

**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 September 14, 2021**

Called for of interviewing a finalist candidate for the position of Executive Secretary to the School Committee.

Members Present: Member Fantini, Member Rachel, Member Rojas, Member Weinstein, Member Wilson, Mayor Siddiqui, Vice Chair Bowman

Others present: Lisa Richardson, Chief Talent Officer

A quorum of the school Committee being present, the meeting was called to order at 8:00 p.m. The Chair read the call of the meeting.

The Chair asked for a roll call for the purpose of a sound check: Vice Chair Bowman YEA; Member Fantini YEA; Member Rojas YEA; Member Rachel YEA; Member Weinstein YEA; Mayor Siddiqui YEA

Ms. Richardson gave an overview of the process.

Vice Chair Bowman brought the candidate before the Committee, Ms. Ariel Kennebrew.

The Committee asked the candidates the following questions:

1) Please tell us about yourself and why you are interested in this position and describe any experience you may have with recording and preparing formal minutes from business or organization meetings. **(Mayor Siddiqui)**

2) What strengths/skills do you possess that make you a good secretary? **(Member Weinstein)**

3) We are a school district that is committed to and passionate about diversity equity and inclusion.  In this role you would meet community members who would expect you to understand and be comfortable talking about diversity and equity issues.  How would you describe your familiarity with and comfort level around race and equity issues? **(Member Rachel)**

4) Understanding and being familiar with Roberts Rules of Order or the Massachusetts Open Meeting Law is vital to this position.  Please describe your knowledge and understanding of Roberts Rules of Order or the Massachusetts Open Meeting Law. **(Member Fantini)**

5) The School Committee is looking to advance technology in the office by moving to digitized storage technology.  Do you have any experience that area of technology?   If not, what type of technology are you most familiar with or have used to help with meeting minutes? **(Member Wilson)**

6) An angry parent calls the office and demands to talk to a School Committee Member regarding an issue with a teacher at their child’s school.  What questions would you ask this parent and how would you respond to them? **(Member Rojas)**

7) Two School Committee Members email you and are requesting that you research different information for them; another School Committee Member asks to dictate a motion over the phone for the next School Committee meeting’s agenda.  You have a deadline to copy the materials (agenda, motions, etc.) and prepare the Members’ meeting binders for the next School Committee meeting by noon that day.  How would you go about prioritizing your work and communicating this to these three School Committee Members?

8) This position would be responsible for supervising one person in the office.  Describe any experience you’ve had supervising an office or people and tell us about your supervisory style?

9) Having viewed one of our school committee meetings and understanding the duties and responsibilities of this job is there anything that gives you pause or concern about the role?

10) How would you rate your verbal and written communication skills?

11) Is there anything about you and/or your experience that we haven’t asked you that you would like to make sure we know?

12) Do you have any questions for us?

On the following roll call vote, Member Fantini motioned to suspend the Rules for the Committee to enter into executive session: On the following roll call vote, the Rules were suspended for the purpose stated: Vice Chair Bowman YEA; Member Fantini YEA; Member Rojas YEA; Member Rachel YEA; Member Weinstein YEA; Member Wilson ABSENT; Mayor Siddiqui YEA.

The Committee went into executive session and reconvened in open session.

**#21-273** was brought before the Committee.

**#21-273**, Be it resolved that the School Committee extend an offer to Ariel Kennebrow contingent on the completion of satisfactory reference checks.

On a motion by Member Vice Chair Bowman, seconded by Member Rachel, on the following roll call vote, **#21-273** was adopted: Vice Chair Bowman YEA; Member Fantini YEA; Member Rojas YEA; Member Rachel YEA; Member Weinstein YEA; Mayor Siddiqui YEA

On a motion by Member Rojas, seconded by Member Weinstein, on a voice vote, it was voted to adjourn the meeting. (9:32 p.m.)

Attest :



Allison Daley

Confidential Secretary to the Office of the School Committee