

Tewksbury School Committee
Tuesday, February 22, 2022
Special School Committee Meeting #1
Tewksbury Memorial High School - LGI-1
320 Pleasant Street, Tewksbury, MA 01876

SCHOOL COMMITTEE MEMBERS PRESENT

Keith M. Sullivan, Chairperson
Shannon M. Demos, Vice-Chairperson
Bridget L. Garabedian, Clerk
Nicholas G. Parsons, Member
John R. Stadtman, Member

CALL TO ORDER

Mr. Sullivan called the February 22, 2022, Special School Committee meeting to order at 11:00 a.m.

EXECUTIVE SESSION

Mr. Sullivan entertained a motion to convene an Executive Session to discuss strategy with respect to collective bargaining with employee groups and/or litigation or discussion of personnel matters. The Committee members will reconvene the Special School Committee meeting by 11:30 a.m.

Mr. Stadtman moved to enter into the Executive Session to discuss strategy with respect to collective bargaining with employee groups and/or litigation or discussion of personnel matters. Ms. Demos seconded. The Committee will reconvene in Open Session following the Executive Session.

Roll Call Vote - Voting Yes: Ms. Garabedian, Ms. Demos, Mr. Stadtman, and Mr. Sullivan. Unanimous vote. Motion carried 4-0. Mr. Sullivan announced that Mr. Parsons is running a few minutes late and will join the Committee in Executive Session.

At 12:03 p.m., Mr. Sullivan entertained a motion to adjourn the February 22, 2022 Executive Session. Ms. Demos moved, seconded by Ms. Garabedian.

Roll Call Vote - Voting Yes: Mr. Parsons, Ms. Garabedian, Mr. Stadtman, Ms. Demos, and Mr. Sullivan. Unanimous vote. Motion carried 5-0.

ANNOUNCEMENT

At 12:06 p.m., Mr. Sullivan reconvened the Special School Committee meeting offering his apologies for the late start as the Executive Session ran overtime. He announced that the February 22, 2022 Special School Committee meeting will be televised and recorded and may be viewed live on Comcast Channel 22 and Verizon Channel 34 or YouTube.com/TewksburyTV. Under the Open Meeting Law, the public is permitted to make an audio or video recording of an open session at a public meeting. Mr. Sullivan inquired if anyone in the audience was recording today's meeting to please identify himself/herself. Seeing no one, Mr. Sullivan moved onto the next order of business.

CITIZEN'S FORUM

Mr. Sullivan asked if there was anyone in the audience that wanted to speak on anything on the agenda and to please state their name, address, and the specific agenda item that they would like to speak to this afternoon.

Dina Mancini - 15 Kenneth Lane, Tewksbury: Ms. Mancini addressed the Committee regarding the make-up of the Superintendent Search.

APPROVED 3-9-2022

Mr. Sullivan asked if there was anyone else wishing to speak at the Citizens' Forum. Seeing no one, Mr. Sullivan closed the Citizens' Forum. All Aye. Unanimous Vote. Motion carried 5-0.

Mr. Sullivan reported that the Committee received three Open Meeting Law Complaints. There was no discussion from the Committee members.

OPEN MEETING LAW (OML) COMPLAINT. FILED 2/11/2022

Mr. Sullivan reported that given the nature of the Complaint, filed 2/11/2022, it would be responsible to delegate our attorney to respond to the Complaint.

Ms. Garabedian moved, seconded by Ms. Demos, to have the School Committee's Counsel respond on the behalf of the School Committee. All Aye. Unanimous Vote. Motion carried 5-0.

OPEN MEETING LAW (OML) COMPLAINT. FILED 2/13/2022

Mr. Sullivan reported that given the nature of the Complaint, filed 2/13/2022, it would be responsible to delegate our attorney to respond to the Complaint.

Ms. Garabedian moved, seconded by Ms. Demos, to have the School Committee's Counsel respond on the behalf of the School Committee. All Aye. Unanimous Vote. Motion carried 5-0.

OPEN MEETING LAW (OML) COMPLAINT. FILED 2/15/2022

Mr. Sullivan reported that given the nature of the Complaint, filed 2/15/2022, it would be responsible to delegate our attorney to respond to the Complaint.

Ms. Garabedian moved, seconded by Ms. Demos, to have the School Committee's Counsel respond on the behalf of the School Committee. All Aye. Unanimous Vote. Motion carried 5-0.

DISCUSSION OF THE 2022-2023 SUPERINTENDENT SEARCH

Mr. Sullivan opened the discussion of the 2022-2023 Superintendent Search introducing MASC Field Director, Dorothy Presser, announcing that she will serve as the Search Consultant to the School Committee. The information has been provided to the Committee in the packet.

Ms. Presser and the Committee discussed the proposed timeline of the Superintendent Search, the draft brochure and qualifications and compensation, the advertising and recruitment strategy, the organization and make-up of a Screening Committee, conducting a schedule to hold Focus Groups, and a survey to provide the Committee with input from stakeholders.

Timeline: The Committee had no conflicts with the proposed dates. Mr. Statdman and Ms. Demos will not be in office for the entire process. At the request of the School Committee, the information will be messaged out to stakeholders.

Qualifications / Compensation: The Committee reviewed the draft application brochure. The following is the list of criteria to be included in the brochure:

- Strong collaboration skills with various stakeholders across the community;
- Exceptionally strong leadership skills;
- Experience with development and implementation of curriculum;
- Success in achieving high expectations and outcomes for all students;
- Sound fiscal management practices;
- Success in facilities management;
- The ability to actively recruit, retain and build the capacity of educators in a supportive work environment;
- An understanding of an experience with Special Education students and families;
- Expertise in identifying, implementing, and supporting sound pedagogical practices.

Advertising will begin on February 25th. After a brief discussion, the Committee agreed to include a salary range of \$190,000 to \$210,000, commensurate with experience.

Candidate Recruitment Strategy: During the time period of February 21st through March 11th, Ms. Presser will conduct Focus Group meetings, the Committee will distribute an online survey, and we will begin recruiting volunteers for the Screening Committee. On March 16th, Ms. Presser will meet with the School Committee to review the results from the survey and the Focus Groups and finalize the Screening Committee membership.

Screening Committee: The Committee reviewed Ms. Presser's suggested composition for the Screening Committee. The School Committee members discussed the make-up of the Screening Committee. Mr. Stadtman abstained from providing input relative to the selection of the student representative. After input from the Committee, Mr. Sullivan confirmed the representation of the Search Committee.

Search Committee Composition will be of 12 Representatives:

- 4 Parents (one to be a Special Education representative)
- 3 Teachers
- 1 Central Office Administrator
- 1 Principal
- 1 Community Member
- 1 School Committee Member
- 1 Student

The School Committee members will select the parents and a community member, the TTA will select the teachers, and the student will be selected by the Student Council.

Ms. Demos nominated Ms. Garabedian as the School Committee representative on the Screening Committee, seconded by Mr. Stadtman. All Aye. Unanimous Vote. Motion carried 5-0.

Mr. Sullivan requested that the information be messaged out to parents and stakeholders.

Survey: Ms. Presser reported that the Committee received a template for the survey. The purpose of the survey and the Focus Group is to provide the School Committee with more information and input. The Committee discussed the survey components and dissemination of the survey.

Focus Group Schedule: The Committee discussed the audience for the Focus Groups. Ms. Presser will work with Mr. Sullivan and Ms. Garabedian to develop a schedule to include all groups, PACs, teachers, administrators, and the community.

In closing, Ms. Presser reported that she will work on the brochure for Mr. Sullivan to approve. The group reviewed the discussed timeline.

March 25, 2022: Application deadline

March 30, 2022: Screening Committee meets to select semi-finalists.

April 4-7, 2022: Screening Committee interviews semi-finalists and selects the finalists.

April 13, 2022: Screening Committee presents finalists to the School Committee. The Screening Committee is discharged.

April 25-May 4, 2022: Finalists' site visits to Tewksbury and interviews. Tewksbury School Committee visits the finalists' districts.

May 5, 2022: School Committee votes to appoint Superintendent.

July 1, 2022: Superintendent begins tenure.

ADJOURNMENT

At 2:00 p.m., Mr. Sullivan adjourned the February 22, 2022 Special School Committee meeting with a motion from Ms. Demos, seconded by Ms. Garabedian. All Aye. Unanimous vote. Motion carried 5-0.

Respectfully Submitted,
Gail Johnson, Recording Secretary

List of documents and exhibits used (GL c.30A, sect 22(a))

AGENDA ITEM #	DOCUMENT
1	School Committee Meeting Agenda
2	Executive Session Agenda
6	Open Meeting Law Complaint. Filed 2/11/2022
7	Open Meeting Law Complaint. Filed 2/13/2022
8	Open Meeting Law Complaint. Filed 2/15/2022
9	22/23 Superintendent Search Documents