility of the School Committee. All remarks will be addressed through the School Committee Chair. Public Speak is not a time for debate or response to comments by the School Committee.

SPECIAL MEETING ITEM

1. Approval of Superintendent Screening Committee Meeting Minutes from 12/14, 12/19/2023, 1/2, 1/3, 1/4, 1/5/2024

Agenda items will be addressed in an order determined by the chair. Times are approximate.

ITEM TITLE: Approval of Superintendent Screening Committee Meeting Minutes from 12/14, 12/19/2023, 1/2, 1/3, 1/4, 1/5/2024

DATE:

ITEM TYPE:

ITEM SUMMARY: Superintendent Screening Committee Meeting Minutes - LINK

BACKGROUND

INFORMATION:

RECOMMENDATION:

ATTACHMENTS:

Description	File Name	Type
committee meeting minutes	5.8.24_Superintendent_Search_Committee_-_Meeting_Notes.pdf	Cover Memo

Superintendent Search Committee - Meeting Notes

Date: 1/5/24

Location: Town Hall

Attendees: Matt Brand, Catherine Brunell, Sue Balboni, Liz Gregg, Tamika Scott, Bethany Loughran, Sally Dias, Judy Paolucci, Dani Newland, Nandini Bajpai, Marti Neugarten, Aidan McCann, Emily Diesl, Carie Lyn Carnahan, Jamie Errickson

4:33

Roll call - all present except for Nandini Bajpai

Public speak - none

Nandini Bajpai joins

Matt Brand makes motion to move to ES

2nd by Jamie Erickson

13-0-0

Move to ES

Date: 1/4/24

Location: Town Hall

Attendees: Matt Brand, Catherine Brunell, Sue Balboni, Liz Gregg, Tamika Scott, Bethany Loughran, Sally Dias, Judy Paolucci, Dani Newland, Nandini Bajpai, Marti Neugarten, Aidan McCann, Emily Diesl, Carie Lyn Carnahan, Jamie Errickson

4:35

Roll call - (Tamika Scott coming later) - all others here

Public speak - none

Motion to move to ES by Matt Brand

2nd by Dani Newland

12-0-0

Tamika joined at 4:34

Move to ES

Date: 1/3/24

Location: Town Hall

Attendees: Matt Brand, Catherine Brunell, Sue Balboni, Liz Gregg, Tamika Scott, Bethany Loughran, Sally Dias, Judy Paolucci, Dani Newland, Nandini Bajpai, Marti Neugarten, Aidan McCann, Emily Diesl, Carie Lyn Carnahan, Jamie Errickson

4:32

Roll call - all here

Public speak - none
Motion to move into ES by Matt Brand
2nd by Dani Newland
13-0-0
Move to ES

Date: 1/2/24
Location: Town Hall
Attendees: Matt Brand, Catherine Brunell, Sue Balboni, Liz Gregg, Tamika Scott, Bethany Loughran, Sally Dias, Judy Paolucci, Dani Newland, Nandini Bajpai, Marti Neugarten, Aidan McCann, Emily Diesl, Carie Lyn Carnahan, Jamie Errickson

5:31
Roll call - all present
Public speak - none
Motion to move into ES by Matt Brand
2nd by Lizz Gregg
13-0-0
Move to ES - no return

Date: 12/19/23
Location: Town Hall
Attendees: Matt Brand, Catherine Brunell, Sue Balboni, Liz Gregg, Tamika Scott, Bethany Loughran, Sally Dias, Judy Paolucci, Dani Newland, Nandini Bajpai, Marti Neugarten, Aidan McCann, Emily Diesl, Carie Lyn Carnahan, Jamie Errickson

Roll Call by Matt Brand
Pledge of Allegiance
Public speak - no one for public speak
Continue development of the interview calendar - will wait to determine after we know how many want to interview
Discussion about interview questions - need to be to Matt Brand by Friday, should follow the profile of superintendent doc
Location - Mrs. Newland proposed a different location for interviews, Town Hall is an option, Ms. Balboni proposed continuing this conversation in executive session so that the location is not public, it should fit 14 people comfortably
Review the interview process - committee will be taking notes, Matt Brand asked about a particular format, Ms. Dias discussed a potential rubric but that some committees have found that to be too rigid, Ms. Dias also shared that ratings would go to NESDEC, Ms. Balboni talked

about using a 1-10 scale rating, there will be no “ranking” going forward to the School Committee

Matt Brand then made a motion to enter executive session

Mrs. Newland 2nds the motion

Mr. Brand then took a vote - 13-0-0

End of executive session

Date: 12/14/23

Location: Town Hall

Attendees: Matt Brand, Catherine Brunell, Sue Balboni, Liz Gregg, Tamika Scott, Bethany Loughran, Sally Dias, Judy Paolucci, Dani Newland, Nandini Bajpai, Marti Neugarten, Aidan McCann, Emily Diesl, Carie Lyn Carnahan

Mr. Brand reviewed procedures and facilitated the election of a Vice Chair and Clerk

Ms. Balboni was elected Vice Chair

Aidan McCann was elected Clerk

Ms. Dias, from NESDEC, began a process review -

Roles:

Consultant - to help facilitate the process of selecting 2 or 3 candidates

Screening committee - to send 2 or 3 candidates to send to the school committee

School Committee - to elect the next superintendent of schools

Ms. Dias shared that there are 32 candidates for the position. This is a large number, desirable community.

The search timeline is part of the committee packet

One change - School Committee would like to move up the interviews if possible, to the 1st week in January

This meeting is subject to open meeting laws

The conflict of interest law states that if any member has a conflict in electing a candidate, this must be revealed to the town clerk. There is a form. Being a teacher is not a conflict.

Massachusetts Equity Act - you can't ask a candidate what a salary is. This would not be appropriate. If a candidate offers the info, this is not a conflict.

Successful candidate profile - this is part of our packet. This came from the focus groups, as well as input from teachers and administrators. This is important to review, because the questions we ask will be based on the profile. This is what the community indicated is important for the school district. We will be determining the best questions to ask with Mr. Brand prior to beginning the interviews.

Managing the applications - Ms. Dias is going to give us the link, via e-mail, to all of the candidates information packets. This will include resumes, prior positions, degrees, etc. It is important to look at this all very carefully. You cannot download or print the applications. On the top will be a review of candidate sheet and you will mark if you are interested, somewhat interested or not interested in interviewing. You'll send the sheets to us, so we can get going on the 19th. Ms. Dias will need those sheets by Monday the 18th at noon. You can scan it, send a picture and then send it to me.

We're going to go over the guidelines for conducting interview and preliminary interviews
Setting dates for the interviews - they will be one hour interviews with 15 min breaks in-between, Ms. Dias shared potential dates on a handout. There was one conflict (Jan 8th). Ms. Dias asked if 4:00 is too early for people. One candidate preferred to start at 8:15 on Tuesdays. The other dates seem to work well. *One question - "If I have a question, if I have a problem do I email Ms. Dias or Mr. Brand?" Matt Brand indicated that committee members would email Ms. Dias and copy Mr. Brand.

Ms. Dias then shared that the themes from the candidate profile doc will help determine what questions and how to ask them. We will create questions later with Mr. Brand.

Location for interviews - TBD. Interviews can happen here at Town Hall or elsewhere. We can decide. There does need to be a greeter and an escort, to help the process go smoothly (an admin assistant or HR assistant who is not on the committee)

Selection procedure - comments need to go to Sally. There will be discussion around those candidates we can't agree on. It is important for everyone to talk together as a group and then decide if a candidate will be interviewed. I'll get notes, and then we'll discuss those candidates that the committee doesn't agree upon.

Interviews themselves - icebreaker is optional. Questions will be based on the profile. Questions to avoid - if they're married, where they live, if they're prepared to move, any personal questions, do they have children, do they plan on having children.

We will take notes throughout the process.

*Question - "On the interviews, are we bound to the 8 to 10 number. Can we interview 12?"

- You can interview as many as you want. You have strong candidates so you should interview everyone who is a potential candidate.

Mr. Brand shared that some candidates may fall off, and it would be wise to plan for some margin, don't stick to just 8 candidates

You must have no contact with any sources. You can't call another district and talk to them about a candidate. It must be kept confidential.

You can google people if you want, but remember not to take all information as completely accurate. If you see something, bring it to the group and discuss.

Communicating with the press and colleagues - cannot be done. Only Matt Brand will communicate out information about the process. You cannot tell other colleagues who is a candidate.

*Question - Are these interview slots, 1st interview? Yes, and then you'll send a small number of people to the school committee. Once it is sent to the school committee it becomes public.

Matt Brand shared there will be a public form, a visit to the schools. Once we select the candidates, this committee will be done with our part of the process.

Matt Brand asked if there are any process questions.

Ms. Dias shared that there is "homework" as part of the packet. She shared that we will look at all 32 applications over this weekend and send rating sheets to her by Monday the 18th at noon.

Ms. Carnahan asked about deliberation - "we don't communicate as a group until all the interviews are complete?" Yes, you won't have time in between. 1st round interviews are in executive session (private). Ideally, we go through all of the interviews and then come together at the end and then choose our finalists.

**Clarifying questions - Will we have a chance to discuss each candidate or just at the end?"

- Ms. Brunel asked if we could add a deliberation day
- Mr. Brand shared that there is a risk of bias as you discuss each candidate in between, so it makes more sense to interview all and then deliberate at the end.

*question - What notes are public?

- If they are your individual private notes, they are not subject to disclosure.
- Mr. Brand said if they are taken in open meeting, they are subject to open meeting law

*Will our own notes, or our own texts, in open meetings, a records request applies to anything we're writing in this open meeting, but not executive session?

- Ms. Balboni shared that conversations between candidates can sway people's decisions

*Question - just to confirm, can we take notes in executive session and that is private?

- Yes.

*Question - In terms of deliberation, how many people need to be present and what constitutes "deliberation"?

- We are a committee of 13 people, A quorum is $\frac{1}{2}$ plus 1. So a quorum is 7.
- It is safest to not talk about candidates outside of these meetings. Outside could be an open meeting violation. We should do our best to avoid it.
- Ms. Brunel shared that it also could impact a person's career to have the information shared out, so it is best not to share that out

- Best option is to only speak about this proces and candidates when we are together in this group in this space

Ms. Dias shared that we will be asked to rate candidates, and it may be helpful to use a rubric. If we want to use one, we can. Otherwise, it will be based on our notes. We want to pick the candidate that is the right "fit" for Natick.

Mr. Brand asked if there were any questions. There were no questions.

Mr. Brand then explained how we go into "executive session". We will do so momentarily and we will not be coming back into public session. Mr. Brand moved to go into executive session. Seconded by Liz Gregg.