

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC) MEETING

Library
R.J. Grey Junior High School

Monday, November 20, 2017
7:00 p.m.

AGENDA

1. **Call to Order**
2. **Recommendation to Approve Agreement Between the New England School Development Council (NESDEC) and the ABRSD for Superintendent Search Consulting Services – VOTE – *Bill McAlduff***
 - 2.1. Agreement from NESDEC
3. **ABRSD Superintendent Search Orientation – *NESDEC***
 - 3.1. Orientation Overview Memo
 - 3.2. Draft Announcement Letter
4. **Adjourn**

Posted on 11/16/17 at 4:30 p.m.

AGREEMENT

**NEW ENGLAND SCHOOL DEVELOPMENT COUNCIL AND
ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT
FOR
SUPERINTENDENT SEARCH CONSULTING SERVICES**

SCOPE OF SERVICES

The Scope of Services will be provided by a Search Team comprised of Senior Search Associates Dr. Sally Dias and Dr. Anthony Bent, and Executive Director Dr. Arthur L. Bettencourt, who will do the following:

A. DEVELOP A SCHEDULE FOR THE SUPERINTENDENT SEARCH

The NESDEC consultant(s) will meet with the School Committee to develop an event schedule/timeline for the entire process. This schedule will detail the major tasks in the search process and delineate the respective responsibilities of the consultant(s) and the School Committee.

B. PUBLICIZE VACANCY

1. NESDEC will prepare a personalized informational letter (one page) describing the position, the communities, and the school district. The School Committee and/or a representative will provide the input for the letter and will approve the final copy. The letter and any additional contents will fit into a regular No. 10 business envelope (4 1/8" X 9 1/2"), up to one ounce total weight. NESDEC will have the letter printed on school district or NESDEC stationery as selected by the School Committee. (See **Page 8** of this Agreement for information on the option of a printed, personalized, color brochure.)
2. NESDEC will prepare a customized application form which will include a permission statement for release and verification of records.
3. NESDEC will mail the informational letter announcing the vacancy and requesting nominations to the **NESDEC/NSDC (National School Development Council)** Recruiting Network including:
 - Superintendents and assistant superintendents in Massachusetts
 - Member communities of the New England School Development Council
 - Superintendents and assistant superintendents in selected school districts throughout New England, New York, New Jersey and Pennsylvania with characteristics similar to Acton-Boxborough RSD
 - Executive Directors of study councils (like NESDEC) affiliated with the National School Development Council
 - Placement offices of colleges and universities throughout the nation that prepare school administrators
 - Selected educational leadership professors throughout New England



- Other colleges and institutions as suggested by the School Committee
- Officers of the Suburban School Superintendents (National)
- Selected Executive Directors of state superintendent and school board associations in the United States
- Selected educational leaders across the nation

C. ADVERTISING

1. NESDEC will place an advertisement on SchoolSpring. This online, national advertisement will run for approximately 30 days and will be included at no additional cost to the District.
2. NESDEC will discuss with the School Committee options for advertising the vacancy in selected venues. *Please refer to **Page 7** for fee-based advertising options.*
3. NESDEC will prepare newspaper copy for use in advertisements as directed by the School Committee, if requested.

D. ELECTRONIC OUTREACH

1. NESDEC will announce the vacancy and provide information through the NESDEC website, www.nesdec.org. The application will be available online as well.
2. NESDEC will announce the vacancy and provide information through the National School Development Council website, www.nsd.org, giving the announcement additional national exposure.
3. NESDEC will place announcements in assorted superintendent/school board association websites.
4. NESDEC will prepare a customized electronic announcement of the vacancy and send it via email to:
 - member communities of the New England School Development Council
 - superintendents and assistant superintendents in Massachusetts
 - selected New England, New York, New Jersey and Pennsylvania superintendents in school districts with similar characteristics to Acton-Boxborough RSD
 - other selected members of the NESDEC/NSDC National Recruiting Network

E. REGIONAL AND NATIONAL RECRUITMENT OF CANDIDATES

Using its proprietary network, NESDEC recruits at the state, regional and national levels. Although NESDEC is a nationally recognized search firm, our national reach is further enhanced through our association with the National School Development Council (NSDC).

Recruitment Strategies

NESDEC will actively recruit candidates for the position from its network of educational leaders representing school study councils nationwide, urban and suburban school superintendents, professors of educational administration and national professional associations.

NESDEC's entire search consultant staff will actively collaborate in the identification of candidates for recruitment within their region and nationwide. Many of our consultants have been and continue to be part of the Suburban School Superintendents (SSS), a select group of suburban school superintendents who serve top-performing school districts in the country.

NESDEC's Executive Director, Dr. Arthur L. Bettencourt, sits on the Board of Directors of the National School Development Council and has served as the organization's president. Dr. Bettencourt will actively communicate with the NSDC regarding the vacancy, further enhancing NESDEC's nationwide recruiting efforts.

F. CONDUCT A COMMUNITY-WIDE NEEDS ASSESSMENT

1. NESDEC will meet with the School Committee to develop a plan for assessing the needs of the system as seen by a cross-section of staff, students, parents and other community groups determined by the School Committee.
2. NESDEC consultant(s) will meet with school/community representatives in up to six focus groups as determined by the School Committee to receive their input regarding the new Superintendent. If requested by the School Committee, the focus groups will be augmented through interviews of selected officials, educational leaders, citizens and others in the communities, and/or an electronic survey of selected stakeholders.
3. The consultant(s) will submit a written report to the School Committee based on the above needs assessment with respect to the characteristics sought in a new Superintendent.

G. ASSIST IN SCREENING APPLICATIONS

1. The consultant(s) will develop with the School Committee a process for the screening of candidates. Since there are several alternatives, the process can be tailored to meet the needs of the School Committee.
2. If a Screening Committee is to be used, NESDEC will suggest various models and membership for the Committee.

H. ASSIST IN INTERVIEWS OF CANDIDATES

1. The consultant(s) will conduct a workshop with the School Committee/Screening Committee to assist them in the interviewing and selection process. The consultant(s) will assist in the preparation of questions, in the development of rating scales, and in the planning of interviewing techniques.
2. NESDEC will arrange the interview schedules and provide the School Committee/Screening Committee with dossiers on each of the candidates. Although the

consultant(s) will not attend the interviews, they will be available to debrief with the liaison and the candidates after each round of interviews. The consultant(s) will continue to assist during the interview process, as requested.

3. Once the School Committee/Screening Committee has determined the finalists, the consultant(s) will conduct credential verification and additional reference checks and will assist members of the School Committee in making independent reference checks.
4. NESDEC will assist with arrangements for finalists' interviews and in developing a schedule for the finalists' visits to your school district. The consultant(s) will also be available to facilitate a meeting of the School Committee after the finalists' interviews, if requested.
5. NESDEC will assist with arrangements for a visit by representatives of the School Committee to the finalists' present school districts or institutions.
6. NESDEC will assist the School Committee in the final selection process, as requested, including the development of an "Agreement in Principle" with each of the finalists to discuss the terms and conditions of an offer before the selection.

I. ADMINISTER ALL SEARCH DETAILS

1. During the application process, NESDEC will respond to questions from interested candidates and send them the informational letter and application as requested.
2. NESDEC will receive all applications at its headquarters.
3. NESDEC will create and maintain candidate files.
4. NESDEC will check all the applications to determine they are complete, and if not complete, follow up with the potential candidate so that all material might be received by the closing date.
5. NESDEC will communicate with unsuccessful candidates at appropriate stages during the search process. Once the School Committee has selected the new Superintendent, we will send letters to all the unsuccessful candidates and other groups in our network announcing the School Committee's choice.

J. MAINTAIN ON-GOING COMMUNICATION WITH THE SCHOOL COMMITTEE

Our intent is to keep the School Committee informed about what is occurring at each stage of the search process.

The consultant(s) will meet with the School Committee/Screening Committee as needed throughout the search. We will communicate regularly by telephone and/or email and will provide progress reports to the School Committee Chairperson and/or the designated liaison.

K. FOLLOW-UP

1. NESDEC will assist with initial contract arrangements between the new Superintendent and the School Committee, if requested.
2. NESDEC will invite the new Superintendent to meet with one of our consultants to discuss the transition process particularly as it relates to his/her Entry Plan.

L. SEARCH DESIGN FLEXIBILITY

Please note that NESDEC has the capacity to design a search around the School Committee's specific needs in order to accommodate such things as: desired timeline, degree of community involvement, and/or cost.

M. LANGUAGE TRANSLATION SERVICES

Please note: This Agreement does not include language translation services of any kind. It is assumed that this type of assistance will be the responsibility of the District/municipalities.

N. WARRANTY

The search will be deemed completed upon the appointment of the new Superintendent to the position. If, after due consideration, the School Committee determines that it does not wish to appoint any of the candidates who have applied for the position, NESDEC will conduct a follow-up search for the same position and will provide consulting and support services at no cost except for advertising and search related expenses.

If a candidate chosen as the result of a NESDEC executive search should leave the position either voluntarily or involuntarily for any reason other than retirement or a transfer/appointment in the school system or transfer/appointment to a position in the municipalities within a two-year period of the initial appointment date, NESDEC will provide free of charge consulting and support services comparable to those of the initial search, on a one-time basis, exclusive of advertising and related expenses, to conduct a new search for the same position; provided that, at the time, the District has maintained active status as a NESDEC affiliate.

O. NESDEC AFFILIATION

As a NESDEC affiliate, the Acton-Boxborough Regional School District is entitled to a 20% discount on our search services.

FEES AND EXPENSES

1. Professional Consulting Fee

The professional consulting fee includes not only the services specifically described above, but also the secretarial and clerical services performed at the NESDEC office. Our professional fee to the Acton-Boxborough Regional School District for an Executive Search as described in this Agreement will be:

Fixed Consulting Fee: \$11,600 (\$14,500 less the 20% NESDEC affiliate discount of \$2,900)

2. Search Related Expenses

Search related expenses, which must be borne by the School Committee, include: printing, photocopying, telephone, postage, consultant travel expenses and consumable supplies. The fixed cost of these expenses will be:

Fixed Expenses: \$2,960

3. Fee-Based Advertising

Fee-based advertising varies from search to search and is determined by the School Committee in consultation with NESDEC. The district will be invoiced at cost upon placement of the advertisement(s).

Estimated Cost: TBD (see next page for fee-based advertising recommendations)

TOTAL COST OF SEARCH

Fixed Consulting Fee	\$11,600
Fixed Expenses	\$2,960
TOTAL	\$14,560
Fee-Based Advertising	To Be Determined

Expenses related to candidate travel, as determined by the School Committee or its designee, are billed to the District/School Committee. NESDEC can assist in the development of a budget for this item if requested.

INVOICING SCHEDULE

One-half of the fixed consulting fee, \$5,800, will be due and payable within 15 days of the signing of the agreement. One-half of the fixed consulting fee, \$5,800, will be due and payable within 30 days of the presentation of the dossiers (H-2).

Search related expenses of \$2,960 described above will be billed in four monthly installments of \$740. Fee-based advertising costs will be invoiced and due upon placement of the ads.

FEE-BASED ADVERTISING AUTHORIZATION

Please select the fee-based advertising you wish to authorize (check all that apply):

- NESDEC would place an advertisement in "Top School Jobs," the online advertising service of Education Week. This online, national advertisement would run for approximately 30 days.
Additional cost: \$395

- NESDEC would place an announcement in the "Job Bulletin" section of the American Association of School Administrators (AASA) website. This online, national announcement would run for approximately 30 days.
Additional cost: \$410

- (OPTIONAL; FOR CONSIDERATION) NESDEC would place a hardcopy advertisement in Education Week, which would run for one week.
Additional cost: approximately \$1,750, billed at cost

-OR-

- Acton-Boxborough RSD does not authorize any fee-based advertising.

In order to accept and approve the work described in this Agreement, an authorized official signs below.

For Acton-Boxborough Regional School District:

Signature **Title**

Date _____

For the New England School Development Council:

Executive Director

Arthur L. Bettencourt, Ed.D.

Date _____

ADDITIONAL FEE-BASED OPTIONS

In addition to the services detailed in this Agreement, NESDEC has the capacity to offer supplementary fee-based options at discounted rates, if purchased as part of the search. (If these options are purchased independently of the search, the discounted rates quoted below do not apply.)

1. Search Brochure

NESDEC would prepare a personalized brochure describing the position, the communities and the school district. The School Committee and/or representatives would provide the input for the brochure and would approve the final copy. NESDEC would have the brochure printed in a color, format and style selected by the School Committee.

Additional cost: \$1,450

2. Additional Focus Groups

Focus groups beyond those detailed in the Agreement could be arranged.

Additional cost: \$365 per group

3. Team/Governance Retreat and Follow-up

The search consultant(s) or one of NESDEC's team-building consultants would conduct a half-day workshop with the new Superintendent and the School Committee. The goal of the workshop and follow-up would be to build the foundation for an effective and collaborative approach to school district governance.

Additional cost: \$1,250

4. Long-term Executive Coaching

NESDEC has the capacity to provide sustained coaching services for the new Superintendent. These fee-based services vary in length and are tailored to meet the needs of the new Superintendent and the district.

Additional cost: Quote furnished upon request



Acton-Boxborough Regional School District
Superintendent's Office
16 Charter Road
Acton, MA 01720
978-264-4700 www.abschools.org

3.1

William H. McAlduff, Jr.
Interim Superintendent of Schools

TO: Acton-Boxborough Regional School Committee
FROM: Bill McAlduff
RE: Superintendent Search Orientation Meeting with NESDEC
DATE: November 16, 2017

On Monday November 20, 2017 the School Committee will meet with NESDEC for a superintendent search orientation session. This session will be led by Dr. Arthur Bettencourt NESDEC's Executive Director and by Senior Search Consultants Dr. Sally Dias and Dr. Anthony Bent.

The goals of the orientation session will generally be to:

- Develop an event schedule/timeline for the entire search process
- Introduce and discuss the various details and aspects of the process
- Advise the School Committee with respect to the formation of a search/screening committee
- Determine the fee based advertising aspect of the recruitment phase
- Finalize the Vacancy Announcement letter

As you know the meeting is scheduled to begin at 7:00 pm and it is anticipated that approximately 90 minutes will be needed to complete the orientation.