

**Monomoy Regional School District Superintendent Search Committee Orientation
Session
Monday, October 27, 2025**

Call to Order: 5:31pm

Introductions - each member of the committee introduced themselves

Share Contact information - all members should ensure that Meredith Henderson, Chair, has your contact information.

Identify Key Questions - Open Meeting Law discussed. Betty Gray to take minutes at each meeting. Sean will facilitate the sessions and the interviews will be conducted in the MRHS library.

Understand the Search Process - Reviewed the role of the Chair, Open Meeting Law and Public Records, Do's and Don'ts of interviewing, Questions that cannot be asked of candidates and background checks.

Review Timelines - Question development will be done on November 10th. Must be done in public meeting. Application will close on 11/21/25. Applications will be disseminated to the Search Committee on 22nd (by Sean). We will review the applications and on 11/24 we will determine who to bring in for an interview. Interviews will be done in Executive Session, all candidate information is confidential. Interviews will be on Dec 1st, 3rd and 4th. You may take notes on candidates but bring your notes to the Search Committee meeting so that they can be shredded. Don't email anyone about this - don't want chain deliberation (one emails another and that person emails another....) It is recommended that we advance three candidates.

Question Development Process Explanation - Question development must be done in public session. We must go into Executive Session to discuss specific candidates. We cannot discuss references or professional competence. However, during the screening process you can discuss professional competence in Executive session. Interviews will be 60-70 minutes with a 15 min break. Each search committee member will ask one question and then the search committee will discuss what they thought of the candidate. Then the next candidate will come in. We will have 2 interviews per night - one night we might have three. Remember - we are selling the district to the candidate, just as much as they are selling themselves to us.

Conflict of Interest Law - If you have an immediate family member who is applying for the position, then you should not be on the search committee. Disclose any relative relationship to an active candidate. You can be on the search committee if you know an applicant in a social level. Disclose that in session and on the form.

Each committee member should review the sample questions provided and select a few questions that you feel are important, or create you own - each member should come up with no

more than 5 questions. Email the questions to Meredith no later than Nov 3rd. Subcommittee will review the questions and come up with a list of 13 questions and those questions will be presented to the School Committee on November 13th for review and discussion. Make sure your questions are open ended that demonstrate understanding of the role and shows their experience.

Sean will share summary in next two days and Meredith will email the survey / graph.

Adjourn at 6:56 Betty/ Ryan