

**NEWBURYPORT PUBLIC SCHOOLS
SUPERINTENDENT SEARCH
SCREENING COMMITTEE MEETING**

Date January 11, 2018

Open Public Meeting Time: 6:30-8:30

Executive Session Approximate Time: 8:30-9:30

Location Nock/Molin Media Center

- 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 of Candidate Profile
 - e. Review Guidelines for Avoiding Conflict of Interest
 - f. 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. Development of interview questions
 - c. Interview protocols, pacing, accommodations
- V. Adjourn to Executive Session to Begin the Process of Preliminary Screening of Applicants for the Position of Superintendent of Schools
 - a. Motion to Adjourn to Executive Session with the Intention of Not Returning to Public Session (Roll Call Vote)
- VI. Adjournment
 - a. Motion (Roll Call Vote)