



**Lexington School Committee  
Superintendent Search Planning Meeting  
August 11, 2014  
12:00 Noon**

The meeting was held on August 11, 2014 at 12:00 pm in the School Committee room.

School Committee (SC) members in attendance were Chairperson Margaret Coppe, Judith Crocker, Mary Ann Stewart, Jessie Steigerwald, and Alessandro Alessandrini. Representing Hazard, Young, Attea and Associates were consultants John Connolly and Gary Burton.

John distributed a series of handouts that are segments of a manual that describes the recommended search procedure. An individual manual (3-ring folder) will be sent to each committee member within a few days. John explained the purpose of each section of the manual and the importance of adhering to the search procedure. John pointed out where modifications to the procedure were possible and made specific recommendations for the Lexington search.

The discussion among the SC members and the HYA consultants focused on subsections:

**2.** Confidentiality and Community Engagement, **3.** Background Checks, **4.** Calendar for Search, **5.** Online Survey, **7.** Identification of individual and/or groups to meet with the HYA consultants, **8.** Number of candidates, **9.** Internal candidates, **10.** Advertisements, **12.** Residency Expectations and **13.** Committee liaison during the Search.

As a result the following has been tentatively decided, subject to further refinement and/or change. Dates were agreed upon and tasks were assigned to the SC and consultants.

It was agreed that a Search Committee of approximately 9 to 12 individuals, including two SC members, would be utilized to assist the committee in narrowing HYA's slate of five semi-finalists to the three finalists that will be publicly presented to the School Committee. The SC will discuss the composition of the Search Committee before October 1, 2014. The SC will also prepare public announcements for distribution throughout the community calling upon interested residents to declare their interest in serving on the Search Committee. Once the Search Committee is established HYA will provide a training session for this group prior to their review of applications and interviewing the five semi-finalists.



**#4. Calendar for Search** – the following dates were established.

<b>Activity</b>	<b>Date(s)</b>
Planning Meeting with School Committee	August 11, 2014
Leadership Profile development Interviews/Focus Group meetings	September 23 & 24, 2014
Online survey open/close	September 8 – September 25, 2014
<i>Leadership Profile Report</i> presented to the SC	October 7, 2014
Advertising	by mid-October (SC to determine package option)
School Committee selects Search Committee members	by October 21, 2014
<ul style="list-style-type: none"> <li>• Seminar for interviews &amp; final stages of search process for SC and Search Committee</li> <li>• Presentation of the slate of semi-finalists</li> </ul>	by November 25, 2014
Initial interviews with semi-finalists	by December 4, 2014
Meet to identify finalists	by December 12, 2014
Interviews with finalists	by December 19, 2014
Meet to identify preferred candidate	by December 19, 2014
Announcement of preferred candidate	by December 26, 2014
Site visit	By January 9, 2015
Announcement of appointment	by January 16, 2015
Superintendent assumes responsibilities	On or before July 1, 2015

**#5. Online Survey**

The HYA on-line survey will be open to all interested citizens and school district employees from September 8 through September 25.

**#6& 7.** Focus groups to assist with the development of a Leadership Profile Report. Each SC members was scheduled for an individual one-hour session with the consultants. The purpose of these sessions is to discuss the district's strengths, concerns or issues facing the district and the preferred characteristics of the new superintendent. The SC also initially identified the following individuals/groups and is responsible for scheduling focus group sessions.

In no particular order of importance, these groups were identified as:

1. PTA/PTO	2. Support Staff unit
3. Student Leaders	4. CAAL & IAL
5. Town Manager and Selectmen	6. Elem Faculty



7. Secondary Faculty Student leaders	8. SEPAC
9. Metco	10. SHAC
11. Public Safety Officials	12. Capital Buildings Committee representative
13. Central Office Staff	14. Council on Aging
15. Asst. Supt of Finance	16. Former SC members
17. LEF	18. PALS
19. Site councils	20. Chamber of Commerce/Business Association
21. Union leadership	22. Elementary Admin
23. Secondary Admin	24. Religious leaders
25. Two hours will be for any interested persons	

HYA will also conduct an evening public forum from 7-9:00 at a location to be determined before September 22.

The times assigned to the individual school committee members were established as Monday September 22 Alessandro and Judy @ 8:00, Jessie @ 9:00, Mary Ann (and former SC members) @ 10:00. Margaret will be interviewed at 11:00 on Tuesday, September 23. The open community session during the day is scheduled for Tuesday, September 23 from 10:00 to 12:00.

The locations of these focus group meeting will be determined by the School Committee or administrative liaison (TBA).

### **#8 Number of Candidates**

Five (5) candidates prescreened by HYA will be presented to the search committee for interviews. Additional candidates will be submitted if requested by the search committee.

### **#9 Internal Candidates**

It was recommended by John and agreed upon by the SC that internal candidates for the position should be treated alongside all other candidates.

### **#10 Advertisement**

John explained the three recommended advertising packages. The SC will discuss the advertising packages and make their choice know to the consultants before October 1, 2014.



## #14 HYA liaisons and consultants

It was agreed that the SC chair Margaret Coppe ([mcoppe@sch.ci.lexington.ma.us](mailto:mcoppe@sch.ci.lexington.ma.us)) will serve as the committee's liaison with the HYA consultants and that an individual within the HR department (TBA) will be asked to do the same for scheduling and logistical purposes.

HYA contact information:

Name	Role	Email	Telephone
John Connolly	Lead Consultant	jpc91@comcast.net	781-789-9648
Gary Burton	Consultant	garyburton.nh@gmail.com	603-279-5669
Steve Dlott	Consultant	sdlott@gmail.com	774-258-0267
Therese Meyer	HYA Office Manager	theresemeyer@ecragroup.com	847-318-0072

## #15 Other

It was suggested that the HR Liaison work with HYA's Therese Meyer to establish a HYA web site link specific to the Lexington search.

Finally a review of SC responsibilities and tasks were agreed upon. These include (1) scheduling the focus groups for September 22 & 23, (2) determine the HR liaison person, (3) prepare a letter for the different focus groups identified above to solicit their input (HYA can provide templates for these invites), (4) confirm the dates above as correct, (5) prepare a letter to invite interest in serving on the Search Committee, and (6) placing information about the search procedure on the Lexington School District web page.

The meeting ended at approximately 2:45 pm

Respectfully submitted  
Gary A. Burton

Voted by the School Committee August 26, 2014