



**OPEN SESSION MINUTES**  
**Preliminary Screening Committee (Superintendent of Schools)**  
**THURSDAY, MARCH 11, 2021**  
**Virtual Open Meeting Broadcast by AndoverTV**  
**Comcast Channel 99, Verizon Channel 43 or streamed: [www.andovertv.org](http://www.andovertv.org)**

**Members Present:** Shannon Scully (School Committee), Paul Murphy (School Committee), Andrew Flanagan (Town Manager), Sara Stetson (Assistant Superintendent of Student Services), Stephen Chinosi (Director of Innovation), Caitlin Brown (AHS Principal), Janet Nicosia (Facilities Director), Stephen Sanborn (Program Coordinator), Ann McNamee (Teacher), Jayashree Mohandas (Citizen Representative), and Emily DiCesaro (Citizen Representative).

**Also Present:** Michael Collins (Ray & Associates); John Ramos (Ray & Associates)

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Jessica Porter, HR Director, called the meeting to order at 4:00 p.m.

Introductions were made by all Committee Members, as well as representatives from Ray & Associates.

#### **Committee's Role & Confidentiality**

Ms. Porter and Mr. Collins explained the confidentiality releases signed by all, and that executive session discussions remain private. It was explained that this Committee is to review the applications received, determine a group of four to six people to be interviewed, which would all take place in executive session. The Committee would then recommend ideally three candidates to present to the School Committee for consideration. The names of the finalist candidates would then be made public at that time.

#### **Nominations and Election of Committee Chair**

Ms. Porter opened the floor for nominations. Ms. Scully nominated Ann McNamee to serve as chair. This was seconded by Mr. Chinosi. There were no additional nominations. Roll call vote: Shannon Scully (Aye), Paul Murphy (Aye), Andrew Flanagan (Aye), Sara Stetson (Aye), Stephen Chinosi (Aye), Caitlin Brown (Aye), Janet Nicosia (Aye), Stephen Sanborn (Aye), Ann McNamee (Aye), Jayashree Mohandas (Aye), and Emily DiCesaro (Aye).

**Vote: 11-0-0**

#### **Schedule of Next Meeting Dates/Timeline**

Discussion ensued about best dates and times to do the interviews. Saturday the 20<sup>th</sup> was discussed, as well as a combination between Friday evening and Saturday morning. It was decided the group would tentatively hold the 19<sup>th</sup> and 20<sup>th</sup> pending confirmation of any potential conflicts.

#### **Review and Discuss Potential Interview Questions**

The committee discussed the question set provided by Ray & Associates. It was determined that each member would send a prioritized list of questions to Ms. Porter, who would forward them to Ray & Associates to summarize commonalities.

The next item on the agenda was Executive Session.



Chair McNamee stated that discussion in open session would have a detrimental effect on the screening committee search and process.

Ms. Scully made a motion to meet in executive session pursuant to M.G.L. chapter 30A, sec. 21(a) (Purpose 8) to consider or interview applicants for employment or appointment by a preliminary screening committee if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants and not to return to Open Session.. Mr. Murphy seconded. Roll call vote: Shannon Scully (Aye), Paul Murphy (Aye), Andrew Flanagan (Aye), Sara Stetson (Aye), Stephen Chinosi (Aye), Caitlin Brown (Aye), Janet Nicosia (Aye), Stephen Sanborn (Aye), Ann McNamee (Aye), Jayashree Mohandas (Aye), and Emily DiCesaro (Aye).

**Vote: 11-0-0**

**Open session adjourned at 4:37 p.m.**

Submitted by:

Jessica Porter  
HR Director