

DATE: February 14, 2023
TIME: 2:31 PM

Superintendent Screening Committee
February 1, 2023 Minutes
Remote Meeting

Present - Ade Baptista, Amy Checkoway, Tomas Estrada Donahue, Michael Gao, Nomita Ganguly, Mark Guzelian, Kim Haley-Jackson, Gi Yoon-Huang, Jeff Liberty, Geoffrey Lubien, Russell Mann, Mike McAllister, Meg Moriarty, Heidi Paisner, William Pennington, Heather Rubeski, Ramneek Saxena, Artemis Tingos, Rachel Watson, Mike McAllister

Absent - Chon'tel Washington, John Sullivan

I. WELCOME/INTRODUCTIONS: Members present introduced themselves.

II. APPROVAL OF MINUTES: Edits will be sent to John Sullivan for approval at the next meeting of the SSC.

III. OBJECTIVES/Agenda Review: Ali Freeman of the TBG reminded members that the meeting is being recorded and broadcast by the Belmont Media Center. She then reviewed the objectives/agenda for the meeting.

IV. TIMELINE & BUDGET REVIEW: Ali Freeman presented a breakdown of major tasks and key decisions that the committee needs to make: determine and refine criteria; finalize survey and plan for data collection; community analysis/input review; discussion of vetting groups. Week of February 6th will be the biggest week of community input and analysis can be completed by February 13th meeting. TBG is doing an initial screening of candidates but all candidates will be viewed individually by all members of the SSC. The SSC will meet on February 18th to narrow the field to up to 7 candidates for short interviews. Anyone who cannot attend will provide input to Ali beforehand.

Gi requested a short statement from the current superintendent which has been done in previous screening committees. Meg Moriarty will contact the superintendent and report back. TBG acknowledged that not all members can be present at every meeting and will need to work around the February vacation week, if necessary. Rachel will send out a doodle poll with options for the next few meetings.

V. SEARCH COMMITTEE TEAM MEETING NORMS: Chair Watson reviewed the process for the SCC, which was set up by the School Committee, encouraging members to provide feedback specific to process concerns to the School Committee. Members of the public can provide feedback regarding the process directly to the School Committee, as well. SSC members were encouraged to reach out to their networks in the community, gather input, and bring it back to the SSC. The Bryan Group will conduct the focus groups and provide summaries of community input as per the contract.

Ade Baptista initiated a discussion about how community input will be compiled and shared. Ali Freeman reviewed how that will be done to help inform the criteria for the next superintendent so that no feedback is missed. SSC members who receive emails from the community should send those to Ali along with notes from phone calls or face-to-face discussions. Ali reminded the group they were chosen to represent the community voices in all aspects of the process, during activities, and in refining criteria.

Subgroups have been created to accomplish tasks between meetings after decisions have been made in meetings about what needs to be done. The Community Input Subgroup formed after the last meeting and took information that was determined in the last meeting along with information from the contract language that was pre-determined by the School Committee and Bryan Group. Meg Moriarty acknowledged that additional feedback was incorporated into the focus group sign-up form, which was sent out to the community for signing-up for focus groups on February 9 and 10. Another subgroup worked to refine the community survey. Information about subgroups will be added to the Charter.

VI. REVIEW OF REFINED PERFORMANCE CRITERIA: The group looked at the criteria for competencies and roles that was decided upon at the meeting on January 28th. Members shared additional feedback. The list will not be reduced and a few will be added to the list. The community will be providing input on these criteria during focus groups, the survey, and through vetting groups.

VII. LEADERSHIP STYLES: Ali went over leadership styles and shared a document with the SSC and asked them to rank leadership styles via a poll. The results of this poll will be incorporated into the criteria for evaluating candidates' interviews.

VIII. COMMUNITY INPUT STRATEGY CHECK IN / FINALIZATION: Heather and Russell reviewed the process for adapting the community survey based on the criteria identified by the SSC. The survey will be sent out via list serves as well as any way that members of the SSC identify. The surveys will be translated into Chinese and Spanish, as well. Artemis suggested using QR codes.

Meg Moriarty went over the process for focus group sign up and sorting assignments to ensure representation of all schools. The focus groups will be used to get feedback on criteria for the next superintendent. Russell encouraged getting the sign-up out in as many ways as possible.

Up to 4 individuals who interact regularly with the Superintendent including the Town Administrator will be interviewed. Kim Haley-Jackson encouraged representatives from an existing community group, teaching faculty and staff, as well as SEPAC. Ali suggested a small group interview or holding vetting groups with the groups mentioned by Kim to bring in stakeholders who may not have representation on the SSC but want their voices heard. Vetting groups are similar to focus groups but the meetings occur more than once and are led by SSC members, not the Bryan group. Jeff Liberty encouraged an interview with Chief MacIssac.

Russell suggested adding families with 504 plans to the list of groups on the survey.

Jeff Liberty motioned to authorize Russell and Heather to incorporate feedback from SSC members and finalize the community survey for distribution, second by Rachel Watson. Unanimous approval (20-0).

Jeff acknowledged that there are at least 3 groups in the community who did not feel represented on the SSC: Pan-Asian Coalition, DEI Parent Group, and a parent Facebook group. The intent of vetting groups was to provide space for folks who did not feel represented to have a voice. Jeff encouraged other members to host vetting groups if they identify other such groups. Heather encouraged the group to invite people to participate in vetting groups, rather than wait for groups to identify themselves to the SSC. Members volunteered to host groups. Ade shared concern that METCO is not represented on the SSC despite the School Committee reaching out to the METCO program early on in the appointment process. Kim and Jeff have reached out through the district and will endeavor to host a focus group at the METCO HQ.

Ali will provide instructions/guidelines for running vetting groups and individual interviews.

IX. DEBRIEF: Review of the objectives met. Next meeting will take place remotely on February 13th, 5:30-8:30 PM.

Rachel adjourned the meeting at 8:28 pm, seconded by Ade.