



Hamilton-Wenham Regional School Committee

5 School Street
Wenham, MA 01984

David Polito, Chair

Michelle Bailey, Vice Chair

The Hamilton-Wenham Regional School Committee is currently searching for the next permanent Superintendent of Schools, who will begin serving on July 1, 2020. To help the Committee with this most important decision, we are seeking individuals to serve on an advisory Screening Committee to review applications, interview semi-finalists and recommend finalists to the School Committee.

This important task will require Screening Committee members to commit to the meeting schedule below. It is extremely important that members are able to commit to all dates and be present for all semi-finalist interviews.

The Screening Committee will be comprised of twelve (12) individuals including a parent from each level, four (4) community member at large, a teacher from each level, a building principal, and a Central Office administrator. The parent representatives and the community members will be selected by the School Committee from the letters of interest submitted. The remaining representatives will be selected by their respective peers. Any interested staff members, please see John Kotch, Hamilton-Wenham Regional Education Association President. The School Committee will choose the final twelve candidates. The members selected to participate on the Screening Committee will be announced at the School Committee meeting on January 22, 2020.

If you are interested in serving on the Screening Committee, please submit a letter of interest to the School Committee by **January 10, 2020 at 5:00PM**. In your letter, please identify the group that you wish to represent from the categories above and outline your qualifications for the Committee. (Applicants should have the ability to work as part of a team and have a strong interest in the Hamilton- Wenham Regional Schools. Committee members must commit to keep the proceedings completely confidential.)

The Screening Committee will meet on Tuesday, February 11 at 7:00PM with our search consultant, Dorothy Presser, from the Massachusetts Association of School Committees to receive its charge from the School Committee and an orientation of its responsibilities. It will

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also meet on Monday, February 24 to select semi-finalists to interview. The semi-finalists interviews will take place on Tuesday, February 25, Thursday, February 27, Monday, March 2 and Tuesday, March 3. Selection of finalists will take place after the last interview on March 3.

Please ensure that you are available on all the above dates prior to submitting a letter of interest. Anyone not present at all interviews will not be able to vote on the selection of finalists.

Please address letters of interest to Michelle Bailey, c/o Hamilton-Wenham Regional School District, 5 School Street, Wenham, MA 01984 or email to M. Bailey@hwschools.net.

On behalf of the Hamilton-Wenham Regional School Committee, thank you in advance for your participation in this very important decision.

Michelle Bailey

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