

GROTON-DUNSTABLE REGIONAL SCHOOL COMMITTEE
“Special” Personnel & Negotiations Committee Meeting Minutes
Prescott School
September 28, 2009 – 7:00 PM
(Approved 10/7/09)

J. Sjoberg called the meeting to order at 7:00pm.

Present: P. Funch, E. Dichter, J. Sjoberg, J. Frey, B. Erickson, Dr. Genovese, Art Bettencourt (NESDEC), Joanne Rys (NESDEC)

Superintendent Search Planning with NESDEC

- After introductions, we reviewed the consultant contract with the intention of signing it tonight.
- Jeanne Mitchell was chosen as the school department liaison, and Erik Dichter was chosen as the official SC spokesman.
- Draft of Education Weekly ad needs approval at Oct 7 meeting so it can appear in Oct 21 edition (plus 28 days online). E. Dichter will work with Joanne and forward draft to SC by Oct 2 so it can be included in packet for Oct 7 meeting.
- Brochure needs to be available around the same time that ad is published (Oct 21). J. Frey took some sample brochures, and he will work with J. Mitchell to write a brochure to be approved at Oct 21 meeting. Brochure is to be more marketing than selective.
- Final job requirements (“profile”) will not be known until after focus groups, so Ed Weekly ad and brochure should not be too specific or restrictive in that area.
- The goal is to have six “external” focus groups (SC is a seventh). Administration and teachers should each have their own. Four other suggestions are parents, seniors, town officials, and community (with the two towns being combined in all four cases). NESDEC will oversee the focus groups.
- There are three tasks with regard to focus groups
 1. identify constituents (Oct 7 meeting)
 2. schedule meetings for week of Oct 26 (NESDEC has since requested consecutive days in the second half of the week)
 3. get the word out: website , cable TV, newspapers, flyers, etc.
- SC will receive the focus group report at Nov 16 meeting (rescheduled from Nov 18).
- ComCom will follow up with Rob (Groton Cable) and HS faculty to explore a monthly show to track the search process.
- Screening Committee: SC is favoring having a member on the committee, but exact role/responsibility/authority need to be determined. Some suggestions are liaison at meetings, formal “greeter” for the candidates, note taker, overseer/protector of process, collaborator with consultant and chair. NESDEC has advised that SC member chair the screening committee.
- SC will finalize screening committee slots (15) at Oct 21 meeting, and names will be chosen by Nov 16 meeting. Where possible, constituent groups will self-select (SC will have final approval).
- Screening committee training will push out to Jan 9 (Sat) to avoid a long lapse before interviewing.
- Additional SC meeting is scheduled for Jan 27 so that we can announce finalists in time to interview them before February vacation.
- SC will attend interviewing workshop on Feb 6 (Sat) 9am-12n.
- After February vacation, SC may visit any/all districts of the finalists. NESDEC recommends multiple members at each visit, but not all.

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- SC will select superintendent at Mar 3 meeting.
- Timeline contains all important dates, and E. Dichter will forward it with revised dates to SC by Oct 2 so it can be included in packet for Oct 7 meeting.

P. Funch made a **MOTION** to adjourn at 10:00 PM, and E. Dichter **SECONDED** that motion.
MOTION passes 5:0:0

Respectfully Submitted,
Erik Dichter