

**TOWN OF WAYLAND - TOWN CLERK'S OFFICE**  
**NOTICE OF MEETINGS OF TOWN BOARDS/COMMITTEES/COMMISSIONS**

Posted in accordance with the provisions of the Open Meeting Law  
[www.mass.gov/ago/openmeeting](http://www.mass.gov/ago/openmeeting)

NAME OF BOARD/COMM: Superintendent Search Screening Committee (of the School Committee)  
FILED BY: Jeanne Downs  
DATE OF MEETING: February 16, 2017  
TIME OF MEETING: 7:00 pm  
PLACE OF MEETING: Wayland Town Building – School Committee Room

**AGENDA**  
**Revised**

**7:00 P.M.**

- 1. Call to Order** – Welcome and Introductions
- 2. Overview**
  - Role of Screening Committee
  - Role of School Committee
  - Role of Search Consultants
  - Review of Candidate Profile
  - Review of Open Meeting Law
- 3. Procedures**
  - Review process for preliminary screening of applicants
  - Guidance regarding reading and interpreting application materials and resumes
  - Review process for the independent rating and nomination of prospective interviewees
- 4. Preparing for Preliminary Screening and Interviews**
  - Development of Interview Questions
  - Interview protocols, pacing, accommodations

**8:30 P.M.**

- 5. Executive Session**
  - Begin the process of the preliminary screening of applicants for the position of the Superintendent of Schools, pursuant to M.G.L. c.30A, §21(a)(8)

**9:30 P.M.**

- 6. Adjournment**

“The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.”