

Andover School Committee
Minutes of Work Session of January 21, 2010
School Administration Building - School Committee Room

Members in Attendance: Dennis Forgue, Annie Gilbert, Richard Collins, and David Birnbach

Others in Attendance: Candace Hall, Director Human Resources, Michael Gilbert, Massachusetts Association of School Committees.

Search Committee Members: Moira O'Brien, Jonathan Harris, Debra O'Conner, Laura Stella, Dr. Mary Jo Carabatsos, Kyungseok Choo, Dr. Lisa Johnson, Barbara Wait, Cyndi Webber, Marjorie Dennis, William Gibson, and Town Manager Buzz Stapczynski

I. Call to Order

School Committee Secretary Dennis Forgue opened the School Committee Work Session at 7:05 P.M. in the School Committee Room. The purpose of the meeting is to welcome the members of the Superintendent Search Committee and to present them their charge. Following the School Committee, Candace Hall, Director of Human Resources and Search Consultant, Mike Gilbert reviewed the search process with the Search Committee.

Michael Gilbert provided an initial update to the School Committee and Search Committee and explained the process going forward. Mr. Gilbert said thirty-three requests for applications were received and from that, thirty-two completed applications were returned. Utilizing the criteria set forth by the School Committee, MASC screened the thirty-two applications down to ten semi-finalists for the Search Committee to interview. More than one applicant requested their name be held in confidence.

It was noted that the AEA has raised the issue of Andover teachers attending site visits of the applicants. Mr. Gilbert suggests the site visits be attended by the School Committee members only. Teachers and other personnel will have an opportunity to meet and speak with candidates in Andover.

Motion: On a motion by Annie Gilbert with a second by David Birnbach, it was voted 4-0-0 to have only School Committee members attending site visits for the superintendent search.

Town Manager Buzz Stapczynski asked if it would be appropriate for him to contact the other Town Manager's of Superintendents who are applying. Mr. Gilbert said it would not be appropriate at this stage due to the confidentiality issue requests but it would be appropriate for the three finalists. Dennis Forgue asked if the site visits are scheduled before or after the interviews. Mr. Gilbert explained the site visits are scheduled first because they will form the questions to be asked at the interviews. Interviews with candidates who have asked to have their names remain confidential will be held in Executive Session. Candace Hall clarified that reference checking on all candidates would be handled by Mike Gilbert. The Search Committee should not be looking into the background of candidates on their own; all information will be vetted through the group.

School Committee Secretary Dennis Forgue read the charge for the School Committee as follows: The Andover School Committee hereby charges the Andover Superintendent Search Advisory Committee with the task of conducting interviews with selected semi-finalists and, based upon the Andover School Committee's approved criteria, recommending to the Andover School Committee no less than three (3) and no more than five (5) individuals to be finalists for the job of Superintendent of Andover.

II. Adjournment

On a motion by Annie Gilbert and a second by Richard Collins, the School Committee voted 4-0-0 to adjourn the meeting. The meeting adjourned at 7:22 P.M.

Respectfully submitted,

Dee DeLorenzo

Dee DeLorenzo, Recorder