

October 17, 2022

Dear Danvers Community,

The Danvers School Committee is currently searching for the next Superintendent of Schools. To help the Committee with this most important decision, we are seeking individuals to serve on an advisory Preliminary Screening Committee to review applications, to interview semi-finalists, and to recommend finalists to the School Committee.

The Screening Committee will be comprised of 13 individuals representing various groups as follows:

- 2 School Committee members-Mrs. Alice Campbell and Dr. Robin Doherty
- 1 DTA President Representative
- 1 Principal- selected by the principals
- 1 Support Staff Member-selected by the support staff members
- 1 Central Office Administrator-selected by central office administration
- 1 Community member at-large-selected by the Danvers School Committee
- 3 teachers (one representing each level)- selected by the Danvers Teachers Association
- 3 parents (one representing each level)-selected by the Danvers School Committee

This important task will require Preliminary Screening Committee members to commit to the meeting schedule outlined below. It is extremely important that members commit to all the dates and be present for all the semi-finalist interviews. These meetings will take place late afternoon to early evening.

Wednesday, November 30	Screening Committee meets for orientation
Wednesday, December 7	Screening Committee meets to select semi-finalists
Week of December 12-20	Screening Committee meetings to conduct interviews and select finalists
January 9, 2023	Screening Committee presents a list of finalists to the School Committee. (Screening Committee is discharged)

Please make sure that you are available on all these dates prior to submitting a letter of interest.

Regardless, of the group you are interested in representing, **all letters of interest** should be addressed to the Danvers School Committee and submitted to Dr Robin Doherty

(robindoherty@danvers.org) and Ms Alice Campbell (alicecampbell@danvers.org) by **Monday, October 31, 2022**. Please copy **both** Dr. Doherty and Ms. Campbell on your submission email.

In your letter, please identify the **group that you wish to represent** from the categories above, outline **your qualifications for the Committee, and your home address**.. Applicants should have the ability to work as part of a team and have a strong interest in the Danvers Public Schools. Committee members must commit to keep the proceedings completely confidential. The selection of Preliminary Screening Committee members will be announced at the School Committee meeting on **November 14, 2022**.

On behalf of the School Committee, we would like to thank you in advance for your participation in this important decision.

Sincerely,
Danvers School Committee