1. INTRODUCTIONS
   a. Role of consultants
   b. Role of Superintendent Search Public Advisory Committee
   c. Role of School Committee

2. OVERVIEW OF SEARCH PROCESS
   a. Status of search to date
   b. Search timeline
      1) Interviews
      2) Visits and final interviews
      3) Selection
      4) Start date
   c. Review/vote on meeting minutes: December 9, 2019 and January 16, 2020 Superintendent Search Preliminary Screening Committee meetings; January 8, 2020 Superintendent Search Preliminary Screening Committee and Public Advisory Committee Joint Meeting

3. LEGAL
   a. Subcommittee Status
   b. Conflict of Interest – Legal Advisory and Disclosure Form
   c. Open Meeting Law (G.L.c. 30A)

4. SUCCESSFUL CANDIDATE PROFILE
   a. Overview of community input and Superintendent Search Public Advisory Committee analysis
   b. Use of the Successful Candidate Profile in preliminary screening process

5. PRELIMINARY SCREENING PROCESS
   a. Review applications
   b. Recommend applicants for interview
   c. Hold preliminary screening interviews
   d. Recommend applicants for further consideration by School Committee

6. ORGANIZING FOR THE INTERVIEWS
   a. Set dates for interviews
   b. Schedule/length
   c. Select themes for questions based on Candidate Profile
   d. Develop interview questions
   e. Determine location for interviews
   f. Greeter/escort
   g. Selection procedure

7. CONDUCTING THE INTERVIEW
   a. Ice-breaker
   b. Questions based upon approved themes
   c. Type of questions to avoid
   d. Listening and observing
   e. Closing the interview
   f. Taking notes

HOMEWORK
- Review Candidate Profile
- Review applications
- Complete “Rating Sheet”
- Develop Interview questions

Date of next meeting: Monday, February 3, 2020
6:30 to 9:30
8. OTHER ISSUES
   a. Confidentiality vital
      1) No contact with references or other sources
      2) Review acceptable Internet sources
   b. Talking to the press
   c. Talking to colleagues

9. ADJOURN TO EXECUTIVE SESSION
   . . . move that the Screening Committee adjourn to Executive Session in accordance with M.G.L.
   Chapter 30A, §21(a)(8) (so-called Open Meeting Law), to consider applicants for employment or
   appointment by the preliminary screening committee, the chair having declared that an open meeting
   will have a detrimental effect in obtaining qualified applicants, with the understanding that the
   committee will not reconvene in public session. (roll call vote)

10. ADJOURNMENT