



New England School Development Council

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

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NORTHBRIDGE TOWN CLERK
NOREEN A. DEURONE

**NORTHBRIDGE SCREENING COMMITTEE MEETING
January 22, 2014 6:00 PM Northbridge High School**

OPEN SESSION

- 6:00 PM Confirm Interview Process
1. Location
 2. Greeter
 3. Confidentiality
 4. Interview Techniques Action Guide
 5. Length of interview
 6. Chairs' welcome, members' role
 7. Interviews held in Executive Session (roll call vote to enter)
 8. Chair asks if candidate has any questions and provides timeline
 9. Post next meeting
- 6:30 PM Identify Interview Questions
1. Who will ask question
 2. Order of questions
- 7:30 PM **Motion to enter Executive Session per Chapter 39, section 23B(8); will return to open session solely for the purpose to adjourn the meeting (ROLL CALL VOTE)**

Open Session packet to include:

1. Timeline (refer to first packet)
2. Keys to Confidentiality (refer to first packet)
3. Interview Techniques: A NESDEC Action Guide (refer to first packet)



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EXECUTIVE SESSION
January 22, 2014 Agenda

- 7:31 PM Identify candidates to be interviewed (poster board activity)
- 8:30 PM Collect not to be interviewed candidates' application packets
- 8:35 PM Distribute Candidate Interview Evaluation Form (sample)
- 8:40 PM Set interview schedule with deliberation time to identify 3-5 finalists
- 9:00 PM Return to open session (roll call vote)
- 9:01 PM Adjourn Meeting

Executive Session packet to include:

1. Candidate Interview Evaluation Form
2. Superintendent Profile (refer to first packet)