

Make-up of Superintendent Search Committee and Process for Applying

Due date for submission of names to School Committee Chair Margaret Driscoll at mdriscoll@melrose.mec.edu is Friday, December 2nd, 2011

2 School Committee members

- * Interested members should send letter of intent/qualifications to Selection Panel

1 Administrator (out of 2 put forth by bargaining unit; 2 by Central Office)

- * Interested bargaining unit administrators should send letter of intent/qualifications to Ms. Marianne Farrell, Steward of Teamsters Local 25, who will forward two names/contact information/letters of intent to SC Chair to send to Selection Panel
- * Interested Central Office staff should self-determine two individuals who would like to be considered and forward names/contact information/letters of intent to SC Chair to send to Selection Panel

2 Teachers (out of 8; 2 from each level put forth by ECC and bargaining unit)

- * Interested non-bargaining unit ECC teachers should self-determine which individual will be put forth and forward that name/contact information/letter of intent to SC Chair to send to Selection Panel
- * Interested bargaining unit ECC/elementary/middle/high school teachers should send letter of intent/qualifications to Melrose Education Association President Ms. Naomi Baline who will forward one name/contact information/letter of intent from the ECC and two names/contact information/letters of intent at each subsequent level (for a total of seven) to SC Chair to send to Selection Panel

2 Principals (out of 4 put forth by group)

- * Principals should self-determine 4 individuals for consideration and forward names/contact information/letters of intent to SC Chair to send to Selection Panel

3 Parents at different levels (out of 2 put forth by each Site Council (PTO at ECC) – 16 in total)

- * Site Councils/ECC PTO will be invited to reach out to parents requesting letters of intent/qualifications from which two names will be chosen by each council/PTO and forwarded, along with contact information and letters of intent, to SC Chair to send to Selection Panel

2 Community Representatives

- * Letters of intent/qualifications should be sent to SC Chair to send to Selection Panel

1 Expert in the Field of Education

- * Letters of intent/qualifications should be sent to SC Chair to send to Selection Panel

Note: Letters of intent will allow interested individuals to indicate interest and define qualifications in a more confidential manner than submitting a resume which is considered a public document under the Public Records Law.