

PLEASE POST - NOTICE OF PUBLIC MEETING

Essex North Shore Agricultural and Technical School District School Committee Meeting

Essex Technical High School
565 Maple Street
Hathorne, Massachusetts 01937
Media Center (Upper Level)

Thursday, March 8, 2018
7:00 p.m.

Agenda

1. *Call to Order*
2. *Salute to the Flag*
3. *Public Comment**
4. *Superintendent-Director Search Timeline*
The School Committee will consider approval of the Superintendent-Director Search Timeline as recommended by the Personnel Subcommittee.
5. *To Identify and Approve Funds to Contract with Massachusetts Association of School Committees for the Superintendent-Director Search.*
6. *To approve a salary range for the new Superintendent-Director position.*
7. *Discussion Items That Were Not Reasonably Anticipated by the Chairperson (M.G.L., Chapter 30A – Section 18-25)*
8. *Adjourn*

The listing of matters includes those reasonably anticipated by the Chair in accordance with M.G.L., Chapter 30A, Section 18-25, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

*Public Participation at School Committee Meetings (File: BEDH)

1. At the start of each regularly scheduled School Committee meeting, individuals or group representative will be invited to address the Committee.
2. Public Comment shall be for a period of 20 minutes and shall generally follow the opening of the meeting. The Committee reserves the right to rearrange its agenda to accommodate scheduled presenters.
3. Any citizen wishing to speak before the Committee shall identify themselves by name and address and shall speak for no longer than 3 minutes. No citizen may speak more than once without permission of the Chair. All citizens shall speak to the full Committee through the Chair and shall not address individual members or administrators.
4. Individuals may address topics on the agenda, items specified for public comment, or items within the scope of responsibility of the School Committee. The Chair shall rule out of order any individual who fails to honor the guidelines or who addresses a matter inappropriate for public comment.
5. Improper conduct and remarks will not be allowed. Defamatory or abusive remarks are always out of order. If a speaker persists in improper conduct or remarks, the Chair may terminate that individual's privilege of address.
6. All remarks will be addressed through the Chair of the meeting.
7. Speakers may offer such objective criticisms of the school operations and programs as concern them, but in public session the Committee will not hear personal complaints of school personnel nor against any member of the school community. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving staff members.
8. Written comments longer than 3 minutes may be presented to the Committee before or after the meeting for the Committee members' review and consideration at an appropriate time.
9. The Chair shall have discretion to allow public comment during discussion of items appearing on the meeting agenda.

Essex North Shore Agricultural & Technical School District
Superintendent-Director Search Subcommittee

February 21, 2018 - Tentative Minutes

Members Present: Michelle Amato, Boxford
William Lannon, Hamilton
Mark Strout, Marblehead (Alternate)
Beverley Griffin-Dunne, Peabody
Alice McDonald, Swampscott
Francis DiLuna, Department of Agricultural Resources
Melissa J. Teixeira, Gloucester

Others Present: James O'Brien, Department of Agricultural Resources
Michael Gilbert, MASC

Ms. Amato called the meeting to order at 5:00 p.m.

Ms. Amato introduced Michael Gilbert, MASC. Mr. Gilbert will assist the School Committee with the Superintendent-Director search process.

Superintendent-Director Search Process

Mr. Gilbert distributed the Essex Tech Superintendent Search Time Line for members to review and discuss.

Mr. Gilbert recommends that the committee interview internal candidates first. If the committee does not hire internally they will move forward with external candidates. If an internal candidate is hired he/she would have time to work with the current Superintendent-Director.

Mr. Gilbert mentioned that an external search could go into June before a candidate is selected.

Mr. Gilbert discussed the search timeline, major milestones and the online Stakeholder Survey. MASC will develop a report from the focus group and use survey to share with the Committee.

Members reviewed and suggested additional items added to the Search Survey, i.e. School Safety, curriculum, culture and experience with vocational education. Mr.

Gilbert stated that there would be an opportunity for open-ended responses on the survey.

Mr. Gilbert suggested adding Facilities Management and Development. Members agreed.

Mr. Gilbert reported that the report developed from the survey is tabulated in a graph and will include all responses.

Mr. Gilbert will make the changes to the survey and send the URL (link) for the search survey. The survey link will be placed on the School District website and municipal websites. The survey will close on March 14th and Mr. Gilbert will review the survey results with the School Committee at the March 15th meeting.

Mr. Gilbert referred to the Search Time Line regarding the process to interview internal candidates (March 26-29, 2018). The School Committee will interview and decide whether or not to hire an internal candidate or go outside.

Members discussed interviewing internal candidates publicly vs. closed session. After discussion, members agreed to interview internal candidates publicly.

Mrs. Griffin-Dunne discussed the process when hiring a Superintendent for Peabody. She feels that an internal candidate could have more vocational experience than an outside candidate.

Mr. Lannon agrees an internal candidate would have knowledge of vocational education. He feels that an internal candidate would understand the CTE culture and have more of an investment.

Mr. Strout asked wouldn't the Committee want a candidate to defend the vision of the District?

Ms. Teixeira wants transparency with the hiring process. She has received calls and questions from outside interests.

Mr. Gilbert recommends the Committee interview internal candidates first. If the Committee does not vote to hire an internal candidate then move onto external candidates.

Mr. Gilbert will schedule a Focus Group meeting for faculty and staff. They will have two opportunities to share their input - through the Superintendent Search Survey and the Focus Group.

Mr. Gilbert will schedule the interviews with candidates and the full School Committee. Internal candidates would apply with Mr. Gilbert by March 15, 2018. He would then schedule the interviews. Mr. Gilbert would advertise this position on the MASC website if an internal candidate was not selected.

Motion made by Mr. DiLuna, seconded by Ms. Teixeira to allow for flexibility with the Essex Tech Superintendent Search Time Line. Motion carried unanimously by a show of hands.

Motion made by Mr. Lannon, seconded by Ms. Griffin-Dunne to adopt the Essex Tech Superintendent Search Time Line as amended. Motion carried unanimously.

Meeting adjourned at 6:30 p.m.

Future meetings:

March 7, 2018 – Finance Subcommittee 5:30 p.m.

March 8, 2018 – School Committee 7:00 p.m.

Recording Secretary

ESSEX TECH SUPERINTENDENT SEARCH TIME LINE

ASAP	post position for internal applicants
	Planning Meeting: <ul style="list-style-type: none">• Advertising• Calendar• Interview process
March, 2018	MASC conducts focus group meeting (March 12-14) and makes survey available to community (ASAP)
March 15, 2018	MASC meets with School Committee to review focus group information and school committee approval of selection criteria.
March 26-29, 2018	School Committee to interview internal candidates and decide to hire or go outside.
March 30, 2018	Advertising: MASC website
April 27, 2018	Deadline for submitting applications to MASC
April 30, 2018	MASC screens completed applications. Screening process identifies requested number of (8-10) candidates. Depending upon number of applicants.
May 2, 2018	MASC presents semifinalists to search committee
May 2, 2018	School Committee defines role and charges search committee
May 2, 2018	MASC conducts training session with screening committee and reviews interview schedule
May 7-10, 2018	candidate interviews – Screening Committee All interviews will be held in the evening beginning at 6:00pm and end no later than 9:30pm. Interviews will last for 1 hour with a 15 minute break between interviews.
May 10, 2018	Screening committee nominates finalists. The school committee requests no less than ____3____ and no more than __5____

May 14, 2018	The screening committee present list of finalists to the School Committee. Screening committee is discharged.
May 14, 2018	MASC reviews site visit information with school committee. Site visit schedule is developed.
Week of May 21, 2018	Site visits for School Committee
May 29, 2018	School Committee meets with consultant to discuss site visits and organize final interview questions
May 30- June 6, 2018	Site visits for candidates and final interviews beginning at 7pm. Interviews will be 60-75 minutes long.
June 6, 2018	School Committee votes to appoint Superintendent
July 1, 2018 or as soon as possible	Superintendent begins

PLEASE NOTE:

The School Committee must determine whether or not any special consideration will be given to local applicants, or are all applicants expected to meet the same standards?

Also, prior to the screening for semi-finalists the School Committee must vote on whether or not finalists will be reimbursed for expenses. Most committees do reimburse finalists for expenses since they have already paid their own expenses as a semi-finalist.

Thank you.



Candace Levesque <clevesque@essextech.net>

FW: Salary Range for Essex Tech Superintendent-Director

1 message

Melissa Joy Teixeira, Esq. <mjtex@comcast.net>

Sun, Mar 4, 2018 at 12:53 PM

To: Alexandra Liteplo <aliteplo@essextech.net>, Alice McDonald <amcdonald@essextech.net>, "Alvin W. Craig" <acraig@essextech.net>, Andrew Prazar <aprazar@essextech.net>, Beverley Ann Griffin Dunne <bgriffindunne@essextech.net>, Bruce Perkins <bperkins@essextech.net>, Edward Armstrong <earmstrong@essextech.net>, Esther Johnson <ejohnson@essextech.net>, "Francis A. DiLuna" <fdiluna@essextech.net>, "Gary S. Hathaway" <ghathaway@essextech.net>, Gene Demsey <gdemsey@essextech.net>, "James P. O'Brien" <jobrien@essextech.net>, Jeffrey Delaney <jdelaney@essextech.net>, Mark Strout <mstrout@essextech.net>, Melissa Teixeira <mteixeira@essextech.net>, Michelle Amato <mamato@essextech.net>, Wayne Marquis <wmarquis@essextech.net>, William Lannon <wlannon@essextech.net>, William Nichols <wnichols@essextech.net>, "Tom St. Pierre" <tstpierre@essextech.net>, Candace Levesque <clevesque@essextech.net>

Hi Melissa,

Good afternoon,

Please see message below regarding salary for a Superintendent-Director.

Candy – Please add this to the packet for the Finance meeting on March 7, 2018.

Thank you.

Melissa

----- Forwarded message -----

From: **Mike Gilbert** <mgilbert@masc.org>

Date: Thu, Mar 1, 2018 at 2:38 PM

Subject: Salary Range for Essex Tech

To: Melissa Teixeira <mteixeira@essextech.net>, Michelle Amato <mamato@essextech.net>

 Folks,

I have taken a look at the salaries of sitting vocational–technical and agricultural districts around the state. I have verified salaries for 13 districts and Essex Tech at \$199K is currently the highest. Given the complexity of the district and the work that was necessary I'm not surprised by this. However, the median salary for the current school year across the state for these positions was \$162K, the median for all Superintendents North of Boston was \$187K, and for the entire state the

median salary was \$172K. Given all of this, I would recommend you set your salary range at \$170K to \$185K. You can negotiate within this range and should consider the complexity of the work that makes Essex Tech unique as well as the geographic area and the experience of the chosen candidate.

Mike

Michael J Gilbert, Field Director

Mass. Association of School Committees

One McKinley Square Boston, MA 02109

www.masc.org mgilbert@masc.org

(office)1-800-392-6023 (cell)1-508-277-6011

"Your representative owes you, not his industry only, but his judgment; and he betrays instead of serving you if he sacrifices it to your opinion."

"All government, indeed every human benefit and enjoyment, every virtue, and every prudent act, is founded on compromise and barter."

Edmund Burke

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Candace Levesque

Administrative Assistant

Essex North Shore Agricultural & Technical School District

562 Maple Street, P.O. Box 346

Hathorne, MA 01937-0346

978.304.4700 x7102

clevesque@essextech.net

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