



# Ipswich Public Schools

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IPSWICH SCHOOL COMMITTEE

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March 5, 2017

In the next few weeks, the School Committee intends to appoint a Screening Committee to assist in the superintendent search process. While the School Committee has the sole authority to appoint the superintendent, it wishes to have the benefit of input from a Screening Committee made up of various members of the community and schools. The Screening Committee will review applications, interview candidates and recommend several candidates to the School Committee for further consideration.

The Ipswich School Committee invites Parents of Ipswich students to apply to serve on the Screening Committee. Three (3) parent appointments will be made to the Screening Committee. Individuals who apply should be available to attend several evening meetings including all the candidate interview sessions, and he/she should understand that much of the business of the Screening Committee will require a high degree of confidentiality as potential candidates' names and application materials will be reviewed and discussed. A copy of the search timeline is enclosed for your convenience. We ask that all screening committee representatives confirm their availability for the meeting dates identified in the timeline. Please submit a completed application no later than noon, March 17, 2017.

The first meeting of the Screening Committee is tentatively scheduled for April 11 at 7PM at the Payne Building, at which time our NESDEC search consultant will facilitate a training workshop. The consultant will also assist in reviewing applications, and in the selection of candidates the Screening Committee wishes to interview. The interview schedule, agenda and questions will also be developed. As you can see, many tasks must be accomplished during the meeting so members should plan to be available for approximately three hours.

In subsequent meetings, it is anticipated the Screening Committee will interview a total of approximately 8-10 candidates who best meet the profile that has been established for the superintendent position. At the conclusion of the interviews, the Screening Committee will recommend 3-5 candidates for further consideration by the Ipswich School Committee. A copy of the preliminary Superintendent Profile the School Committee has developed to help guide the screening process is provided for your review.

Selecting a new Superintendent of Schools is an important activity for the entire community, and it requires an extraordinary commitment of time and energy. The School Committee greatly appreciates your interest in the search process. If you have any questions, please do not hesitate to contact me. I can be reached at [cnnylen@ipsk12.net](mailto:cnnylen@ipsk12.net) or (978) 764-2034.

Very truly yours,

Carl Nylen  
Chairman  
Ipswich School Committee

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