

# Superintendent Search Committee of the Melrose School Committee

## Non-Disclosure Agreement

As a member of the Melrose Superintendent Search Committee (hereinafter search committee), I recognize and accept my responsibility to protect the confidentiality of every prospect and candidate, the search process itself, and the deliberations of the search committee to the full extent permitted by law.

As a search committee member, I will have access to confidential information and materials related to the search, and with full knowledge of the critical importance of confidentiality to the integrity and success of the search process I hereby agree as follows:

- The deliberations of the search committee and any and all information relating to such deliberations, and all documents relating to the executive search and the work of the search committee, are confidential.
- Search committee chair Margaret Driscoll, or her duly appointed designee, may disclose the process and status of the search committee's work to the public. I will not, unless otherwise directed or approved by the committee, disclose confidential information to any person or entity, provided that I may disclose information about the process and status of the search committee's work that has been disclosed by the committee chair or her designee.
- Requests for information related to the selection and appointment of a new superintendent for the Melrose Public Schools should be directed to the Melrose School Superintendent Search Committee, c/o City of Melrose Human Resources Department, 562 Main Street, Melrose, MA 02176 or by phone at 781-979-4145, or by email at [humanresources@cityofmelrose.org](mailto:humanresources@cityofmelrose.org).
- The obligation to maintain confidentiality described within these paragraphs exists both during the period that the search committee is active and for a reasonable time thereafter as determined by the chair in accordance with applicable law. The retention of search records shall be in compliance with institutional and any applicable legal guidelines, and the disposition of records in a manner which retains candidate confidentiality.
- I may be removed from the search committee if I knowingly breach any of these confidentiality obligations. Such removal shall be by a majority vote of the search committee. I understand that, even if removed, these confidentiality obligations still apply.

I have read, understand, and agree to abide by all of the terms of this Non-Disclosure Agreement as a condition of my service as a search committee member.

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Melrose Superintendent Search Committee Member

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Date