



DATE POSTED:

Town Clerk Use Only

## **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**