



MEETING NOTICE

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

Marblehead School Committee-Superintendent Search Screening Committee

Name of Board/Committee

Address of Meeting: 2 Humphrey St, Marblehead, MA

Room: High School Library-Conference Room

<u>Monday</u>	<u>November</u>	<u>25</u>	<u>2019</u>	<u>6</u>	<u>:</u>	<u>00</u>	<u>PM</u>
Day of week	Month	Date	Year	Time			

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

I. Call to Order in Public Session: Welcome and Introductions

II. Overview

- a. Role of Screening Committee
- b. Role of School Committee
- c. Role of Search Consultants
- d. Review Guidelines for Avoiding Conflict of Interest
- e. Review of Open Meeting Law

III. Procedures

- a. Review process for preliminary screening of applicants
- b. Guidance regarding reading and interpreting application materials and resumes
- c. Review process for the independent rating and nomination of prospective interviewees

IV. Preparing for Preliminary Screening and Interviews

- a. Development of preliminary interview schedule
- b. Review of Successful Candidate Profile
- c. Development of interview questions
- d. Interview protocols, pacing, accommodations

V. Adjourn to Executive Session for the Purpose of the Preliminary Screening of Applicants for the Position of Superintendent of Schools
Adjourn to Executive Session in accordance with M.G.L. Chapter 30A, §21(a)(8) (so-called Open Meeting Law), to consider applicants for employment or appointment (to the position of Superintendent) by the preliminary screening committee, the chair having declared that an open meeting will have a detrimental effect in obtaining qualified applicants, with the understanding that the committee will not be returning to public session.
(Roll Call)

VI. Adjournment
a. Motion

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson: Sarah Gold

Posted by: Lisa Dimier

Date: 11/21/2019