

***MENDON-UPTON REGIONAL SCHOOL DISTRICT***

Special School Committee Meeting - Virtual

Wednesday, September 29, 2021

Committee Present:

Sean Nicholson, Vikki Ludwigson, Kerry Laurence, Phil DeZutter, Erick Brown

Administration Present:

Maureen Cohen, Interim Superintendent of Schools

**I. CALL TO ORDER**

The meeting was called to order at 5:07 p.m. by Kerry Laurence.

**APPROVAL OF AGENDA**

Approval of to Amend Agenda

MOTION: On a motion of Phil DeZutter, seconded by Vikki Ludwigson, to approve the agenda.

VOTED:

Sean Nicholson, yes

Vikki Ludwigson, yes

Kerry Laurence, yes

Phil DeZutter, yes

Erick Brown, yes

**II. NESDEC PRESENTATION ON SUPERINTENDENT SEARCH PROCESS**

Carolyn Burke and Michael Palidino, Sr Search team from NESDEC were present to discuss the Search process for a new Superintendent. Their contact info will be distributed for members to reach out

Highlights from the presentation follows:

- 1<sup>st</sup> step is to advertised the position; Committee has a draft copy and will need final copy next week
- NESDEC advertise the position extensively
- NESDEC needs one member to be a liaison to work and communicate with. It was determined Vikki Ludwigson will be liaison. Committee members should be contacting Vikki to reach out to Carolyn and Michael
- The search is 120 days long
- Committee members will have input in the successful candidate profile with assistant from NESDEC.
- This profile is sent to the screening committee. The screening committee should consist of 12-18 people as a subcommittee of School Committee.
- Screening Committee will review applications and conduct preliminary interviews in executive session.
- With guidance from School Committee (such as how many), screening committee will make recommendation to the School Committee for applicants to be interviewed by school committee
- Noted these meetings/interviews will be conducted during the holidays thus interested screening committee members need to make the time commitment for all meetings
- Process such as when interviews occur and “Day in the District” will be outlined at a later date
- Timeline of the search was distributed to members
- Superintendent to start on July 1 is the goal and will be stated in the advertisement
- NESDEC will supply the applications online in a locked security site

- Screening Committee cannot speak to about any candidates due to executive session
- School Committee will announce the finalists of the screening committee at an open meeting. Finalists will be announced around December 21<sup>st</sup>.
- Details of interview options with finalists will be discussed and finalized
- School Committee members will be calling the references and NESDEC will be doing background and credentials checks
- Screening Committee needs balance of staff, teachers, parents, experts in the community, students. Recommendations have been distributed to members
- Screening Committee members appointments should be made by November 9
- Training for these members have been scheduled
- Timeline and letter need to be reviewed by next Tuesday
- In January, there will be interviews thus dates should be determined asap
- Timeline is aggressive and would be difficult to 'speed' up the process
- Recruiting is different in public sector than private sector. Public sector needs to guarantee confidentiality and can only ask for candidates to apply with no guarantee of an interview
- Kerry Laurence emphasized it is important for Committee to set dates at the beginning in order to run an efficient search. Thus, actions items for the agenda at Monday's meetings should be setting those dates. She recommends establishing a search committee to assist Vikki with the duties.
- It was determined Kerry and Phil will participate in the Search Committee with Vikki
- Screening Committee selection should be by November 19<sup>th</sup>
- More dates and timeline will be discussed at next School Committee meeting as well as make up of focus groups. Letter composed from Search Committee should also be approved on Monday
- Focused group clarification was asked. Meetings are held online. Should have 2 parent groups, teacher group, secondary level & elementary level, Community group. Links will be distributed. NESDEC will also reach out to certain people on behalf of the School Committee
- Erick Brown clarified NESDEC will be reaching out to surrounding finalists of other positions. Asked about Linked In connections
- Noted do not need to be a previous superintendent but could be a skilled principle who have had experiences.
- Phil DeZutter asked if there is a difference with a regional school districts vs single town district. Candidates will need to look at the politics between the 2 towns and if there is no experience, questions will need to be asked
- Focus groups need to discuss the knowledge skills needed to be a successful candidate in the district as well as what the candidate should focus on the first year.
- School Committee needs to review contract length, salary because those questions will be asked once advertised. Also, a link on the website should be developed to keep the progress of the search public. Central Office should be creating the page and NESDEC will be sending the info to be uploaded
- Search Committee will meet before the School Committee on Monday

### **III. ADJOURNMENT**

MOTION: On motion of Phil DeZutter, seconded by Sean Nicholson to adjourn

VOTED:

Sean Nicholson, yes

Vikki Ludwigson, yes

Kerry Laurence, yes

Phil DeZutter, yes

Meeting adjourned at 6:18 p.m.  
Minutes by Kelly McElreath