



New England School Development Council

28 Lord Road, Marlborough, MA 01752 ➤ Tel: 508-481-9444 ➤ www.nesdec.org

Proposed Makeup of the Screening Committee

- 1 High School Parent
- 1 Middle School Parent
- 1 Elementary Parent
- 2 Community at Large members
- 1 SEPAC Rep
- 1 ELPAC Rep
- 1 HEA E-board Member
- 1 Elementary Teacher
- 1 Secondary Teacher
- 1 HPA E-board member
- 1 Building Principal
- 1 SPED Admin staff
- 2 Curriculum Directors
- 1 Municipal Official/Select Board, Exec/Director Level rep
- 3 School Committee Members
- Total: 19 members

Some members may cover multiple representatives

Members must be available between February 2nd -17th to attend evening meetings. See timeline for specific meetings and dates.

SAMPLE LETTER for the SCREENING COMMITTEE INVITATION

Dear Hudson Public School Community

Hudson Public Schools has hired the New England School Development Council (NESDEC) to assist with the search for a new Superintendent of Schools.

In the next few weeks, the School Committee intends to appoint a Screening Committee to assist in the superintendent search process. While the School Committee has the sole authority to appoint the superintendent, it may wish to have the benefit of input from a Screening Committee made up of various members of the community and schools. The Screening Committee will review applications, interview candidates and recommend several candidates to the School Committee for further consideration.

Hudson Public Schools invites (*GROUP/ORGANIZATION*) to recommend (one) member to serve on the Screening Committee. The individual recommended should be available to attend several evening meetings including all the candidate interview sessions, and he/she should understand

that much of the business of the Screening Committee will require a high degree of confidentiality as potential candidates' names and application materials will be reviewed and discussed. A copy of the search timeline is enclosed for your convenience. Please contact me no later than January 27th to inform me of (*GROUP/ORGANIZATION's*) recommendation for its representative on the Screening Committee.

The first meeting of the Screening Committee is tentatively scheduled for February 2nd at 7 p.m. at Hudson High School, in room F101, at which time a NESDEC search consultant will facilitate a training workshop. The consultant will also assist in reviewing applications, and in the selection of candidates the Screening Committee wishes to interview. The interview schedule, agenda and questions will also be developed. As you can see, many tasks must be accomplished during the meeting so members should plan to be available for approximately three hours.

In subsequent meetings, it is anticipated the Screening Committee will interview a total of approximately 8-10 candidates who best meet the profile that has been established for the superintendent position. At the conclusion of the interviews, the Screening Committee will recommend 3-5 candidates for further consideration by the Hudson School Committee.

Selecting a new Superintendent of Schools is an important activity for the entire community, and it requires an extraordinary commitment of time and energy. The School Committee would greatly appreciate (*Group/Organization's*) participation in the process.

If you have any questions, please do not hesitate to contact me. I can be reached at (*CHAIR PHONE NUMBER OR EMAIL*).

Very truly yours,