



Superintendent Search Selection Process for Confidential Advisory Interview Committee

The Brewster Board of Education is committed to involving community and district stakeholders in a variety of ways during the Superintendent search process. Although the Board of Education is **solely** responsible for the selection of the next Superintendent, one way to effectively involve the community is for a small group of representatives to serve on a Confidential Advisory Interview Committee for the purpose of interviewing the identified finalists. The Confidential Advisory Interview Committee, facilitated by Putnam/Northern Westchester BOCES' search team, will **not** be ranking the candidates that they interview but instead will be providing the Board with feedback on each of the candidates (positives, concerns, follow-up questions), which will assist in selecting the next Superintendent.

For consistency, anyone serving on the Confidential Advisory Interview Committee **must** commit to all of the scheduled finalist interview dates. No substitutes will be allowed. Each of the Confidential Advisory Interview Committee members must sign off on a confidentiality agreement prior to serving on the interview committee.

COMMITTEE INTERVIEW SCHEDULE		
<u>Monday February 4th</u>	<u>Tuesday February 5th</u>	<u>Thursday February 7th</u>
5:30 pm: Arrival/Committee Prep	6:15 pm: Arrival/Review Resume	6:15 pm: Arrival/Review Resume
6:30 pm: Interview Candidate One	6:30 pm: Interview Candidate Two	6:30 pm: Interview Candidate Three
7:30 pm: Debrief Candidate One	7:30 pm: Debrief Candidate Two	7:30 pm: Debrief Candidate Three
8:00 pm: Finished	8:00 pm: Finished	8:00 pm: Finished

In the event of a snow day, we will look to the following week of February 11th depending on availability.

Composition of the Confidential Advisory Interview Committee: The Confidential Advisory Interview Committee will consist of no more than 22 members with the following stakeholders groups represented:

District Office Administrators	1	PTA/PTSA	3
AAB	2	BEF	1
BTA	4	BSF	1
Clerical	1	Performing Arts Boosters	1
SEIU	1	ROTC Boosters	1
Non-Instructional-contractual	1	Community at large Members*	4
Students	1		

*Selection of Community at large Members will be determined through a random drawing. Please submit your interest in committing to all dates and times indicated above, by emailing your name and contact information to sgavin@brewsterschools.org by January 18, 2019. You will receive a number confirmation which will identify you for the drawing. Drawing for the 4 members will take place on January 22, 2019 in our district office at our Board Meeting at 6:30pm. Only the confirmation numbers will be read aloud. As this is a confidential process, those selected will then be contacted individually by BOCES' search team with further information. Meetings are recorded.