

Acton-Boxborough Transitional School Committee

Superintendent Search Timeline

- 9/10/13 Dr. Stephen Mills announced his retirement
- 9/19/13 School Committee meeting: discussed process and timeline, voted to hire search firm "Future Management Systems" (FMS) and agreed on search committee profile, Search committee volunteers invited to submit letters of interest by 10/1/13
- 10/3/13 School Committee meeting: appointed search committee, reviewed and agreed on search firms to interview
- 10/9/13 School Committee meeting: interviewed 3 search firms and voted to use FMS
- 10/17/13 School Committee meeting: discussed Superintendent compensation and qualifications, agreed on charge to the search committee, agreed that Brigid Bieber would chair
- 10/22/13 www.absuptsearch.com established to update community and candidates, advertisement posted in Edweek and circulated by FMS, etc., recruitment begins
- 10/29/13 - 11/10/13 Public online survey for input to the School and Search Committees
- 11/4/13 Community forum for public input at Blanchard School Library
- 11/5/13 Community forum for public input at Acton Memorial Library
- 11/5/13 Search committee meeting: discusses procedures, expectations, timeline, meeting and interview schedule, questions
- 11/7/13 FMS summarizes community input results, search committee updates
- 11/11/13 – 11/16/13 FMS performs conference calls with identified community leaders for input (Town manager, police chief, PTO chairs, etc.)
- 12/3/13 Deadline for Superintendent applications (29 received)
- 12/6/13 Search committee meeting: discuss process for reviewing applicants and focus group input, receive applications
- 12/17/13 Search committee meeting: review applications and determine those to interview
- 1/7/14 School committee meeting: update on search, report on community feedback

- 1/6/14, 1/8/14, 1/9/14, 1/10/14 Search committee interviews 9 candidates and identifies 3 to move forward for School Committee consideration
- 1/15/14 School Committee meeting: Memo from Brigid Bieber, Search Comm Chair, announcing 3 finalists and their backgrounds, publicizing community forum dates
- 1/16/14 Glenn Brand visit to AB
Met with Acton, Boxborough and AB staff and administrators
Community Forum that evening
- 1/21/14 Marie Altieri visit to AB
Met with Acton, Boxborough and AB staff and administrators
Community Forum that evening
- 1/22/14 School Committee members - Site visit to Acton-Boxborough re Marie Altieri
- 1/23/14 Brett Kustigian visit to AB
Met with Acton, Boxborough and AB staff and administrators
Community Forum that evening
- 1/23/14 School Committee members - Site visit to Sharon re Glenn Brand
- 1/24/14 School Committee members - Site visit to Quaboag re Brett Kustigian
- 1/21/14 – 1/24/14 Public input received at all forums and via emailing abrsc@abschools.org, etc.
References called and background checks done by FMS.
- 1/25/14 School Committee meeting – Finalist interviews, public input consideration, Committee discussion and deliberation, possible vote

- Attachments:
1. Superintendent Search Committee members (10/7/13)
 2. Charge to the Search Committee (10/18/13)
 3. Leadership Profile (11/13/13)
 4. Job Posting
 5. Memo from Brigid Bieber announcing Community Forums (1/7/14)
 6. Memo from Brigid Bieber announcing Superintendent Finalists (1/14/14)

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TO: AB Transitional School Committee
FROM: Maria Neyland, Chairperson
DATE: 10/7/13
RE: Superintendent Search Committee Members

At the 10/3/13 AB Transitional School Committee meeting, the following were voted as members of the Superintendent Search Committee:

Community Members

John Fallon
Sharon McManus

Professional Staff

Genevieve Hammond
Karen Sonner
Mary Sperazzo

Principals

Ed Kaufman
Andrew Shen

Central Office

JD Head

School Committee

Brigid Bieber
Kristina Rychlik
Michael Coppolino

School Parents

Heather Harer
Molly Wong
Bill Guthlein

TO: Superintendent Search Committee Members
FROM: Maria Neyland, Acton-Boxborough Transitional School Committee Chair
DATE: 10/18/13
RE: Charge to Superintendent Search Committee

At their meeting on 10/17/13, the Acton-Boxborough Transitional School Committee charged the Superintendent Search Committee with the following:

- Interview all internal candidates. Feel free to consider and interview as many applicants as you wish,
- Recommend to the School Committee 3-5 finalists, if you can. However, do not advance any candidate whom you are not prepared to have as the superintendent for ABRSD. If there are not a sufficient number of candidates, refrain from advancing candidates whom you do not view as viable,
- Actively participate in a group process, including a vote, if necessary, to select the candidates who will be forwarded to the School Committee for interviews and further consideration, and
- Treat the entire process of participation on the Screening Committee with complete confidentiality.

Leadership Profile

Acton-Boxborough Public Schools

11/13/2013

Introduction

The Acton-Boxborough communities are most proud of their public schools, and agree that they are the center of the communities' focus and attention. There is universal agreement that the schools are highly thought of, and that the communities' significant degree of support, including financial, will not wane.

The Acton-Boxborough communities underscore the importance that each has demonstrated in the expansion and preservation of open space, leading to excellent recreation areas utilized by the citizenry, including parks, trails, swimming and hiking. Community-wide activities and a strong sense of community suggest a welcoming and close-knit environment, which continues, along with the outstanding academic, athletic and fine and performing arts successes of the public schools, to attract young home-buyers to the more affordable towns of Acton-Boxborough than most surrounding communities offer. Regularly mentioned as strength of the communities, and, most particularly the public schools, is the active, engaged and supportive parent base. A significant youth sports program at every level was highlighted throughout the groups.

The commuter rail to Boston provides easy access for those who wish to access the city for all that it offers, while the expanding minority communities of Indian and Chinese is considered a strength, but one to which attention must be paid.

The following are important characteristics and traits that the Acton-Boxborough community, through dialogue in six distinct focus groups, facilitated by Herbert W. Levine, Ph.D., repeatedly stated are necessary for the next superintendent of schools to possess. The focus groups included administrators, teachers, parents, community members and elected officials. Each group was asked a series of probing questions, from the unique nature of Acton-Boxborough to the most important professional and personal characteristics that citizens expected of their next superintendent, with a strong communicator and visible

leader who understands and supports teachers topping the list. We thank all who attended these sessions for their willingness to participate.

Professional Leadership Qualities

The following are the desired professional leadership qualities repeatedly underscored by the focus groups:

Communication: The new superintendent must be an outstanding communicator, as this trait was most mentioned across all focus groups. A good communicator must be willing to listen, value constructive criticism, be articulate in defending his/her positions, easily dialogue with large and small groups including town officials and parents, and be able and willing to build and work with effective teams. The superintendent must be comfortable in reaching out to a present and growing ethnically diverse population. The new superintendent must also remain cool, calm and collected during tense, emotional and/or crisis situations. The superintendent should be able to “think on his/her feet”.

Organization: The new superintendent should be organized in his/her approach to addressing school system needs, getting to know the district and its people, that which works, and the established culture before prioritizing and developing a plan for continuous growth. The new superintendent should understand and implement appropriate decision-making processes, pushing back decisions to the point of contention.

Understands and supports teachers and children: It is clear that the Acton-Boxborough community expects its next superintendent to be familiar with the classroom, instruction, and the day-to-day operation of schools. The superintendent should understand the needs of the teaching staff, and be supportive of what they do each day. The new superintendent should understand child development. The superintendent should also be skilled in giving constructive feedback, and show support by being visible in both schools and classrooms. The new superintendent should be a pro-active advocate for both teachers and children.

Listening Skills: The new superintendent should possess good listening skills, and be able to assess and observe respectfully.

Processor of Information: The new superintendent should be thoughtful, and be able to process information without rushing to judgment.

Visionary: The new superintendent should be forward thinking, avoiding stagnation, and be able to articulate that vision sequentially and methodically.

Experience: Although different types of experience were brought forth in focus group discussions, the significance of school-based and central office experience being critical for the new superintendent to have experienced is of utmost importance.

Budget: The new superintendent should be fiscally sound and pay attention to both formulating and managing the district's budget.

Policy: The new superintendent should be experienced in understanding and implementing federal, state and local policy with a common sense approach that allows for implementation in an effective but least intrusive manner

Intelligence: The new superintendent should be smart, both intellectually and as intelligence might apply to managing and leading people.

Creativity: The new superintendent should be receptive to creative ideas and be entrepreneurial.

Astuteness: The new superintendent should be professionally and politically astute.

Data: The new superintendent should be comfortable with and experienced in analyzing data and applying such analysis to decisions that make sense for kids.

Personal Leadership Qualities

The following are the desired personal leadership qualities repeatedly underscored by the focus groups that the new superintendent should possess:

- Fair, kind, empathetic and compassionate
- Approachable and reasonable
- Courageous, decisive, and consistent
- Trustworthy, respectful, civil, honorable and ethical
- Thoughtful
- Sense of humor
- Confident and accountable
- Flexible
- Good listener
- Smart
- Transparent
- Humble
- Thick skinned
- Strong work ethic
- Collaborative
- The ability to motivate and inspire

Concluding thoughts:

It is clear that the district and community expect the next superintendent to be many things to many people, as the job dictates. It is also expected that the superintendent will be invested in the district and intend to stay a while, hopefully a long while. The new superintendent should also be invested in his/her own personal and professional growth and value the opportunity to effect that growth in Acton-Boxborough. The new superintendent should be confident, strong and courageous, yet flexible and willing to listen. **Most importantly, however, will be the new superintendent's ability to build relationships based on mutual trust, respect, and yes, even affection.**

**Superintendent of Schools
Acton-Boxborough Regional School District
Acton & Boxborough, Massachusetts
www.absuptsearch.com**

The newly expanded Acton-Boxborough Regional School District seeks a Superintendent of Schools to lead the District as it brings together the six elementary schools in the Towns of Acton and Boxborough with the existing Regional Jr. High (grades 7 and 8) and High Schools (grades 9-12) to form one District. The School Committee seeks a Superintendent of Schools who will build upon the District's strong culture of achievement that is accentuated by high levels of student success. The communities of Acton and Boxborough have a long history of favorably supporting their schools, and there has been a history of stable superintendent leadership in the District.

The Acton-Boxborough Regional School District has consistently ranked among the top districts in the United States. In 2009, the High School was named a Blue Ribbon School by the United States Department of Education, and in 2013 the entire District was one of only 14 districts in the country to be named a Green Ribbon School for its comprehensive sustainability efforts. In 2012, U.S. News and World Report ranked the school #3 nationally among open enrollment high schools and #7 nationally overall for STEM education. The non-profit group Great Schools ranked Acton #2 among small cities nationwide for its public education. Students in the District have achieved the highest percentile rankings on statewide MCAS tests. The annual budget is \$77 million dollars; enrollment is 5800 students.

The district seeks an innovative and dynamic leader who maintains a visible presence in the schools and communities. The candidate of choice will have past leadership experience as a Principal and/or as a district-wide school administrator, and will have a background of maintaining the highest levels of integrity and trust with the internal and external communities.

Applicants must hold or be eligible to hold a Massachusetts Superintendent license.

Salary: Negotiable; highly competitive for high performing school districts within the state/region.

Start date: July 1, 2014. Deadline for applications: December 3, 2013. For additional information please refer to the following web site: www.absuptsearch.com

For information and application requirements, please contact:

Future Management Systems
900 Cummings Center, Suite 214-U
Beverly, Massachusetts 01915
Telephone: 978-998-6782
Lyle_kirtman@futuremsi.com

TO: Acton-Boxborough Transitional School Committee members

FROM: Brigid Bieber, Chairperson, ABRSD Superintendent Search Committee

DATE: 1/7/14

RE: Superintendent Search Update and Community Forums

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Interviews for the Superintendent search have begun, and will continue through this week. Once we have identified a slate of candidates to advance to the School Committee, each finalist will be invited to visit for a day, and participate in a series of meetings and forums with members of the community. We appreciate that this is a busy time of year for everyone and appreciate your involvement. Please be sure your calendar is marked for the School Committee meeting on **Saturday, January 25th (9 a.m. in the Junior High Library)** when the School Committee will hold their public interviews of the finalists.

Because of the short turnaround that we expect between the naming of the finalists and when the visits will take place, I would like to publicize the schedule of dates and times reserved for these finalist visits. We have *tentatively* scheduled 4 days, though we may or may not need all of them. Once finalists have been selected and announced, we will publicize which candidate is scheduled for each day.

On each day, the finalist will visit some schools, meet with Principals and members of the Superintendent's leadership team, and then participate in open forums with school staff, and Acton and Boxborough community members. Participants will be asked to complete a simple feedback form that will be shared with members of the School Committee. Below is the schedule for the open forums:

Visit A - Thursday, January 16

Visit B - Tuesday, January 21

Visit C - Wednesday, January 22

Visit D - Thursday, January 23

For each visit, the Acton and Boxborough community public forum will be held from **7:00-8:00 PM in the Junior High Library**. Please don't hesitate to contact me if you have questions during this very important process.

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**Acton Boxborough Transitional School Committee
2013-2014 Superintendent Search**

MEMORANDUM

Date: Tuesday, January 14, 2014
To: Transitional School Committee Members
From: Brigid Bieber, Search Committee Chair
Andrew Shen, Superintendent Search Facilitator
Re: Announcement of Superintendent Finalists

We are pleased to announce the finalists for the Superintendent position in Acton-Boxborough, to begin July 1, 2014. Each finalist will visit the District for a series of forums and meetings with various stakeholders, and the dates of their respective visits are listed next to their names.

Marie Altieri (visit to A-B: Tuesday, January 21, 2014, Community Forum at 7pm, RJG Library)

Marie Altieri is currently the Director of Personnel and Administrative Services for the Acton Public Schools and the Acton-Boxborough Regional Schools in Acton, MA. She has served in this position since 2007. Prior to her current role, she was a teacher at Hanscom Middle School in 2006. Ms. Altieri spent several years teaching courses for non-profit organizations and businesses in computer programming and software, beginning in 1986 as a teacher and course developer for Honeywell. From 1999 to 2006, Ms. Altieri served on the Acton and Acton-Boxborough School Committees, and on the Districts' Building Committee from 1998 to 2005. She earned a BS from Merrimack College, and is currently enrolled in a Masters program in Educational Policy, Planning and Administration at Boston University with anticipated completion in May, 2014.

Glenn Brand (visit to A-B: Thursday, January 16, 2014, Community Forum at 7pm, RJG Library)

Glenn Brand is currently the Assistant Superintendent for Administration & Finance for the Sharon Public Schools in Sharon, MA. He has served in this position since July, 2011. Prior to his current role, he was the Principal of Pollard Middle School in Needham, MA from 2006 to 2011, and the Principal of Wareham Middle School in Wareham, MA from 2004 to 2006. Mr. Brand began his career as a classroom teacher in both elementary and middle school grades in the Peel District in Ontario, Canada. He is currently on the Board of the Massachusetts Association for Supervision and Curriculum Development (MASCSD). He earned a BA and B.Ed from the University of Western Ontario, and an M.Ed from the University of Toronto. He is currently enrolled in an Ed.D program through the University of Bath (United Kingdom) with anticipated completion in 2014.

Brett Kustigian (visit to A-B: Thursday, January 23, 2014, Community forum at 7pm, RJG Library)

Brett Kustigian is currently the Superintendent of Schools for the Quaboag Regional School District in Warren, MA. He has served in this position since 2009. Prior to his current role, he served as the Principal of Douglas High School in Douglas, MA from 2003 to 2009, and previously served as an Assistant Principal and Athletic Director for Douglas High School. Dr Kustigian began his career as a middle school science teacher in Connecticut and Massachusetts. Since 2012, he has served on the Board of Directors for the Massachusetts Association of Regional Schools. He earned both a BS in Biology and a Master of Arts in Teaching from Sacred Heart University, a CAGS from the University of Connecticut in Educational Leadership, and an Ed.D in Educational Policy and Leadership from the University of Massachusetts at Amherst.

On Saturday, January 25, the AB Transitional School Committee will hold a public meeting to interview each of the finalists. This meeting will run from 9:00 a.m. to approximately 3:00pm in the Junior High Library. After the interviews, the Committee will discuss the finalists and plan to vote a decision. All are welcome to attend.