

NORTON PUBLIC SCHOOLS
Norton, Massachusetts

Superintendent Search Committee
Minutes of Meeting

Date of Meeting: Monday, December 12, 2011, 6:30 P.M.

Location: Norton Middle School Library

Attending:

Raymond Dewar
Karen Ellston
Sara Horton
Robert Kimball
Beth McManus
Hannah Lavendier
Lindy O'Connell

Shawna Powers
Terry Rand
Jeanne Sullivan
Kent Taylor
Loretta Wilson
Marge Werner
Michael Yunits
Patricia Ansay

Absent:

Kenneth Cabral
Alycia Fernandes

Call to Order: Chairperson Beth McManus called the meeting to order at 6:30 P.M. She stated that the meetings would typically be about one hour long.

Introduction of Committee Members:

Each member introduced themselves and gave a brief background.

Discussion of Selection Process and Meeting Procedures:

Applications will be rated as they come in. The committee will interview the ten highest scoring candidates.

Confidentiality and Rules of Order:

The chairperson discussed the confidentiality of the meetings. The meetings will be conducted according to Roberts Rules.

Timeline:

Discussion on the timeline took place. Advertisement of the position will be January 2nd in the Boston Globe, Providence Journal, Sun Chronicle, Massachusetts Association of School Superintendents publication and website, School Spring, and other educational websites and publications. The brochure and application will be posted on the district's website.

Presentation of Advertising Brochure, Job Description:

Sara Horton questioned the qualifications in regard to budgeting experience. Beth McManus said they wanted to keep the budgeting qualification. The value of a paper application was discussed. Bob Kimball motioned to require candidates to submit paper applications, resumes, etc., seconded by Sara Horton. The vote was 11-yes, 3-no. The motion carried.

Creation of List of Candidate Qualities:

Dr. Ansay explained that the list of qualifications is an aid for the committee. Bob Kimball suggested to add “ability to negotiate union contracts”. After much discussion, the final list of Candidate Qualities is as follows:

- Focus is on KIDS
- Possesses strong work ethic, energy, enthusiasm
- Demonstrates effective public speaking skills
- Possesses good communication skills
- Has proven leadership and management skills
- Is approachable, has a pleasant personality and sense of humor
- Follows through; is a change agent; has vision
- Has an interest in the community; has proven ability to establish good public relations
- Welcomes parents. Their comments are valued (open door)
- Is open to new ideas and respects opinions of others; has good organizational skills and is detail-oriented
- Involves staff in decision making; encourages consensus, and is comfortable delegating and holding people accountable
- Maintains meaningful relationships with students, staff and the community; is frequently visible
- Believes in educating the whole child; has knowledge of child/adolescent development, including the Arts, athletics, and academics
- Supports and maintains a positive school district culture
- Has knowledge of special education laws and procedures
- Has experience in budgeting
- As a lifelong learner, has respectable credentials; is current
- Supports rigorous high standards and high expectation for staff, students and parents
- Has experience working with Town Government and the Town Meeting form of government
- Has contract negotiation experience

After changes and additions, the chairperson reviewed each item with the committee. Bob Kimball made a motion to accept the list of candidate qualities, seconded by Lindy O’Connell. The vote was unanimous, motion carried.

It was also noted that all candidates will be asked the same interview questions. Not all members of the committee will be asking questions during the interview.

Ray Dewar made a motion to adjourn, seconded by Kent Taylor. The vote was unanimous, motion carried. The meeting adjourned at 7:34 P.M.

Next Meeting Date: Tuesday, January 17, 2012 – 6:30 P.M. at NMS Library

Respectfully Submitted,

Patricia H. Ansay, Ed.D.
Secretary pro tem

Elizabeth McManus
Chairperson, Search Committee

Carol Malloy
Secretary, Search Committee
