



C A M B R I D G E
S C H O O L C O M M I T T E E

(Official Minutes)

Special Meeting

November 12, 2024

Called for 6:00 p.m. on Tuesday, November 12, 2024 and broadcast from the Media Arts Studio, 454 Broadway, for the purpose of discussing the timeline for the Superintendent search.

Members Present: Member Harding, Member Hudson, Vice-Chair Hunter, Member Rachel, Member Rojas, Member Weinstein, Mayor Simmons

Others Present: Dr. Carolyn Turk, Director of Education Policy, Office of the Mayor

Mayor Simmons in the Chair.

A quorum of the School Committee being present, **Mayor Simmons** called the meeting to order at 6:00 p.m. **Mayor Simmons** read the call of the meeting and explained that the meeting is being televised and recorded. Votes may be taken. There would be no public comment

The meeting proceeded to the first order of business with a roll call of members present: Member Rachel, PRESENT; Member Rojas, PRESENT; Member Harding, ~~ABSENT~~, Member Hudson, PRESENT Member Weinstein, PRESENT; Vice Chair Hunter, PRESENT; Mayor Simmons, PRESENT

Member Harding joined the meeting at 6:10 p.m.

Mayor Simmons gave a brief overview of the Committee's progress to date relating to the Superintendent search process. She turned the meeting over to Dr. Turk who confirmed that Committee members had received the discussion materials prior to the meeting. The documents can be found on this [website](#).

Dr. Turk gave an overview of the meeting materials She noted the three immediate tasks at hand:

- 1.) Approve the timeline
- 2.) Identify and engage constituent groups
- 3.) Identify a search firm

Priorities for the Committee included:

- 1.) Establishing a list of desired milestones for the search process and ensuring that all Committee members were involved in the process.
- 2.) Discuss a public announcement at the November 19 meeting
- 3.) Identifying community engagement opportunities
- 4.) Creating a community engagement survey to elevate community voices
- 5.) Establishing community focus groups
- 6.) Reviewing community input in early 2025
- 7.) Identify 4-5 agreed upon priorities for the leadership profile

Under Dr. Turk's direction, the group reviewed the working draft of the time line outlining the five major milestones:

- 1.) Planning: Determine process, engage in training & select a search firm
- 2.) Engagement: Gather community input through a public hearing, focus groups, and a survey to create a leadership profile
- 3.) Recruitment: Seek high quality candidates through job postings, advertisements, and recruitment
- 4.) Selection: Use leadership profile criteria and DEI training insights to select & interview candidates
- 5.) Appointment/Transition: Select superintendent on or before 7/1/2026

Committee members shared their individual interests. **Member Rojas** offered to complete a revised timeline and **Mayor Simmons** expressed her interest in community engagement, noting the importance of involving a wide array of stakeholders including caretakers, staff, community leaders, etc. She also underscored the importance of developing an RFQ for potential search firms. **Member Rachel** highlighted that members were asked to inform **Vice Chair Hunter** of their interests prior to the meeting to ensure that everyone's voices had been heard. **Vice Chair Hunter** underscored the importance of Committee members undertaking prework assignments before hiring the search firm.

After discussion, the three working groups were identified with the following interested Committee members:

- Community Engagement – Mayor Simmons, Member Harding, Member Hudson, Member Weinstein
- District Profile/RFQ – Member Rachel, Member Rojas
- Leadership Profile – Member Weinstein and Vice Chair Hunter

The group discussed the importance of engaging this work in alignment with the Open Meeting Law. They highlighted their intention to make a public announcement of the launch of the superintendent search at the November 19 School Committee meeting. **Vice Chair Hunter** noted that she had the MASC survey for community engagement which she believes would be helpful. The group discussed the search timeline and allowing for some flexibility in the dates with the intention of creating a working document to be shared on November 19.

On a motion by Member Rachel seconded by Vice Chair Hunter the meeting was adjourned on the following roll call vote: Member Rachel, YEA; Member Rojas, YEA; Member Harding, YEA; Member Hudson, YEA; Member Weinstein, YEA; Vice Chair Hunter, YEA; Mayor Simmons, YEA (7:15 p.m.)

Attest:



Katherine Christo
Executive Secretary to the School Committee