

Barnstable Public Schools
Subcommittee for the Superintendent Search
October 13, 2021

The Barnstable School Committee's Subcommittee for the Superintendent Search met on Wednesday, October 13, 2021, in the Cape Cod Collaborative Professional Development Room.

Present were Chair Kathy Bent, Joe Nystrom, Kathi Amato, Jian Barcelo, Brandon Byrd, Erin Eastman, Lindsay Ginnetty, Kristen Harmon, Michael Lambros, Maureen Lovett, Valerie Smith, Paul Thompson, Bill Cole, Jane Moynihan, Brooke Styche, Glenn Koocher, Paul Hilton, Mike Gradone and Jen Kruczek. Lisa Weiss was not present.

Ms. Bent called the meeting to order at 7:30PM.

Welcome and Introductions

- Ms. Bent welcomed the Committee members to the meeting and the members introduced themselves to each other.
- Ms. Bent asked members for their contact information.

Confidentiality

- Mr. Hilton stated the best way to scare away the best candidates is if people start knowing of their candidacy before their workplaces know.
- Mr. Koocher stated the review and deliberation of the candidate packets and anything done with the packets are confidential. Candidates do not want their names known publicly for many of reasons. Committee members are not to do any reference checking on their own.
- Ms. Lovett asked about the confidentiality of this group. Mr. Koocher stated being a member of this group is not confidential, but the deliberations are confidential. When the Minutes are released, candidate names will be redacted if they do not go onto being a Finalist.
- Ms. Bent stated members of this Committee should not talk to others about what happens in Executive Session. The interview questions are confidential. Mr. Koocher stated that the development of the interview questions cannot be done in Executive Session. It must be done in open session.

Role of the Superintendent

- Mr. Gradone stated there are four areas that are crucial for a successful Superintendent: Vision, Communication, Visibility, and Results. The Superintendent will bring the vision of the School Committee to the district and it needs to be communicated often. The goals and strategic plan of the School Committee that the Superintendent is overseeing and carrying out must be communicated all the time. Visibility makes an enormous difference and the Superintendent needs to show up. As for results, if the Superintendent and staff are successful, things will change. In the beginning, the changes will be procedural. After 2-3 years, the outcomes will occur. The staff will ultimately make this the best possible system it can be. 90% of the Superintendent's attention needs to be supporting the staff.

Process: Outline and Questions/Discussion

- Mr. Koocher stated the Committee has been provided with a list of sample interview questions. All the interviews should be 60-75 minutes with about 15 questions. Members should know the question they want to ask the candidate. When thinking of whom to invite for the interview process, members can use their own personal judgement. The Committee will see every packet that comes in and can judge how appropriate the candidate might be for Barnstable. A straw poll will be done before anyone says anything about any candidates they want to interview. When the interviews are done, the same straw poll will be done before anyone says anything.
- Mr. Koocher stated the notice of vacancy has gone out. The information has been circulated in the places where the candidates tend to look. There has been interest from people outside of the state. Usually 90% of the applications come in the last week. They will copy and scan all the packets to the members. A timeline will be determined for when the Committee will come back and pick the candidates they would like to interview. By then this Committee will be close to finishing the questions. They will review the candidates and put them in different tiers. Members

can view that document or not. For the interviews, there needs to be a waiting room and an interview room. The room this meeting is in could be used. The interviews could be done remotely via Zoom. The Finalists interviews would be in person. There will be information to be shared with this Committee on the survey once it closes.

- Ms. Styche asked if the survey has been sent to the staff. Ms. Bent stated it is on the district's website. She can send out an email to the staff.
- Mr. Koocher stated the focus groups have been completed and he will share that information along with the survey information.
- Ms. Bent stated she would ask the principals to share the survey link.

Schedule

- Mr. Hilton stated as far as the timeline goes, there are things that can and cannot change. This Committee makes recommendations to the School Committee and the School Committee can choose to do what they want.
- Mr. Koocher stated this Committee should not move anyone forward that they would not want to be the next Superintendent. He said this would be a good time to try to schedule meetings.
- Ms. Bent stated she would like the members of this Committee to look at the questions and send the questions they would like asked to her and she will forward them to Mr. Koocher. Then this Committee should meet in person to determine the final questions. She stated it will take about a week to go through the candidates' packets.
- The Committee discussed the time for the next couple of meeting. The Committee will be on October 25 at 5:00pm to review the interview questions. Ms. Bent asked the Committee to send her the questions they would like to her by the October 22. The Committee will meet on November 22 at 5:00pm to review the candidates. Both meetings will be in person at the Cape Cod Collaborative.

Question Development/Areas

- Mr. Koocher stated the Committee members should check their schedules for times they are available December 7-17 for interviews.
- Ms. Ginnety asked if they know a candidate, would they need to disclose that information. Mr. Koocher stated it would be appropriate to tell the Committee, but it is not a conflict of interest unless a family member or someone you do business with is the candidate. He said if for any reason, anyone feels uncomfortable interviewing a candidate, they can recuse themselves.

Adjourn

- The Chair declared the meeting over at 8:53PM.

Respectfully Submitted,

Jen Kruczek
Executive Assistant