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# Haverhill School Committee

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Sent via email

January 22, 2018

Dear Proposed Member of the Haverhill School Committee Search Advisory Committee:

Your name has been proposed to serve on the Superintendent Search Advisory Committee to assist in the selection of the next Superintendent of Schools. This advisory committee will be responsible for narrowing the semi-finalist field of **eight to ten** candidates to **three to five** finalists. This difficult task will require that you commit to the interview schedule. **Only those representatives who participated in all interviews will be allowed to take part in the finalist selection.**

The Search Advisory Committee will be comprised of individuals representing various groups within the district community. The committee will have a training session with the search advisor, Mike Gilbert from the Massachusetts Association of School Committees, on Wednesday, January 24, 2018 at 7:00 p.m. in room 301 located in City Hall. At the training session the Search Advisory Committee members will receive its charge from the School Committee, receive an orientation regarding the search process and laws that apply to the advisory committee and the search process, and review the selection criteria and interview questions. The final list of will be approved by the Haverhill School Committee at its meeting on Thursday, January 25, 2018.

The preliminary interviews will tentatively take place on: Tuesday, January 30, Thursday, February 1, Saturday, February 3, and Monday, February 5, 2018 (*some dates may be subject to change*). Interviews will be scheduled beginning at 6:00 p.m. each evening and ending no later than 8:30 p.m. Each candidate interview will last one hour and there will be a fifteen-minute break between interviews. The selection of the three to five finalists will occur immediately after the last interview. A special meeting of the Haverhill School Committee will be held on Tuesday, February 6, 2018.

A legal opinion from the City Solicitor/School Committee Legal Counsel William Cox, Esquire has been attached to this letter along with the meeting agenda.

Sincerely,

*Mayor James J. Fiorentini, Chairperson*

*Ms. Gail Sullivan, President*

*Mr. Scott Wood, Jr., Vice President*

*Attorney Paul Magliocchetti*

*Ms. Maura Ryan-Ciardello*

*Mr. Sven Amirian*

*Attorney Richard Rosa*