

**Superintendent Search Screening Committee  
Minutes of 1/13/2021  
Orientation Meeting**

**In Attendance:**

√	Heather Barry		√	Jennifer Hedrington
√	Kevin Brill		√	Susan Nysten
√	Rebekah Brooks		√	Jennifer Spadafora
√	Don Concannon		√	Birukti Tsige
√	Erin Craven		√	Jessica Vasquez
√	Isabel Delacruz		√	Adam Weldai
√	Deb Gesualdo		√	Amine Yakine
√	Kate Greco		√	Billy Zeng

**Also Present:** Maria Luise of the Mayor’s Office serving as Clerk of the Screening Committee and consultants, Ray Shurtleff, from the Collin Center for Public Management at UMass Boston and Dr. Anne Wilson.

Adam Weldai opened the meeting by welcoming everyone and stating that in accordance with Governor Baker’s Order suspending certain provisions of the Open Meeting Law, this meeting was being conducted via remote participation. Additionally, a member of the public would be recording it.

**1. Call to Order and Roll Call:**

Maria Luise conducted roll call and all members of the Screening Committee were present as noted in the Attendance Chart above.

Each member introduced themselves and attached hereto is a listing of members with their experiences and backgrounds.

Ray Shurtleff introduced himself and shared his experience as a middle school teacher, high school administrator, director of human resources, adjunct faculty member and HR consultant. He is now with the Collins Center for Public Management at UMass-Boston and will be serving as the lead consultant and will be assisting the Committee in this process. Ray also introduced his colleague, Dr. Anne Wilson, who shared her experience as an educator including, as an Assistant Principal and Principal in California, and as an Assistant Superintendent and Superintendent in Massachusetts.

**2. Role of the Screening Committee**

Ray explained that the Screening Committee was charged with reviewing the applications, determining those who will receive an initial interview, and making a recommendation of candidates to move on to the School Committee for final consideration. He discussed Open Meeting Law and noted that the initial screening phase of the process would be conducted in executive session. Confidentiality is absolutely critical to the search process and it is important for members to listen and trust each other. Reviewed

some “norms” of team behavior, including respecting confidentiality, feeling comfortable to disagree and listening to understand.

### **3. Forums/Online Survey/Focus Groups**

One of the steps is to develop a Superintendent Profile to guide the selection process. The community is given the opportunity to participate through an on-line survey. The survey was posted and will be open through January 22, 2021. Need to spread the word.

Adam discussed the goal of meeting with focus groups comprised of different stakeholders in the school community. The focus groups are an important part of the process because they are designed to obtain input about the attributes, experience, and knowledge that community stakeholders believe the new superintendent should possess. Adam reported that he and Jennifer Spadafora have already met with MaldenCore and the plan is to schedule time with the School Committee, GMAACC, ELL Parent Advisory Council, SEPAC and also conduct 2 parent forums.

### **4. Selecting Candidates/Interviews**

Application deadline is January 15<sup>th</sup>. Next meeting of the Committee will be on January 27<sup>th</sup> to review candidate profile, screen resumes and select candidates for initial interviews. Will also have to finalize interview questions.

During the week of February 8th, interviews will be conducted. Usually, 3 candidates per night are scheduled with breaks in between. The group can determine the number per night. Tried to come up with the best way to distribute application materials to Committee members in a virtual environment. The plan is to provide a digital site for members to access and review documents. Hopefully a link will be available soon. Members should assess how a person fits the profile and should feel comfortable to advocate for a candidate. There should be no conversation among members or with others about specific candidates. Ray advised not to Google candidates. The Committee will be advised if there are issues and there will also be a reference checking process.

Committee will have to work on developing questions. There are sample questions to review. Usually, candidates are asked around 9 questions.

### **5. Wrap up and Questions**

The Committee was given the opportunity to ask questions. Kevin Brill asked about the dynamic of separating one’s own priorities with that of the community. Susan Nysten mentioned asking the candidates a question about their valuing the work of a paraprofessional, and about negotiations practices.

Adam Weldai wrapped up the meeting by thanking the Collins Center and stressed that the selection of the Committee was done with the goal of including “new voices” and individuals with experience and relationships to education and the district. Jennifer Spadafora also thanked the Committee and reiterated that the focus was to bring new faces to be part of this important process for our City. She further stressed the importance of confidentiality.

Next meeting is scheduled for 1/27.

The Committee unanimously agreed to adjourn the meeting at 7:16 PM.

Respectfully submitted,

A handwritten signature in cursive script that reads "Maria Luise". The letters are fluid and connected, with a prominent initial "M".

Maria Luise