

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC) MEETING

Library
R.J. Grey Junior High School

June 13, 2017
6:30 p.m. Executive Session
7:30 p.m. (approx.) Open Meeting

AGENDA

1. **ABRSC Call to Order** – *Amy Krishnamurthy (6:30)*
2. **EXECUTIVE SESSION**
To be convened under M.G.L. Chapter 30A, §21(a)(1) to discuss complaints or charges brought against a public officer, employee, staff member or individual
3. **RETURN TO OPEN MEETING** (7:30 approximately)
4. **Chairperson’s Introduction** – *Amy Krishnamurthy*
5. **Public Action, if any, in Relation to Immediately Prior Executive Session**
6. **FYI - Structure of the Current Central Office**
7. **Discussion of an Interim Superintendent vs. a Permanent Superintendent - VOTE***
8. **Discussion of an Internal Candidate vs. an External Candidate – VOTE***
9. **ABRSD Permanent Superintendent Search**
 - 9.1. Timeline
 - 9.1.1. Review of Previous Search Timeline (Fall 2013-Winter 2014)
 - 9.1.2. Possible Timeline FY18
 - 9.2. Candidate Qualifications
 - 9.3. Establish New Search Process
 - 9.3.1. Charge to the Last Search Committee
 - 9.3.2. Last Search Committee Profile and Committee Members
 - 9.3.3. Should a Search Firm be considered
10. **Next Steps**
11. **Possible VOTE to Employ Deputy Superintendent, Marie Altieri as Acting Superintendent until an Interim or Permanent Superintendent is Employed, effective 7/1/17 – VOTE**
12. **Recommendation to Authorize the Deputy Superintendent or Acting Superintendent to Approve and Sign District Purchase Orders effective 7/1/17 – VOTE**
13. **Adjourn**

Posted 6/9/17 at 4:45 p.m.

*If the School Committee requires more discussion or time, the vote may be postponed and discussion will be continued at a future meeting.

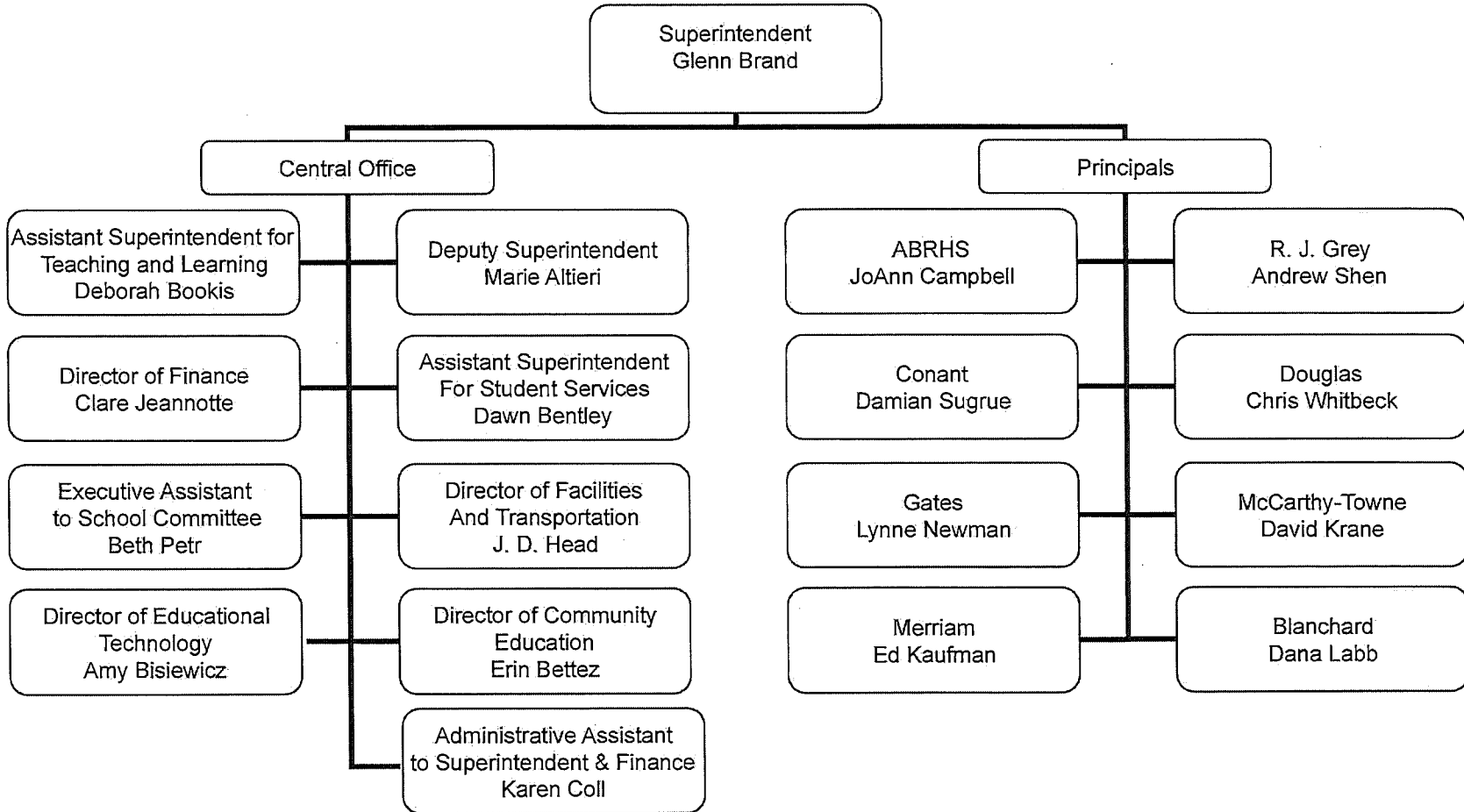
NEXT MEETINGS:

- June 22 – ABRSC Meeting at 7:00 p.m. in the Jr High Library (material posted June 16)

At ABRSD, our mission is to develop engaged, well-balanced learners through collaborative, caring relationships.
WELLNESS - EQUITY - ENGAGEMENT

ABRSD FY '17 Organizational Chart

Central Office/Principals



December 2016



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

6.2

Responsibilities of the Deputy and Assistant Superintendents

1. Deputy Superintendent Marie Altieri

In addition to being the Acting Superintendent in the absence of the Superintendent, the Deputy Superintendent is responsible for:

- Human Resources, Benefits, and Health Insurance
- Student Registration
- Negotiations and Union Relationships
- Budget and Finance Work
- Legal Updates – Staff
- Investigations
- Food Services
- Administrator Searches
- School Policy
- Member of the School Building Committee
- Records Custodian
- Acton Leadership Group (ALG) Representative

2. Assistant Superintendent Deborah Bookis

- Curriculum Development for Prekindergarten – Grade 12
- Staff Professional Learning
- Visual and Performing Arts Departments, Physical Education Department
- Literacy and Reading Specialists
- Curriculum Specialists (Literacy/Social Studies, Science, Math)
- Homeschooling
- Entitlement Grants
- State Standardized Testing

3. Assistant Superintendent Dawn Bentley

- Special Education (age 3 through 22), Title 9 and 504 Plans
- Out of District Education
- English Language Education
- Civil Rights and Homeless Children and Youth
- Legal Updates – Students
- Student Investigations
- Health and Nursing Services
- Counseling and Psychological Services
- Speech and Language, Occupational Therapy and Physical Therapy Services
- Student Records

Acton-Boxborough Transitional School Committee

Superintendent Search Timeline

9.1.1
Posted with
materials for
1/25/14 SC
Interviews
Meeting

-
- 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)~~

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 Coppelino

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:

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

=====
 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.

Acton Boxborough Transitional School Committee
Superintendent Interviews
Saturday, January 25, 2014; RJG Library
DRAFT 1.13.14

6.2

Time	Activity/Agenda
9:00am	Meeting called to order by SC Chair Opening comments and outline of process
9:15am	Interview of Candidate A <ul style="list-style-type: none">● 5 minute opening statement● 50 minutes Q&A - 5 minutes each SC member to ask 1 question and answer● 15 minutes - follow up questions● 5-10 minutes for closing statement/question from candidate
10:35am	15 minute break
10:50am	Interview of Candidate B <ul style="list-style-type: none">● 5 minute opening statement● 50 minutes Q&A - 5 minutes each SC member to ask 1 question and answer● 15 minutes - follow up questions● 5-10 minutes for closing statement/question from candidate
12:10pm	Break Plus Lunch
12:35pm	Interview of Candidate C <ul style="list-style-type: none">● 5 minute opening statement● 50 minutes Q&A - 5 minutes each SC member to ask 1 question and answer● 15 minutes - follow up questions● 5-10 minutes for closing statement/question from candidate
1:55pm	15 minute break
2:10pm	Public Comment and Feedback <ul style="list-style-type: none">● 15 minutes for comments and feedback from public
2:25pm	Deliberation and discussion by School Committee <ul style="list-style-type: none">● 30 minutes - discussion and share out of observations by SC members
3:00pm	Successful vote for Superintendent-elect

School Committee Interview Questions
January 25, 2014

1.

Why do you want to become the next educational leader of our district and please provide some examples of how your past leadership experiences have prepared you to take on this challenge.

2.

Drawing from what you have learned about our communities in your conversations these last several weeks with staff, parents and community members, describe for us your entry plan as the next Superintendent of our District. What would be the three priorities you would address first?

3.

How would you support teachers and staff who may not have any particular training or experience working with children with special needs? Please provide specific examples and discuss the pros and cons of each.

4.

How does your experience as a teacher influence your view of education? What impact will this have on your role as the educational leader of our district?

5.

What is your vision regarding technology in education as it applies to students, teachers and the administration?

A possible follow up question ...

What are your thoughts regarding online learning?

6.

Please describe the process you would use to build a budget for a district having the following attributes:

Budget of over \$70 million

Affects approximately 6000 students and 1075 employees

Encompasses 9 + buildings equaling over 1 million square feet and a campus of over 200 acres over two towns.

7.

What has been your experience dealing with student stress? Please give us examples of the implications of student stress and how you might deal with this at a high performing district like AB.

8.

We are interested in learning about your leadership style. Part of being a Superintendent is implementing change. Please describe the process of how you would move an initiative forward even when people disagree.

9.

Please describe what the Acton-Boxborough School District would look like after 5 years under your leadership.

Candidate specific questions:

Ms. Altieri

You have a strong record as Director of personnel and Administrative Services at AB. However, your experience as a classroom teacher and your building based experience seem to be more limited. In addition, your educational background also has lead to some questions about your readiness to serve as the next Superintendent. How would you address the questions raised by constituencies who feel that those particular experiences and specific degrees are vital for being an effective Superintendent?

Mr. Brand

Please describe the personal experiences and or characteristics that have helped guide you through major challenges in your professional life. Please be as specific as possible.

Mr. Kustigian

What do you foresee as some of the major hurdles you will face in adjusting to the scope of the operation at Acton-Boxborough Regional School District? How would you deal with these challenges?

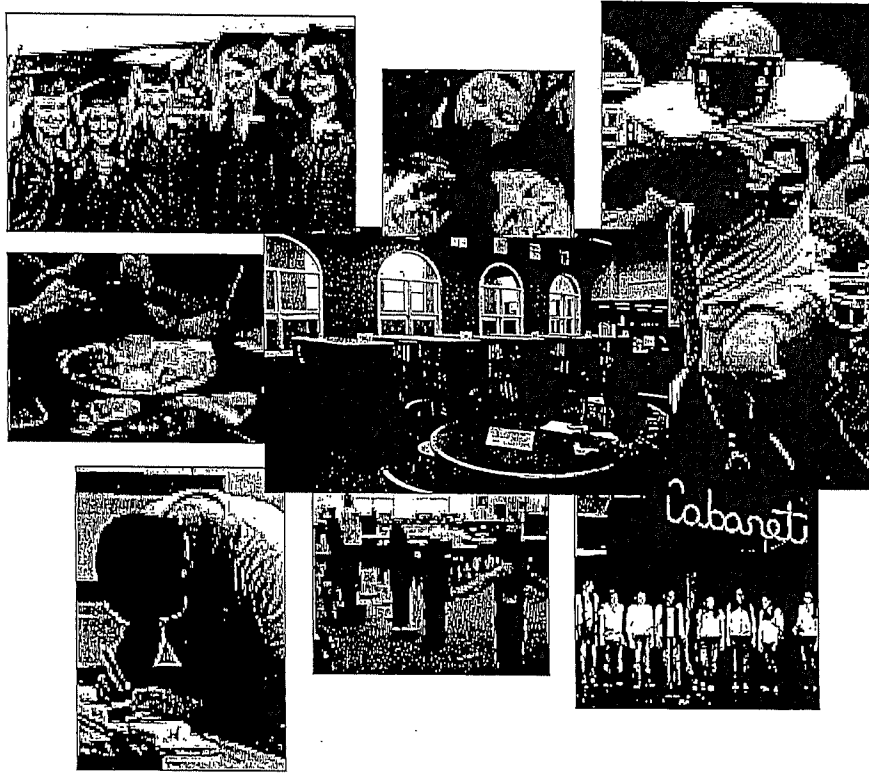
(Previous Search in 2009)

An invitation to apply

Superintendent of Schools

Acton Public Schools

Acton-Boxborough Regional Schools



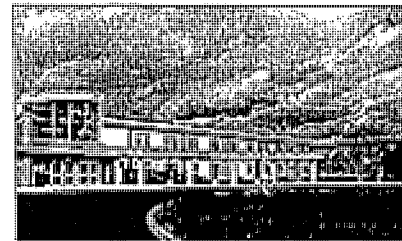
Visit us at <http://ab.mec.edu>

The Acton Public and Acton-Boxborough Regional School Committees seek an experienced leader who will champion the districts' vision for academic excellence, a professional who will promote creative approaches to deal with challenges, and a leader who will collaborate and communicate with all stakeholders. The Superintendent works with a single central office administration to oversee two school districts that serve the Acton and Boxborough communities, with 5,600 students and a combined budget of \$60 million.

QUALITIES & QUALIFICATIONS

The school committees seek a dynamic, energetic individual to assume the leadership of the districts. The following qualities & qualifications are required:

- Certified or ability to become certified as a Superintendent of Schools in Massachusetts
- Master's Degree required; advanced degree preferred
- Teaching and/or administrative experience in an educational setting preferred
- Experienced in managing finances and accountability systems
- Strong community outreach and communication skills
- Demonstrates an inclusive management style which offers access to staff and community



THE COMMUNITIES

Acton (population 21,000) and Boxborough (population 5,100) are suburban communities located about 25 miles northwest of Boston. They retain traditional New England character while providing convenient access to all the resources of the greater Boston area.

THE SCHOOL DISTRICTS

THE ACTON PUBLIC SCHOOL DISTRICT

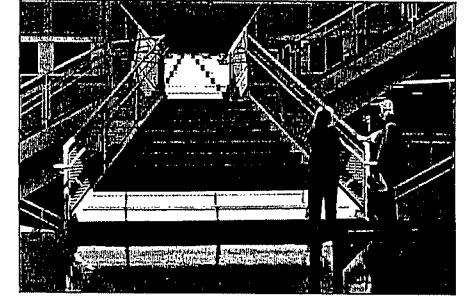
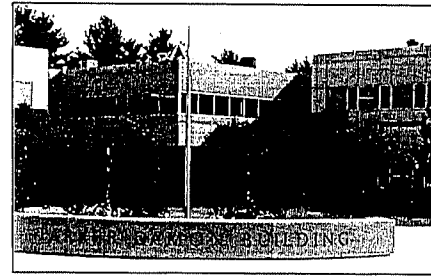
The Acton Public School District has five elementary schools with an open enrollment policy that allows parents to choose the best placement for their child based on each school's unique educational philosophy.

- Student enrollment 2008-2009 – 2,559
- FY09 Budget – \$24,974,318
- Each school offers grades K-6 – Conant, Douglas, Gates, McCarthy-Towne, Merriam
- School committee – 6 from Acton

THE ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT

The Acton-Boxborough Regional School District serves 3,000 students (grades 7-12) from Acton Public Schools' five elementary schools and Boxborough Public School's Blanchard Elementary School. The district has consistently excelled in academics, the performing and visual arts, and athletics.

- RJ Grey Jr. High (grades 7-8 organized in teams) enrollment 2008-2009 – 1,003
- AB Regional High School (grades 9-12) enrollment 2008-2009 – 1,959
- FY09 Budget – \$36,661,413
- School committee – 6 from Acton, 3 from Boxborough

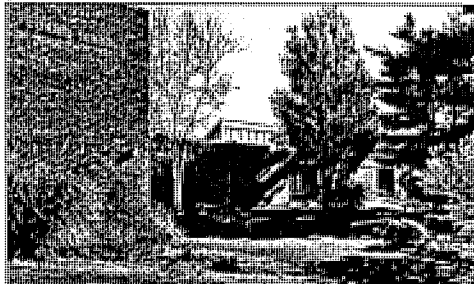


COMPENSATION

The Acton Public and Acton-Boxborough Regional School Committees will negotiate a competitive compensation and benefits agreement with the successful candidate in the range of \$165,000 - \$180,000.

KEY RESPONSIBILITIES

- Work collaboratively to establish positive environments and methodologies which promote learning for all students and staff
- Maintain and nurture a cooperative and productive working relationship with the school committees, staff, students, parents, and town governments in both communities
- Collaborate with key stakeholders to develop and explain budgets
- Ensure strong fiscal accountability through strategic planning, implementation, and oversight
- Lead the districts to achieve continued educational excellence into the future and strategically address future needs



APPLICATION PROCESS

For application forms and further information please contact
Glenn Koocher, Executive Director
Massachusetts Association of School Committees
One McKinley Square, Suite 200, Boston, MA 02109
Phone: (800)392-6023; Fax: (617)742-4125; Cell: (617)733-0497
E-mail: gkoocher@masc.org

Completed applications and information must be received at this location or faxed on or before **January 9, 2009** by 5:00 p.m. EST.

The appointment will be made on or about **March 2009** with an anticipated starting date of **July 2009**.

TIMELINE 2009

January 9	Deadline for submitting applications
January 14	Semifinalists selected
January 21-January 27	Semifinalists interviewed
February 5	Finalists selected
Feb/March	Finalist interviews/site visits
March	Appointment made
July	Starting date

DISTRICT HIGHLIGHTS

- Faculty, students, parents, and community members are committed to quality education
- Building program is substantially complete, with newly renovated high school, junior high, and elementary building housing two schools
- 100% of faculty “highly qualified” per NCLB
- Average SAT scores for last three years 1,843 (300 points above national average)
- Focus on community service initiatives for all students K-12
- 95 percent of high school graduates attend four-year colleges
- Broad range of athletic program includes state championship teams in three girls’ sports last year
- Numerous extracurricular activities including Academic Decathlon team (which has won 16 state titles), Speech and Debate team, and service clubs
- Drama program has captured multiple state and national nominations and awards
- Art program K-12 has won numerous Scholastic Art Awards
- Performance on MCAS tests at all grade levels has been consistently top ten statewide; professional development and extra attention focused on areas for improvement





Acton-Boxborough Regional School District
Finance Department
16 Charter Road
Acton, MA 01720
978-264-4700 www.abschools.org

Clare L. Jeannotte
Director of Finance

To: Acton-Boxborough Regional School Committee
From: Clare Jeannotte
Re: FY'18 authorization to approve and sign purchase orders
Date: June 9, 2017

Dr. Glenn Brand currently is the pre-printed signature on Munis-generated purchase orders. For the new fiscal year, we will need to update this signature. Since it takes up to two weeks to complete the required process with our software provider, a decision is needed very soon on who the new signer will be. No PO's can be released until we revise the signer.

In addition, currently the Superintendent approves all purchases over \$5,000. This authority needs to be re-assigned until a Superintendent is named. All other approvals will remain, with my approvals shifted to the new Director of Finance effective July 1, 2017.

It would be my recommendation that the School Committee authorize Marie Altieri as the Deputy Superintendent or Acting Superintendent to take on this approval function and be the authorized signer on purchase orders in the meantime. I would like the guidance of the Committee on this decision.