



Haverhill School Committee

January 17, 2018

Mr. Kevin Higginbottom, President
Haverhill Public Schools Administrative & Supervisory Group
c/o School Administration Office
Four Summer Street, Room 104
Haverhill MA 01830

Dear Mr. Higginbottom:

The Haverhill School Committee is currently searching for the next Superintendent of Schools. To help us with this most important decision, we are seeking representatives from the district community to serve on an advisory committee, which 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 the representatives 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 seventeen (17) individuals representing various groups within the district community. The committee will meet with our search advisors, Mike Gilbert from the Massachusetts Association of School Committees, on Wednesday, January 24, 2018 at 7:00 p.m. to receive their 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 interviews will take place on January 27, 29, 30, and 31, and February 1, 2018 (if necessary). The Saturday, January 27, 2019 interviews will begin at 9:00 a.m. Please arrive at 8:45 a.m. The remaining 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.

The Haverhill School Committee is asking you to provide **one (1) building administrator** willing to commit to this schedule. Please provide the Superintendent's office with the names of each Superintendent Search Advisory Committee member by emailing Beverly Cassano bcassano@haverhill-ps.org. Please include contact information (home address, email address, home, work, and cell phone) prior to 9:00 a.m. on Monday, January 22, 2018. We would like to thank you in advance for your participation in this very important decision.

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