

**Norwood Public Schools
Superintendent Search Committee
October 24, 2016
Minutes**

Attendance: Lisa Igoe, co-chair, Michele Eysie Mullen, co-chair
Also in attendance was Glenn Koocher, Executive Director of the Massachusetts School Committee Association, James Hayden, Superintendent of Schools and Priscilla Reardon, Superintendent's Secretary

Meeting began at 4:00 p.m. in the Savage Center at 275 Prospect Street in the Superintendent's Conference Room. The following topics were discussed with attached agenda.

Topics Discussed

Key Action Steps – The action steps were outlined on the attached agenda. They included the organization of the search committee (including size, mission, instructions and recruitment), advertisement plans, timeline, development of informational materials, and a selection of an orientation date for the Search Committee.

Key Questions: - Questions were discussed with Mr. Koocher, Ms. Igoe and Mrs. Eysie Mullen.

- Who will receive applications? MASC
- Where will they be preserved? Preserved by MASC and when search is completed, materials will be preserved by Priscilla Reardon in the Superintendent's office either on paper or electronically.
- Identify point person inside district as staff liaison. – Priscilla Reardon
- Identify key functions for technical assistance from MASC – Outlined in second part of agenda. These steps include assisting in planning, graphic design, advertising and posting the vacancy, orientation of the Search Committee, collecting, scanning, and tier applications, advise as needed and attend on site as requested.

The Search Committee will recruit and appoint the Search Committee, maintain permanent records of the search, prep questions, select interviewees, schedule and conduct interviews, check references, make recommendations to School Committee for finalists, prepare School Committee Questions, and set up site visits. The entire School Committee will conduct final interviews.

Dates Determined:

- Nov. 2: Search Committee announced at School Committee meeting
- Nov. 17: Focus groups from 12:30 – 9:00 p.m.
- Nov. 25: Brochures announcing vacancy to be sent out by MASC
- Dec. 5: Orientation for Search Committee

Meeting adjourned at 5:15 p.m.