

Superintendent Search Steps Taken/In-Process

- 10/11/11 School Committee meeting: Determined 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”
Intent to gather public input on qualities we’d like to see in our next superintendent
* Plan Public forum (Wednesday, October 26th/MVMMS Auditorium/6:30pm-8:00pm)
- 10/17/11 Contacted 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
* Venue booked
* Press release of invitation written and sent to Committee members, media outlets, principals (for distribution to PTO’s and Site Councils)
* Posted on on-line district calendar
* Meeting notice crafted and posted at City Hall and on-line
* ConnectEd reminder recorded and sent
- 10/28-11/10 On-line survey open for participation by community
* Press release written and sent to Committee members, media outlets, Supt/principals
- 11/ 1/11: School Committee meeting:
Results from Public Forum (minutes drafted and distributed)
Finalized make-up of Search Committee
* Role: Bring forward (ideally) 3-5 candidates to the School Committee for consideration
* Search Committee:
* 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 Site Council/2 from ECC PTO as they have no Site Council – 16 in total)
* 2 Community Representatives
* 1 Expert in the Field of Education (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 (including signing a non-disclosure based on guidance from counsel)
* 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 intent incorporating candidate qualifications to their designated stakeholder group or, for those without a defined stakeholder group (Community Members and Experts in the Field of Education), the Chair of the School Committee. (No resumes please.)
Search Committee members will be recommended from the designated pool by a 3-member panel of Sub-committee Chairs (Educational Programs & Personnel, Finance & Facilities, and Policy & Planning); that slate will be considered by the full Committee on 12/20/11
Explored regionalization/superintendency union possibilities and agreed that we will hire a Melrose superintendent at this time but continue to explore school-related efficiency opportunities in the future

- 11/ 7/11: Public invitation for Search Committee candidates to submit letter of intent w/qualifications (including application process information and legal requirements regarding convening meetings to consider applications)
Invited staff bargaining units to offer input on candidate qualifications
- 11/10/11: Documents Working Group met
- 11/15/11: School Committee meeting:
Minutes of 10/26/11 forum approved
Minutes of 11/10/11 Documents Working Group Meeting approved
Results of survey presented and posted
Update presented by Superintendent Search Documents Working Group
- 11/17/11: Documents Working Group met
- 12/ 2/11: Search Committee letters of intent due from Community Members/Experts in the Field of Education
Search Committee recommended names due from other stakeholder groups
- 12/ 6/11: School Committee meeting:
Minutes of 11/17/11 Documents Working Group approved
Formal recommendations presented by Superintendent Search Documents Working Group
* Voted search budget not to exceed \$6,000
* Will consider qualifications/salary/advertisement at 12/20 meeting
Voted to recommend to Search Committee (when chosen) that they consider conducting another public forum in Jan./Feb.
- 12/ 7/11: Selection Panel meeting to evaluate letters of intent and recommend Search Committee candidates
- 12/20/11: School Committee Meeting:
Search Committee candidates selected
Minutes of 12/7/11 meeting (Open Session and Executive Session) approved and released
Qualifications/advertisement/marketing materials/application materials/info packet approved
- 12/30/11: EdWeek advertisement sent to MASC
- 1/ 6/12: Print material mailed by MASC
- 1/ 10/12: School Committee Meeting:
Discussion regarding selection of Search Committee Chairperson
Documents update

- 1/ 11/12: Search Committee orientation facilitated by MASC personnel
Advertisement appears in EdWeek
- 1/ 23/12: Tentative Search Committee meeting to craft candidate questions
- 2/ 7/12: Responses from applicants due
- 2/13/12: Search Committee semi-finalist screenings begin: 4-6 meetings est.
- 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 1/5/12