

NORTON PUBLIC SCHOOLS
Norton, Massachusetts

Superintendent Search Committee
Minutes of Meeting

Date of Meeting: Wednesday, December 5, 2012, 6:30 P.M.

Location: Norton Middle School Library

Attending:

Peter Carignan
Natalie Connors
Valerie Desmond
Carolyn Gallagher
Tim Giblin
Ronnie Goldstein

Beth McManus
Terry Rand
Chris Strynar
Jeanne Sullivan
Kent Taylor
Marge Werner
Chris Martes

Absent:

Sara Horton

Town Clerk Danielle Sicard was present to distribute information and swear in members of the committee prior to the start of the meeting.

Call to Order: 6:30 P.M.

Introduction of Committee Members:

Each member introduced himself or herself.

Discussion of Selection Process and Meeting Procedures:

Dr. Martes distributed a Superintendent of Schools Job Description and explained the role of the Search Committee. All members will review applicant packets during the upcoming week. Thirty applications have been received. At the next meeting the committee will prioritize the candidates and select the ones to be interviewed on December 17th, 18th, or 19th. Interviews will be approximately 45 minutes, with a discussion period to follow. Finalist will be picked after all the interviews are completed. The School Committee will appoint the new superintendent. Dr. Martes stressed confidentiality during this process. At the next meeting the committee will select interview questions and who will ask them. All candidates will be asked the same questions. The search is one of the first in the area and should produce good candidates.

The meeting adjourned at 7:02 P.M.

Next Meeting Date: Wednesday, December 12, 2012 – 6:30 P.M. at NMS Library

Respectfully Submitted,

Christopher Martes
Secretary pro tem

Elizabeth McManus
Co-Chairperson, Search Committee

Carol Malloy
Recording Secretary, Search Committee
