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MEETING NOTICE

POSTED IN ACCORDANCE WITH THE PROVISIONS OF MGL 30A §§18-25

Marblehead School Committee

Name of Board/Committee

Address of Meeting: **Marblehead High School, 2 Humphrey Street, Marblehead, MA**

Room: **Principal's Conference Room**

Wednesday

Day of week

October

Month

2

Date

2019

Year

7:30PM

Time

Agenda or Topics to be discussed listed below (That the chair reasonably anticipates will be discussed)

AGENDA

I. Organization Meeting with NESDEC for Superintendent Search

1. Call to Order
2. Overview of search process
3. Communication
 - a. Name school department liaison
 - b. Name official spokesperson for superintendent search
4. Timeline - Review, refine, approve
5. Needs Assessment Process
 - a. Focus Groups
 - b. Interviews
 - c. Survey
6. Informational Letter
 - a. Review
 - b. Determine Approval Process
 - c. Review Salary Range
7. Advertisements
 - a. Review options
8. Screening Procedures
 - a. Role of School Committee (discuss, clarify)

- b. Role of consultant (discuss, clarify)
- c. Screening of candidates (Screening Committee/School Committee)
- 9. Meeting of School Committee/Screening Committee
 - a. Interview/selection workshop
 - b. Open Meeting Law
 - c. Conflict of Interest
- 10. Other matters?
 - a. Example of contract for candidates
 - b. Job description
 - c. Informational documents for candidate (budget summary, organization chart, etc)
 - d. District website address for linkage

II. Closing Business

- 1. Adjournment

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson: **Sarah Gold**

Posted by: **Sarah Gold**

Date: **Monday, September 30, 2019**