

**Minutes of the Meeting
of the
Melrose Superintendent Search Committee
January 11, 2012**

A meeting of the Melrose Superintendent Search Committee was held this date in the Superintendent's Conference Room at 360 Lynn Fells Parkway, Melrose, MA 02176 with the following members present: Naomi Baline, Paula Conis, Margaret Driscoll, Jessica Dugan, Eric Heath, Jacy Ippolito, Carrie Kourkouvelis, Lisa Lewis, Kathleen McGourthy, Dan Richards, Dennet Sidell, Marty Stanton, and Greg Zammuto.

Also in attendance were Massachusetts Association of School Committees (MASC) Field Representative Michael Gilbert, Melrose City Solicitor Robert Van Campen, City of Melrose Director of Human Resources Marianne Long, and City of Melrose Human Resources Manager Polly Latta.

Ms. Driscoll called the meeting to order at 5:03 p.m., welcomed everyone, introduced our guests, and invited everyone to go around the room and share their name and anything they wished to add regarding their participation in the superintendent search process.

Ms. Driscoll reviewed the purpose of the Search Committee (as voted by the MSC on November 1st, 2011): "Based on the SC's approved selection criteria and qualifications to ideally recommend no less than three and no more than five qualified finalists for the position of Superintendent of Schools to the School Committee." and offered overarching ways to accomplish that task. The timeline, relevant documents, and web site were also reviewed.

MASC Field Representative Michael Gilbert was introduced and related his personal background and experience. He covered a variety of topics relating to superintendent searches including (but not limited to):

- * Open Meeting Law : every meeting starts in Open Session; Executive Sessions (including convening) require roll-call votes; there are penalties for releasing information from Executive Session (some information is never released); must not engage in deliberations with a quorum of members outside of legally convened meetings.
- * Conflict of Interest Law : Search committee members must recuse themselves under certain circumstances (make sure members know if this issue applies and act appropriately)
- * Interview Process: candidates expect confidentiality and what that implies; understand the topics about which candidates can't be questioned; base questions on what the community wants to see in a superintendent; give same questions and equal time to all candidates; think about interview agenda and plan ahead; consider how to best determine which candidates are recommended to School Committee; candidates are interviewing us as much as we are interviewing them

* Questions (in general) from Search Committee members included how many superintendent positions are currently open, the process and expense of site visits, what candidates will want to know from us and about us, what makes Melrose unique, and clarification that the initial interviews conducted by the search committee are part of the screening process that is appropriately conducted in executive session.

Members discussed holding a second public forum (in order for Search Committee to hear directly from the public), agreed (by a unanimous show of hands) that it would be helpful, and scheduled it for Tuesday, January 31st at 7:30 in the MVMMS Auditorium. Discussion was also held on the topic of the search survey written by MASC and used in the fall. It was agreed to re-open it until Friday, January 27th. Both the forum and survey will be publicized in order to attract the greatest number of participants.

The search timeline was discussed and it was ultimately agreed that we would meet on 1/23 at 5:00 p.m. to craft candidate questions; 1/31 at 5:30 p.m. if needed to continue crafting questions or perform other work; 2/8 and 2/10 from 4:00 p.m. – 7:00 p.m. to review candidate application materials; and to hold interviews on the tentative dates of 2/15, 2/16, 2/17, 2/21, 2/22, and 2/23 (all from 5:00 p.m. – 8:30 p.m.).

The meeting adjourned at 7:00 p.m.