



QUABBIN REGIONAL SCHOOL DISTRICT
Superintendent Search & Screening Subcommittee
Orientation Session
Thursday, March 30, 2023
Educational Support Center
6:00 p.m.

Consistent with the Governor's language and the removal of the emergency order, the public is invited to attend School Committee meetings in person or in real time, via Zoom technology by clicking on the link below.

This meeting will be recorded and will be posted to YouTube and other social media platforms. By participating in this meeting, you understand that the recording could contain your video stream or your audio stream (including images of yourself or anyone in the room with you), if you choose to enable your video or audio device during the meeting, as well as anything or anyone else that may be in the background could be recorded. The recording could include any opinions you contribute and anything you say about yourself. On occasion, chat within the meeting could also be captured in the meeting recording. Therefore, anyone attending the recorded meeting may have aspects of their personal data recorded, if they actively participate or not.

Join Zoom Meeting: <https://bit.ly/QRSDSC>

Meeting ID: 863 9924 0958

Passcode: 9sCaPh

One tap mobile: +13017158592,,86399240958#,,,,,0#,,564413# US (Germantown)
+13126266799,,86399240958#,,,,,0#,,564413# US (Chicago)

Dial by your location: +1 929 205 6099 US (New York)
+1 312 626 6799 US (Chicago)

Meeting ID: 863 9924 0958

Passcode: 564413

Find your local number: <https://us02web.zoom.us/j/86399240958>

AGENDA

1. Call meeting to order
2. Welcome and Introductions
3. Share Contact Information
 - Search Committee Contact Information
4. Identify Key Questions
 - Open Meeting Law and Mass Conflict of Interest Law
 - Who will take minutes – Secretary or Consultant
 - Host for Session – Consultant or Other
 - Location of Interviews

5. Understand the Search Process
 - Open Meeting Law & Public Records
 - Do's and Don'ts of Interviewing
 - Questions that Cannot be Asked of Candidates
 - Background Checks

6. Review Timelines & Reserve Dates
 - Scheduling Interviews and Attendance
 - MASC will bring a list of candidates for Search Committee for interview
 - Search Committee will receive copies of full application packets for review prior to interviews
 - Interviews in Executive Session – **all candidate information is confidential** at the semi-finalist stage
 - Search Committee will identify 3 – 5 finalists to forward to School Committee
 - Timeline:
 - Screening of applications – Monday, April 10th
 - Semifinalist interviews will take place the week of April 24th. Please reserve April 24, 25, 26 & 27
 - # of Interviews each date. One hour interview with 15 minute break in between
 - Start time for interviews
 - Deliberation should be conducted on last night of interviews to select finalists to move on to School Committee May 25, 2022

7. Begin Question Development Process
 - Question Sets will be provided to Search Committee members via email with each member selecting 2 – 3 questions of interest. Those questions should be forwarded to Search Consultant Liz Lafond at llafond@masc.org. Questions will be compiled and shared with the Co-Chairs for final question selection.

8. Address Any Outstanding Questions

9. Adjourn