

**Superintendent Search Committee Meeting Minutes
December 5, 2016**

Meeting called to order by Lisa Igoe, Michele Eysie-Mullen, Co-Chairs

- I. Overview of Application Process
 - a. Job posted on MASC.org and Norwood Public Schools page
 - b. Applications due January 13, 2017 by 3 p.m.-deadline is firm. Applications will include transcripts, letters of reference and names of additional references, resume, licensure information (must have state license or be license eligible)
 - c. 85% of applications come in over the last 4 days
 - d. Occasionally “non-traditional” applications are received (i.e. business consultants who do organizational management)

- II. Introduction of Committee Members
 - a. Michael Sheehan
 - b. Lisa Salvaggio
 - c. Leah Ramsdell
 - d. Kevin Igoe
 - e. Sarah Cullen
 - f. Cathy Connor-Moen
 - g. Tom Maloney
 - h. Carolyn Riley
 - i. Diane Ferreira
 - j. Julie Shore
 - k. Karyn Manning
 - l. Lisa Igoe-Co-Chair
 - m. Michele Eysie-Mullen-Co-Chair

- III. Introduction of Glen Koocher, MASC
 - A. Glen reviewed the process for the submission of applications as well as how the committee will receive those materials.
 - a. Option for a tiering memo if the committee so desires
 - b. Committee makes final decisions about who to interview

- c. MASC (Mass. Association of School Committees) distributed the job posting to about 1,300 ppl. from their recruiting list. They have 85,000 hits/year and their only goal is to assist in finding Superintendents
- B. Glen reviewed process for interviews
- a. Candidates apply in confidence
 - b. Can convene an executive session to conduct screening and interview which cannot be done for the School Committee
 - c. Once the names of potential candidates are released to the School Committee, they become public record.
 - d. Prior to interviews Search Committee generates a list of 15-20 topics and members of the committee volunteer to create questions for those topics which are then submitted to the Co-Chairs by a set date. (Sunday, Dec. 18th)
 - e. Search Committee meets to discuss questions and to add, edit, eliminate, and adjust as necessary (Wed. January 4th)
 - f. Questions are assigned for each member of the search committee to ask. Everyone is to ask a question.
 - g. Applications due by 1/13/17 at 3 p.m. Search Committee will receive all applications electronically. Committee will have time to review apps and will reconvene to discuss applicants and who should be invited for an interview. (Thursday, Jan. 19th)
 - h. Interview 2 ppl/night, at least 75 minutes with every candidate, can ask 15 questions in a 75 minute interview. Try to complete interviews in a 2 week period (goal before February vacation)
 - i. Make decision about who to move forward to the School Committee (recommended number of candidates is 2-5, cannot be 1). Co-Chairs will need to contact those individuals to ask if they wish to move forward with the process.
- C. Important Notes re: The Process
- a. Search Committee Meetings are public and convened in public. Minutes are part of the public record. Confidential meeting minutes include redaction of names (ex: persons released from the process, the names of those not moving forward). If a candidate announces that he or she is applying for the position it becomes public record.
 - b. Executive Meeting Minutes are not released until the END of the process.
 - c. State Ethics Law
 - i. Immediate family member applies, someone you are doing business with or negotiating employment with-Search Committee member should recuse him/herself.

- ii. Ethics Commission has form for employees of the district, forms are placed on file, acknowledges appearance of possible conflicts.
 - iii. No one should accept or solicit gifts from ANY candidate.
 - iv. Interview Notes are a work product and should be held onto.
 - d. Open Meeting Law
 - i. No casual conversations about interviews
 - ii. Sharing an opinion via email is an Open Meeting law violation

IV. Committee Action Steps

- a. Committee received Focus Group and Online Survey Responses for review
- b. Committee brainstormed a list of 19 categories to create questions around/about and members volunteered to work on 2-3 different areas of interest with a deadline of December 18th to submit all questions.
- c. Meeting Dates set for:
 - i. Review, discussion, and assigning of questions.
 - ii. Review and discuss applications and determine who to interview

Respectfully submitted; Leah C. Ramsdell, Secretary