

**Minutes of the Meeting  
of the  
Melrose Superintendent Search Committee  
January 23, 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 Kourkoumelis, Lisa Lewis, Kathleen McGourthy, Dan Richards, Dennet Sidell, and Greg Zammuto. Member Marty Stanton was not present.

Also in attendance was Melrose City Solicitor Robert Van Campen.

Ms. Driscoll called the meeting to order at 5:02 p.m. and referenced the Steps Taken document (Attachment #1). We discussed the timeline and eliminated the February 21<sup>st</sup> and February 23<sup>rd</sup> meeting dates, but agreed that we would consider the timeline and calendar as an agenda item for each of our meetings in order to stay on task and accommodate individual schedules to the best of our ability.

We considered the draft Meeting Minutes of January 11<sup>th</sup>, 2012 (Attachment #2) and discussed three friendly amendments. On a motion made by Mr. Zammuto and seconded by Mr. Richards, the Meeting Minutes of January 11<sup>th</sup>, 2012 were unanimously approved.

We reviewed the proposed Non-Disclosure Agreement (NDA) (Attachment #3), discussing its intent as a codification of our confidentiality to each other and to applicants. City Solicitor Van Campen reviewed the viability of the document. Discussions centered around the need for codification, duties conferred within the language of the document, and enforcement. All members in attendance, except Ms. Kourkoumelis, signed and returned it to City Solicitor Van Campen.

A motion was made by Mr. Zammuto and seconded by Ms. Baline to convene in Executive Session to deliberate over and draft interview questions for superintendent candidates as part of the initial stage of screening applicants where an open meeting would have a detrimental effect on the screening process, and to reconvene in open session immediately following. The motion was approved on a roll-call vote of 10 yeas, 1 nay and 1 absent, as follows: Ms. Baline: yes; Ms. Conis: yes; Ms. Driscoll: yes; Ms. Dugan: yes, Mr. Heath: yes, Mr. Ippolito: yes, Ms. Kourkoumelis: no; Ms. Lewis: yes; Ms. McGourthy: yes; Mr. Richards: yes; Dr. Sidell: yes; Mr. Zammuto: yes.

*[Mr. Van Campen left the meeting at 5:35]*

The meeting adjourned to Executive Session at 5:35 p.m.

Upon return to Open Session at 6:45 p.m., we confirmed that we would meet again on Tuesday, January 31<sup>st</sup>, 2012 at 5:00 p.m. (prior to the Public Forum at 7:30) in the Superintendent's Conference Room.

The meeting adjourned at 7:09 p.m.

Attachments:

#1: Steps Taken Document dated 1.18.12

#2: Draft Meeting Minutes of 1.11.12

#3: Non-Disclosure Agreement

*Submitted by Margaret Driscoll, Search Committee Chair*