



Town of Arlington, Massachusetts
730 Massachusetts Ave., Arlington, MA 02476
Phone: 781-316-3000

webmaster@town.arlington.ma.us

Superintendent Search Process Committee Minutes 08/24/2009

ASC Superintendent Search Process Subcommittee

ASC Room, Arlington High School

Monday, August 24, 2009

Approved Minutes

Call to Order at 4:10 pm – Ms. Starks, 2nd Ms. Heigham 2-0

Present: Cindy Starks, Leba Heigham, Jeff Thielman (4:15pm.)

Julie Brazile, Andy Metzger

Public Participation –

None.

Revise Timeline to Full Committee

Ms. Heigham and Ms. Starks discussed the need for an open process based on community needs and the superintendents willingness for an open process. Ms. Starks talked about the need for the process to be low-cost in regards to the current budget. Ms. Starks, Mr. Thielman, and Ms. Heigham talked about the need for a firm rather than a member leading it. After discussion around the process for selecting a search consultant, Mr. Thielman recommended a timeline and volunteered to draft the RFP.

Motion that “SSP recommend to the full-committee that we conduct a full search and that we propose to the full-committee to set a RFP for a search consultant.” By Mr. Thielman, 2nd Ms. Starks. 3-0

The members discussed the changes to the recommended process including the need for more public involvement and the participation of the interim superintendent.

The timeline for meetings is a SSP meeting at 5:30pm-6:30pm on Thursday, Sept. 3 at Community Safety to approve the RFP wording, a presentation to the full committee on 9/8/09, a SSP meeting at 4:30-6:30pm on 10/02/09 to review proposals, and presentation of the consultants to full committee on 10/13/09.

New Business - none

Set Date and Agenda for Next Meetings

SSP meeting at 5:30pm-6:30pm on Thursday, Sept. 3 at Community Safety to approve the RFP wording

Motion to Adjourn at 4:57 pm by Ms. Starks, 2nd Mr. Thielman 3-0

Respectfully submitted by Leba Heigham