

## Superintendent Search Steps Taken/In-Process

- 10/11/11      School Committee meeting: Determine whether to hire search firm or conduct search ourselves (Unanimous approval to conduct ourselves)
- 10/13/11:      Set up area on Melrose Schools web site titled “Superintendent Search”
- Gather public input on qualities we’d like to see in our next superintendent  
\*            Plan Public forum (Wednesday, October 26<sup>th</sup>/MVMMS Auditorium/6:30pm-8:00pm)
- 10/17/11      Contact City of Melrose Human Resources to determine support opportunities
- 10/25/11:      School Committee meeting:  
Decided on survey to be used: MASC survey (with 2 open-ended questions added)  
Created Superintendent Search Documents Working Group to propose formal application, list of qualifications and requirements for submission, salary/benefits package, search budget, and distribution packet for candidates  
Presented letter explaining relevant aspects of Open Meeting Law, Public Records Law, and Conflict of Interest Law from City Solicitor Robert Van Campen
- 10/26/11:      Public Forum
- 10/13/11:      \*            Venue booked
- 10/14/11:      \*            Press release of invitation written and sent to Committee members, media outlets, principals (for distribution to PTO’s and Site Councils), city organizations
- 10/17/11      \*            Post on on-line district calendar
- 10/24/11      \*            Meeting notice crafted and posted at City Hall and on-line
- 10/25/11      \*            ConnectEd reminder recorded and sent
- 10/28-11/10    On-line survey open for participation by community
- In process      Explore regionalization possibilities including potential partners, funding, expectations, etc.
- 11/ 1/11:      School Committee meeting:  
Results from Public Forum  
Finalize make-up of Search Committee (various formats on pp. 27-29 of *Looking for a Leader*)
- \*            Role: Bring forward 3-5 candidates to the School Committee for consideration
  - \*            How many? MASC recommends 9-13
  - \*            Who is included in Melrose principal searches?
    - \*            1 School Committee member
    - \*            1 Central Office Administrator
    - \*            2 Teachers
    - \*            2 Principals
    - \*            2 Parents
    - \*            1 Community Representative
    - \*            1 Administrator
    - \*            1 Expert in the Field
  - \*            Search Committee Proposal:
    - \*            2 School Committee members
    - \*            1 Administrator (out of 2 put forth by bargaining unit; 2 by Central Office)

- \* 2 Teachers (out of 8; 2 from each level put forth by bargaining unit & ECC)
- \* 2 Principals (out of 4 put forth by principals)
- \* 3 Parents at different levels (out of 2 sent from every PTO – 16 in total)
- \* 2 Community Representatives
- \* 1 Expert in the Field (can be from outside the district)

Set tentative expectations of Search Committee (initial ground rules):

- \* Commit to meeting as the group agrees – members can't miss interviews
- \* Commit to confidentiality and using information appropriately
- \* Commit to “going green” to the extent possible
- \* Fairly and openly consider community input from forum and survey
- \* Come prepared for all meetings
- \* Keep in mind the group you represent, but bring your own voice
- \* Everyone gets an equal voice – no one dominates
- \* All Open Meeting, Public Records, and Conflict of Interest laws will be followed

Individuals who would like to sit on the Search Committee will be asked to submit a letter of interest incorporating candidate qualifications to the Chair of the School Committee. (No resumes please.)

Search Committee members will be chosen from the designated pool by a 3-member panel of Sub-committee Chairs (Educational Programs & Personnel, Finance & Facilities, and Policy & Planning). They would put forward a recommended list of Search Committee candidates. (See recommendations from City Solicitor Van Campen.)

MASC recommends vote: ***The Melrose Superintendent Search Committee is charged with reviewing submitted materials and interviewing candidates based upon the School Committee's approved selection criteria and qualifications to recommend no less than 3 and no more than 5 qualified finalists for the position of Superintendent of Schools to the School Committee.***

11/ 2/11: Public invitation for Search Committee candidates to submit letter of intent w/qualifications

11/15/11: School Committee meeting:  
Results of survey  
Update by Superintendent Search Documents Working Group

11/18/11: Search Committee letters of interest due

12/ 6/11: School Committee meeting:  
Formal recommendations by Superintendent Search Documents Working Group  
Vote on Search Committee recommendations presented by Selection Panel

TBD: Search Committee orientation

12/15/11: Formal announcement of Superintendent Search to qualified candidates/MASC posting

1/ 2/12: Brochure mailed by MASC

1/ 11/12: Advertisement appears in EdWeek

2/ 7/12: Responses from applicants due

2/13/12: Semi-finalist screening begins

- 2/27/12: Finalists chosen/candidate site visits begin
- 3/13/12: School Committee meeting:  
Members review results of site visits
- 3/19-3/23: Finalist on-site visits and School Committee interviews
- TBD: Vote on candidates
- 3/28/12: Contract negotiations begin
- 4/ 3/12: Contract signed
- 7/ 1/12: New superintendent begins

MD 10/26/11