

Melrose School Committee
Superintendent Search Steps In-Process

- 1/ 11/12: Search Committee orientation facilitated by MASC Field Representative Mike Gilbert
* Decision made to host 2nd Public Forum for benefit of Search Committee
* Decision made to re-open survey to gather additional input
Advertisement appears in EdWeek
- 1/ 23/12: Search Committee meeting to craft candidate questions, etc.
- 1/17 – 1/27: On-line survey re-opened for participation by community
* Press release written and sent to Committee members, media outlets, Supt/principals
- 1/24/12: School Committee Meeting:
Search update
- 1/31/12: Search Committee meeting (5:00 p.m.-7:15 p.m.)
Public Forum (7:30 p.m.)
* Venue booked (MS Auditorium)
* Press release of invitation written and sent to Committee members, media outlets, principals (for distribution to PTO's, Site Councils, and blogs)
* Posted on on-line district calendar
* Meeting notice crafted and posted at City Hall and on-line
* ConnectEd message recorded and sent
- 2/ 7/12: Responses from applicants due
- 2/ 8/12: Tentative meeting to review candidate application materials (4:00 p.m. -7:00 p.m./Supt. Conf. Rm.)
- 2/10/12: Tentative meeting to review candidate application materials (4:00 p.m. -7:00 p.m./Supt. Conf. Rm.)
- 2/14/12: School Committee Meeting:
Search update
- 2/15/12: Tentative Search Committee semi-finalist screenings (5:00 p.m.-8:30 p.m./location TBD)
- 2/16/12: Tentative Search Committee semi-finalist screenings (5:00 p.m. -8:30 p.m./location TBD)
- 2/17/12: Tentative Search Committee semi-finalist screenings (5:00 p.m. -8:30 p.m./location TBD)
- 2/22/12: Tentative Search Committee semi-finalist screenings (5:00 p.m. -8:30 p.m./location TBD)
- 2/27/12: Search Committee agrees on and recommends finalists
- 2/28/12: School Committee Meeting:
Search Update
- 3/ 5-3/16: On-site visits to finalists' districts

- 3/13/12: School Committee meeting:
Search Update
- 3/19/12: Tentative School Committee meeting:
Site Visit Reports
- 3/20/12: Finalist visits Melrose: District overview, School Committee Meeting to interview
- 3/21/12: Finalist visits Melrose: District overview, School Committee Meeting to interview
- 3/22/12: Finalist visits Melrose: District overview, School Committee Meeting to interview
- 3/23/12: Finalist visits Melrose: District overview, School Committee Meeting to interview
- 3/27/12: School Committee Meeting:
Vote on candidates
- 3/28/12: Contract negotiations begin
- 4/ 3/12: Contract signed
- 7/ 1/12: New superintendent begins

MD 1/25/12