

DRAFT
BEDFORD SCHOOL COMMITTEE
December 3, 2019
Large Group Instruction Room, Bedford High School

1. Call to Order

At p.m. 7:32, Ms. Santiago called to order the meeting of the Bedford School Committee. Other members present included, Mr. Brosgol, Ms. Guay and Ms. Scoville and Mr. Morrison. There were no student representatives present this evening.

2. Comments from Public

None

3. Superintendent's Recruitment Process Member Services/MASC

Mr. Glenn Koocher from the Massachusetts Association of School Committees gave a presentation to the School Committee. He outlined some of the processes and the steps to start the search for a new Superintendent of Schools. Mr. Koocher recognized that Bedford is a well-known community with a respected School Committee and that Bedford has a reputation of a great school system and student body.

Some of points that he mentioned were:

- There is truly no process necessary
- The choice should be a responsible leader which moves towards creating the next generation of leaders
- It is ok to choose an internal candidate if such a candidate is available
- School Committee can appoint whomever they choose as long as it public
- Two thirds of communities hire an internal candidate
- The hiring criteria depends on the needs of the District
- Most Superintendents have a very similar job description varying only by the size of the District
- Should be a good mentor to teachers and leaders
- A description of what is needed to be filled for the District should be developed
- MASC service is free to use for help
- There are other agencies available to help with conducting a search
- MASC posts to all Massachusetts school districts with the exception of one for principal, assistant superintendent and superintendent positions
- MASC keeps in touch with grad programs that train superintendents
- This starting point for looking to hire a superintendent is considered late in the year and usually by this time the better candidates have already chosen their positions for the next school year
- Bedford may want to consider an interim or "audition" a candidate due to the late start in the search
- School Committee will usually retain a search committee
- It is best to have a smaller search committee rather than a larger to avoid scheduling conflicts which can prolong the process
- Search committee can be made up of educators and non-educators which is often a better mix

- Interviews should run for roughly seventy-five minutes with about 15-18 questions
- Search committee will recommend the final selected candidates
- Background checks and references must be done on each candidate
- Finalists should be invited to spend a day in the schools meeting faculty
- School Committee will conduct public interviews of the final candidates to then decide on the hiring pick
- MASC can provide the technical resources and assist
 - Questions
 - Identifying the search committee
 - Graphic designers for a brochure for candidates
 - Will conduct mailings on behalf of the SC
 - Provide access to the MASC database of other state's School Committee Associations for candidates and for services
 - Always available for guidance and a guide to contracting agreements
- Search should take 4-6 months depending on the search committee

The School Committee had some questions and comments on the overall presentation:

Mr. Brosgol thanked Mr. Koocher for his presentation. He mentioned that the application deadline for hiring is 12/31/19 and believes that although Mr. Koocher said that we are late in the year to begin a search, Mr. Brosgol thinks that we will have time to get this done. He mentioned that he is excited about the process and that he is very much in favor of a subcommittee. He also mentioned that he is not thrilled at the idea of an interim for the position. Mr. Brosgol asked if Mr. Koocher recommends observing candidates in the current work environments.

Mr. Koocher said that this is important if it is possible and that not all candidates are necessarily in an environment such as recent grad school candidates. He said that if this was a possibility for a candidate, then it is best to schedule this quickly and discreetly.

Mr. Brosgol asked if there were truly 30 other districts currently in search of a superintendent.

Mr. Koocher said that the number could be an understatement and that number may be on the low side.

Mr. Morrison asked if it was true that 2/3 of districts hire internally.

Mr. Koocher said yes, this is true.

Mr. Morrison asked what percentage of hiring comes from out of state versus other local districts.

Mr. Koocher replied that most superintendents are hired from other local districts and if it is someone from out of state, it is usually someone who wants to move back because it is their home state. He said that out of the 1/3 of candidates that are hired from a search, 2 to 3 come from out of state and that real estate prices in Massachusetts can be daunting to some candidates from other states.

Ms. Guay asked if Lexington's search for their superintendent was a national search and if it was, is that something that he sees very often.

Mr. Koocher confirmed that it was a national search and that this is unusual but the Lexington SC members monitored the search closely, brought great insight and the national search was effective.

Ms. Guay asked if MASC kept a database of superintendent salaries. She also asked if student involvement can be helpful to the search.

Mr. Koocher said that a salary database is kept and available. He said that student involvement can be helpful but it is very hard for them to stay committed and suggested that online surveys are also a helpful tool especially when they have open responses.

Ms. Scoville wanted to know if the decision not to post for an internal candidate, will an internal candidate perhaps apply when the posting is public.

Mr. Koocher said that if there is a strong internal candidate, they may be reluctant to apply but more often than not, a strong internal candidate is hired.

Ms. Santiago said that it sounds like MASC finds the online surveys very useful for community involvement and wondered if there should be one survey for staff and one for the community.

Mr. Koocher said that it is usually a single anonymous survey.

Ms. Santiago asked the difference between the subcommittee search and the search committee.

Mr. Koocher said that the subcommittee will relay the info to the search committee and that he suggested that the search committee should have School Committee members on it. He also said that the subcommittee work does not deal with the actual candidates, is subject to open meeting rules and must maintain confidential records.

Ms. Santiago and the members of the School Committee thanks Mr. Koocher for coming.

4. LABBB Presentation

Mr. Patric Barbieri, the Executive Director of LABBB Educational Collaborative made a presentation on behalf of the Lexington Arlington Burlington Bedford Belmont Collaborative. He stated that he has been with LABBB for 31 years and that the Collaborative started in 1974. Each member of the Collaborative gives space to the LABBB program within each of their schools for special education services for their own students as well as students from over 70 other districts and that the goal of the LABBB program is to help teach their students how to work and live on their own when they become adults by teaching life skills along with academics and curriculum. The LABBB mission is to design and deliver special education services that promote academics.

Mr. Barbieri shared some of the highlights of the LABBB program.

- Only located in public schools
- Now has an ICE program at Middlesex Community College (Inclusive Concurrent Enrollment)
- Has 300 students between the ages of 3 and 22
- Employs 220 staff members
- Is located in 16 school buildings with 34 classrooms

- Has 32 worksites
- Has a diverse population of students
- Is the 3rd largest collaborative in Massachusetts
- Thirty percent of students are on the spectrum
- Programs are made up of Academics, Social/Recreational, Career/Transition
- 30-50 graduates each year
- Hosts annual dances, reunions and trips out of state for students and alumni

Mr. Barbieri went on to talk about the LABBB Best Buddies program which is the hiring of students to work with student of the LABBB program when going on trips, working craft fairs and in other capacities. Bedford was awarded nationally seven years ago for their students' part in the Best Buddies program. He spoke about LABBB working with local housing authorities in different communities to transform homes into spaces where students can stay for the weekend, learn academics as well as life skills. Mr. Barbieri also talked about the Post 22 Adult Program for LABBB students over 22 in which a law passed in December of 2018 stating that collaboratives can have adult programs which was the start of Post 22. LABBB is a tuition based program.

Mr. Barbieri finished by outlining what makes LABBB click:

- LABBB Community
- Transitions
- Social Opportunities
- Staying True to the Mission
- LABBB for Life - Homecoming

The School Committee had some questions and comments on the overall presentation:

Mr. Brosgol congratulated LABBB on their 31 years as a collaborative and thanked Mr. Barbieri for the work that he has done. He went on to ask what the acronym TIL represented which was mentioned during the presentation.

Mr. Barbieri said that it stood for Toward Independent Living and that it represented houses that are group homes which are managed and run by LABBB.

Mr. Brosgol asked how many Bedford students are there out of the 300 enrolled and what is the overall capacity.

Mr. Barbieri said that there are somewhere around 25 Bedford students in the program and the capacity is right around 300 total.

Mr. Brosgol asked if Mr. Barbieri could explain the financial arrangements of LABBB.

Mr. Barbieri stated that LABBB is tuition based accepting very few donations and that there are member and non-member fees. He said that their FY19 Operating Budget was \$26M.

Mr. Morrison also thanked Mr. Barbieri and went on to ask what Bedford could do for LABBB.

Mr. Barbieri said that he was very happy with Bedford's inclusion and their work with the Best Buddies program.

Ms. Guay mentioned that Mr. Barbieri has been incredible in her son's life and has created wonderful opportunities for him. She praised LABBB's flexibility and work opportunities for students and said that it is credit to LABBB for giving opportunities to students that they may not otherwise have. She went on to ask what LABBB has to meet the needs of students with social and emotional issues as well as trauma sensitive students.

Mr. Barbieri said that LABBB has counselors and training and they are also working with outside specialists. He also went on to say that they have an clinical team that is also helping to address these needs.

Ms. Scoville asked how LABBB decided where to place students and how they determined which kids would work well together since LABBB does not group their students.

Mr. Barbieri said that this is decided predominantly by which town they are from but they also make sure that students have the best program that fits their needs.

Ms. Scoville asked if SAIL would continue at BHS.

Mr. Sills said that Bedford is bringing SAIL to JGMS and they will work from there to get the program to BHS.

Ms. Santiago said that Bedford has invested in renovating their schools for LABBB classrooms and asked how the LABBB space in our schools work as far as capital or terms of paying rent – does the Town pay?

Mr. Barbieri said that Bedford is given credits in return towards the tuitions of their students that attend the LABBB program therefore discounting the cost which is a cost savings in tuition, an offset for the Town.

Ms. Santiago asked if there are any particular challenges on the horizon and anything that we should be planning for the future

Mr. Barbieri said that more transportation will be needed, more space will be needed but this discussion is taking place across all of the districts.

Mr. Sills said that it is an honor for Bedford to serve as part of the LABBB program. He went on to ask for clarification of what type of functions to our students learn in the LABBB house settings, who is doing the overnights and what is learned in that environment.

Mr. Barbieri said that there is curriculum developed for that setting such as cooking and meal preparation, laundry, making beds, social skills and how to function as part of a group in a household setting. He said that the staffing is made up of half LABBB staff and half TIL staff for the overnights. He said that TIL runs the financial piece and that LABBB students can sign up if they wish to stay over on a weekend.

5. Superintendent Recruitment Discussion

The School Committee led a discussion on recruitment of a new superintendent

246 Mr. Brosgol said that he is excited for the search. He said that he believes we should have a
247 subcommittee and that he thought that 30 districts looking is a high number, he is ready to get
248 going on this process.
249
250 Mr. Morrison said that he was not sure about a subcommittee but is sure that we do need to form
251 a search committee. He thinks that members of the School Committee should be on the search
252 committee and he is a little concerned about the timeline but thinks that we can move
253 expeditiously to get this done.
254
255 Ms. Guay said that she learned a lot from the presentation and thinks that we should put some
256 more thought to a focus group. She also thought that the online survey was a good idea as well as
257 potentially having some students have input on the hiring committee for the experience. She also
258 likes the idea of printing a brochure for potential candidates.
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260 Mr. Brosgol wanted to clarify that he thinks that we should certainly have a search committee that
261 is not made up of all SC members but there should definitely be some members on that
262 committee.
263
264 Ms. Scoville said that she now has a better understanding and is eager to get started.
265
266 Ms. Santiago talked about the limitations of open meeting and that there needs to be a clear
267 understanding of how that works and any steps that need to be taken. She also expressed that
268 there will be a need to divide up the duties as well.
269
270 Ms. Guay would like to bring in a district that has recently gone through this for some direction.
271
272 Mr. Sills mentioned that it may be worth having a subcommittee and it will need to be determined
273 whether a search firm should be hired.
274
275 Mr. Brosgol liked the description given by Mr. Koocher as to what MASC can offer.
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277 Ms. Guay asked if Lexington hired MASC for their search.
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279 Ms. Santiago said that she believed that they did and went on to ask how many members should
280 be on the subcommittee.
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282 Mr. Brosgol said he thinks that a two-person subcommittee would be the way to go.
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284 Ms. Santiago asked who would be interested in being on the subcommittee.
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286 Mr. Brosgol, Ms. Guay and Ms. Santiago were all interested but Ms. Guay deferred to Ms.
287 Santiago.
288
289 The School Committee agreed to call for a vote for the subcommittee at the next SC meeting.
290 Ms. Guay suggested that a cost comparison be done for hiring a search firm and would like more
291 detail as to what MASC would charge.
292
293 Ms. Santiago thought that different organizations may charge from nine to ten thousand dollars.
294 Ms. Guay thought that this should be based on a flat fee.
295

Mr. Morrison would like to have more discussion on the subcommittee, the search committee and the fee structure.

Ms. Santiago said the School Committee will vote at the next meeting for the subcommittee, the composition of the search committee and the list of consultants for proposals. She said that they will also make the recruitment a standing item.

6. Class Size Guidelines

Moved to Future Business

7. Superintendent's Report

None

9. Minutes

None

11. Adjournment

Ms. Santiago made the following motion:

MOVED: Motion to adjourn at 9:30 p.m. not to reopen.

MOTION SECONDED by Mr. Brosgol

MOTION APPROVED 5-0-0

Mr. Brosgol Yes

Ms. Santiago Yes

Ms. Scoville Yes

Ms. Guay Yes

Mr. Morrison Yes


School Committee Secretary

1-28-20
Date

BEDFORD SCHOOL COMMITTEE

December 3, 2019

Exhibits/Documents

- None

Future Items

- Class Size Guidelines