

Lynn Superintendent Search Committee
Minutes of Organizational Meeting
Lynn City Hall – Mayor’s Conference Room
March 12, 2018

MEMBERS PRESENT: Mayor Thomas McGee (Chair), Bob Buontempo, Meghan Collins, Miki Divirgilio, Anthony Frye, Mark Johnston, Jen Lange, Peter McGinn, Sheila O’Neil, Magalie Rowe

MEMBERS NOT PRESENT: Donna Coppola, John Ford

ALSO PRESENT: Robin Ennis, Office of the Mayor; Glenn Koocher, MA Association of School Committees

The chair called the meeting to order at 6:10 p.m.

Members introduced themselves and were provided with biographies of each person, an orientation agenda with attached resources, and a question compilation from the MA Association of School Committees.

Mr. Koocher provided an orientation that included the requirements of the Open Meeting Law, Ethics Law, and general laws related to the superintendency. In addition, the superintendent search process was described and the role of the search committee was explained as having the responsibility to conduct an initial screening and interview of the applicants and making a recommendation to the school committee for candidates to go forward to be interviewed by the school committee.

The committee then identified a series of question topics and assigned individual members to draft questions. A list of the question categories and responsible individuals is attached to these minutes.

The following dates were scheduled for community focus group meetings:

Monday, March 19	Focus Groups in Various Locations/Evenings at City Hall
Tuesday, March 20	Focus Groups in Various Locations/Evenings at City Hall
Thursday, March 22	Focus Groups in Various Locations/Evenings at City Hall
Saturday, March 24	Focus Group in City Hall
Monday, March 26	Focus Group at City Hall

The following additional dates were tentatively set for assignments and future meetings:

Sunday, March 25 (7 p.m.):	By 7:00 p.m., draft questions will have been forwarded by this date to Mr. Koocher at gtkoocher@masc.org . Questions will be aggregated and redistributed for members to review.
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Friday, March 30 (3 p.m.):	Deadline for submitting applications is at 3:00 p.m. Applications will be forwarded to the members electronically by 5:00 p.m.
Tuesday, April 3 (6:00 p.m.)	Search Committee will select candidates for interviews and finalize questions.
Tuesday-Thursday, April 17-19:	Hold for Interviews – times to be determined
Saturday, April 21	Hold for Interviews – times to be determined
Monday, April 23	Hold for Interviews – starting at 4 p.m.
Wednesday, April 25	Hold for Interviews – starting at 4 p.m.

The chair declared the meeting adjourned at 8:10 p.m.

Respectfully submitted,

Mayor Thomas McGee, Chair

Attachment: List of Question Categories with Assigned Question Writers

Contact information: Glenn Koocher: gkoocher@masc.org [617-733-0497]

LYNN SUPERINTENDENT SEARCH COMMITTEE – QUESTION CATEGORIES FOR INITIAL INTERVIEWS

1. Social and Emotional Wellbeing of Students [Miki]
 - a. Professional Development/Learning /Programming [Miki]
2. Parent Engagement [Sheila, Jen and Magalie]
3. Support for Schools From Administration [Meaghan]
4. Working with Leadership Team [Meghan]
5. Achievement for Equity for All students [Meghan and Mark]
6. Safe Learning Environment [Sheila]
7. School Safety [Bob]
8. Cultural Competency/Cultural Proficiency [Magalie]
9. Special Education [Miki]
10. Equity (Including Personnel, Students, Facilities with follow up on Capital Planning) [Jen]
11. Before and After School Time (Including Out of School Time and Summer) [Mayor, Meghan, Sheila]
12. Curriculum [Mark]
13. Teaching and Learning [Mark, Magalie, Sheila, and Miki]
14. Accountability [Meghan and Anthony]
15. Technical Education [Bob]
16. Collective Bargaining [Sheila]
17. Budget and Finance [Mayor]
 - a. Relationship with Municipal Government[Mayor]
18. Educator Evaluation [Sheila]
19. Personnel Issues (Including Hiring Administrators, Oversight, and Recruitment) [Anthony]
 - a. Recruitment and /Retention [Bob]
20. Technology Infrastructure [Mark]
21. Relationships with the School Committee [Peter]
22. Diversity (or Lack Thereof) [Magalie]
23. Writing Sample [TBD]