

**Millbury School Committee Meeting
SPECIAL SESSION
Minutes**

RECEIVED
TOWN CLERK
14 SEP 26 AM 9:50
MILLBURY, MASS

Date: April 16, 2014

Present: Mrs. Nietupski, Chairperson, Mr. Borowski, Vice Chairperson, Mr. Corey, Mrs. Vigneau, Mr. Plante, Mrs. Hitchcock, Superintendent, Mr. Bedard, Business Administrator.

Time: 6:00PM

Location: Millbury High School Media Center

At 6:09PM Mrs. Nietupski opened the meeting and led the Pledge of Allegiance.

Mrs. Nietupski stated the purpose on tonight's meeting is to conduct an open and public work session regarding the Superintendent Search. It is considered a Special Session of the school committee meeting.

Mrs. Nietupski led the discussion. She said the first order of business was to establish a Superintendent Search Committee. The School Committee agreed for the need to establish a search committee.

Mrs. Nietupski stated the School Committee needs someone to chair the search committee. Mrs. Vigneau made a motion to nominate Linda Swenson, former Millbury Jr./Sr. High School Principal, as the Superintendent Search Committee Chairperson. Mr. Borowski said that was a great idea and seconded the motion. A vote was taken. All in favor 5-0. Ms. Swenson was in attendance and available to address the School Committee. Ms. Swenson made some brief comments and stated she would accept the chairperson position. Committee members thanked Ms. Swenson for volunteering.

Mrs. Nietupski asked Student Advisory Committee School Committee student representative Ryan Mercier to speak with the Student Advisory Committee to determine if one member of the Student Advisory Committee would be available to represent the students on the search committee. Mrs. Nietupski stated the School Committee would be pleased if Ryan wanted to serve on the Search Committee but thought he might want to offer to his committee first. Ryan Mercier stated he will report back to the School Committee by submitting a name to Mrs. Femino.

The School Committee then discussed which two representatives of the School Committee would be on the Search Committee. Mrs. Nietupski stated it cannot be more than two members. Over two members meeting together would constitute a quorum.

Mrs. Vigneau expressed interest in serving on the Search Committee. There was a brief discussion regarding the possibility of Sue Teixeira taking one of the spots on the Search Committee. It was decided that since Mrs. Teixeira was running for School Committee but not yet elected she could not represent the School Committee.

Mr. Borowski made a motion to nominate Kevin Plante to one of the two School Committee positions on the Superintendent Search Committee. Mr. Corey seconded the motion. All in favor, 5-0.

Mr. Borowski made a motion to nominate Leslie Vigneau to one of the two School Committee positions on the Superintendent Search Committee. Mr. Plante seconded the motion. All in favor, 5-0.

Mr. Plante and Mrs. Vigneau are the two School Committee representatives to the Superintendent Search Committee.

Mrs. Nietupski led a discussion regarding the size and composition of the remainder of the Search Committee. Mrs. Nietupski charged Ms. Swenson and the two School Committee representatives to decide upon the size and composition of the Search Committee. Committee members felt that anyone volunteering to work on the committee needed to be available for all the meetings. She also stated the Search Committee meetings are open and public meetings according to the Open Meeting Law. However, search committee members needed to remain confidential when reviewing job applications.

Mrs. Nietupski invited public interest in the search committee. Specifically, she stated anyone from the community that was interested in serving on the committee to write a letter of interest to Mrs. Sandy Femino in the Superintendent's Office.

Mrs. Hitchcock stated that in her experience the size of search committee were usually around 10-11 people.

Mr. Plante asked Mr. Bedard if he would serve on the search committee as representative from the Central Office. Mr. Bedard stated he would be willing to serve.

Mr. Hitchcock also recommended that the Curriculum Director, Mrs. Bellville, serve on the search committee because of the importance of curriculum knowledge needed with a new Superintendent. Mrs. Hitchcock stated that many school districts include the Curriculum Director on the committee when they conduct Superintendent searches.

Mrs. Nietupski recommended that the School Committee utilizes Massachusetts Association of School Committee (MASC) to help conduct the Superintendent search. Mr. Borowski agreed stating we would be in good hands with MASC assisting the process. Other committee members stated the same and felt the School Committee needed a professional organization to help put a new Superintendent in place. Committee members also felt the MASC could reach a larger pool of candidates than the School

Committee could on their own. MASC could also be the single point of contact and provide much advertising for free.

Mr. Corey inquired about the cost of MASC's Superintendent Search consulting fees. Mrs. Hitchcock stated that in the past it has usually been about nine to twelve thousand dollars.

There was brief discussion about the possibility of needing an interim Superintendent. Most members agreed that would be a last case scenario. Mrs. Nietupski expressed her interest in having someone in place by August 15, 2014.

Mr. Borowski made a motion to engage MASC for the Superintendent Search with the cost to be determined and approved by the School Committee at a future time. Mr. Corey seconded the motion. All in favor, 5-0.

There was a discussion between School Committee members, Mrs. Hitchcock and Ms. Swenson regarding the Superintendent qualifications and salary requirements.

The Superintendent having a Masters in Administration or Education Leadership, Central Office experience and classroom experience were all mentioned as desirable.

Mrs. Hitchcock reviewed a handout she had regarding a Superintendent salary survey. She said the average Superintendent's salary in the Southern Worcester County area is \$142,800. The average Superintendent's salary in the Assabet Valley Collaborative area is \$162,011. The survey also showed how many years of experience each Superintendent possesses. Mr. Hitchcock said we align better with the Assabet Valley school districts.

The discussion was about what should be the salary range amount listed in the posting. Mrs. Hitchcock felt that having the salary at \$125K was too low and would limit the applicant pool. Mr. Plante asked whether we needed to post the salary range or could we put commensurate with experience. Committee members wanted to put in enough salary to gather a quality candidate pool. However, with the reduction in the budget of 4.4 ftes the School Committee did not want the salary to be too high.

After a lengthy discussion, it was decided that the salary range would be between \$130K and \$150K.

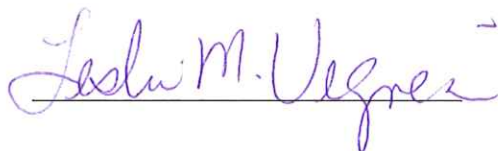
Mrs. Hitchcock stated that applicants should provide transcripts, licensure documentation, three references and a personal statement.

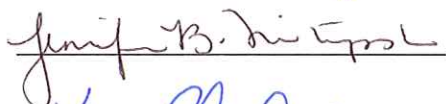
At 6:55PM Mr. Borowski made a motion to come out of Open Session. Mr. Corey seconded the motion. All in favor, 5-0.

Respectfully submitted,

Richard G. Bedard, Jr.
School Business Administrator

Approved:







School Committee Packet:

“Looking for A Leader” Booklet, MASC
“A Vacancy in the Superintendency” Booklet, MASC
Search Committee Working Session Information, J. Nietupski
Superintendent Salary Survey, S. Hitchcock