



# Provincetown Schools

**12 Winslow Street  
Provincetown, MA 02657  
508-487-5020**

Dr. Beth Singer  
Superintendent

Dr. Timothy Reynolds  
Principal

**Wednesday, March 27, 2019**

**TIME: 10:00 AM.**

## ATTENDING

Eva Enos, Chair  
Cass Benson

Liz Lovati, Vice Chair  
Tracey Kachtick-Anders

Dr. Beth Singer, Superintendent  
Jenn Rhodes, minutes

## ABSENT

Ngina Lythcott

## MINUTES

1. Call To Order @ 10:04am
2. Roll Call
3. Public Comments - none
4. Superintendent Search
  - The committee reviewed the final visitation day schedule.
  - The committee will ask Dr. Reynolds to introduce the candidate for Interview Group 1.
  - Eva Enos has asked interviewers to provide a short summary of their interview with the candidate.
  - The committee reviewed the items that cannot be asked or discussed with the candidates.
  - The committee reviewed the interview questions. Eva Enos proposed a maximum of 20 questions and dividing up the questions into 5 groups with 4 questions for each committee member. Eva Enos would like each committee member to research their group of 4 questions for each candidate.
  - Eva Enos will provide a list of questions provided via the focus groups for the committee members to use during their interactions with the candidate throughout the day.
  - Eva Enos will provide an updated job description to Liz Lovati.
  - Attendance sheets will be available for Interview Group 1 and 2 and the Public Questioning Group.
  - A compilation report will be created at the end of each site visit by the two committee members who had dinner with the candidate.

***Provincetown Schools nondiscrimination policy extends to students, staff, and the general public. It applies to race, color, religion, gender, age, national origin, veteran status, disability, genetic information and testing, family and medical leave, sexual orientation and gender identity or expression and homeless status.***

- Eva Enos spoke with Dr. Reynolds regarding the resumes of each candidate for viewing by the staff. Dr. Reynolds will keep a copy of each resume in his office and the staff will be able to view it there.
- Two of the five final candidates have withdrawn from the search process.
- The committee discussed whether to bring in additional candidates at this time. The committee reviewed candidate #2 and their notes.
- Cass Benson felt that bringing anyone else in at this point is premature.
- Liz Lovati suggested that after interviewing the remaining three candidates and the committee is not dazzled then the committee should revisit the remaining candidates at that time.
  - MOTION: Eva Enos made a motion to move forward with the three candidates and if at the end of the interview process the committee is not satisfied with the candidates then they will go back into the candidate pool and revisit.
  - SECOND: Cass Benson seconded the motion.
  - VOTE: 4-0-0
- The committee discussed how to communicate with the candidates not chosen.
- Welcome packet was discussed and what items will be included.

#### 5. Adjournment

- MOTION: Cass Benson made a motion to adjourn the meeting.
- SECOND: Liz Lovati seconded the motion to adjourn.
- VOTE: 4-0-0
- Meeting adjourned at 10:50am