

Saugus Public Schools
23 Main Street
Saugus, MA 01906

April 1, 2021

Saugus Schools Superintendent Screening Committee
Thursday Evening
Via Zoom
Roby Administrative Building
23 Main Street
Saugus, MA 01906

6:30 PM

Meeting ID: 255 090 9666

Password: 8Ek6Xs

Open Session link via Zoom:

<https://zoom.us/j/2550909666?pwd=V1A3Q1MwZ2d4dERiN-FUzbjRtbkRKdz09>

1. PLEDGE OF ALLEGIANCE AND INTRODUCTIONS
 - a. Role of Consultants/NESDEC: Search
 - b. Role of Screening Committee: Screen
 - c. Role of School Committee: Select
2. OVERVIEW OF SEARCH PROCESS
 - a. Status of Search to Date
 - b. Search Timeline
3. LEGAL
 - a. Subcommittee Status
 - b. Conflict of Interest – Legal Advisory and Disclosure Form
 - c. Open Meeting Law: Executive Session [MGL Chapter 30A, Section 21 (a) 8]
 - d. Massachusetts Pay Equity Act (MEPA)
4. REVIEW PRELIMINARY SCREENING PROCESS: Applications and Credentials
 - a. Managing Applications
 - b. Confidentiality
 - c. Determining Applicants for Interview
5. REVIEW PRELIMINARY SCREENING PROCESS: Conducting the Interview
 - a. Interview Techniques: *NESDEC Action Guide*
 - b. Interview Steps and Guidelines
 - c. Preliminary Interviewer Preference Form
 - d. Questions Based upon Major Themes and Profile
 - e. Sample Questions
6. ORGANIZING FOR THE PRELIMINARY INTERVIEWS
 - a. Set Dates and Time Slots for Interviews
 - b. Assign Themes for Question Development
 - c. Develop Interview Questions
 - d. Selection Procedure
7. OTHER ISSUES
 - a. Confidentiality Vital
 - 1) No contact with references or other sources
 - 2) Review acceptable Internet sources
 - b. Communicating with the press and with colleagues

The mission of the Saugus Public Schools is to educate, challenge and empower students to be life-long learners and to achieve excellence with integrity in the 21st century as productive, caring and contributing members of society.

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~7:30 pm EXECUTIVE SESSION

To go into Executive Session pursuant to MGL Chapter 30A, Section 21 (a) 8. to consider or interview applicants for employment or appointment by this preliminary Screening Committee, the Chair having declared that an open meeting will have a detrimental effect in obtaining qualified applicants, and not to re-enter into Open Session (Roll Call Vote).

8. REVIEW OF APPLICATIONS

Note: The agenda items listed are those reasonably anticipated by the Chair to be discussed at the meeting. Not all items, in fact, may be discussed and other items not listed may also be brought up for discussions to the extent permitted by the law.