



November 16, 2014

MEMO

TO: Boston Public Schools Superintendent Search Committee (SSC)

RE: Topics for Discussion at November 17 Meeting

Calendar – The following calendar was approved by the SSC on October 2nd. We will review it to clarify what needs to be done at each step between now and the selection of the new superintendent. Please place these dates and times on your calendars to ensure that you are available to serve at the appropriate times. Thank you

Applications reviewed by HYA	December 22 - January 4 ¹
HYA interviews 10-15 candidates ²	December 27 – January 10
Seminar for interviews & final stages of search ³	Tuesday, January 13 - 4:00-5:30 pm
Slate of 5-8 preferred candidates presented to SSC; review of all applicants by SSC ⁴	Tuesday, January 13 – 5:30-7:30 pm
Initial interviews with candidates by SSC	Friday, January 23 – 4:00-9:00 pm
	Saturday, Jan. 24 – 9:00 am–6:00 pm
	Sunday, Jan. 25 – 1:00–6:00 pm, if needed
SSC determines which candidates to bring back	Jan. 24 or 25, after interviews
SSC conducts follow-up interviews	Friday, January 30 – 4:00-9:00 pm
	Saturday, Jan. 31 – 9:00 am-6:00 pm
SSC meets to identify 3 semi-finalists for SC	Saturday, Jan. 31 after interviews
SSC presents names of semi-finalists to SC	TBD by School Committee

Draft Interview Script – With this memo, you are receiving a Draft Interview Script that was developed with the questions, topics and/or hypothetical situations several of the committee members sent to Danny and questions provided by the Students. Realistically, the SSC will be able to discuss only about 18 questions/topics/hypothetical situations in a two-hour interview. On the draft, there already are about 10 too many. And we are not sure the most important questions have been identified and included. Therefore, we are asking each member of the Committee to give serious thought to this and identify the question/topic/hypothetical situation you desire to ask/introduce during the interview. With this memo, you also are receiving another copy of the *Desired Characteristics* that the Committee developed for this position.

¹ Applications will be accepted until position is filled. All applications received prior to January 5 will be reviewed during this period.

² Interviews will be conducted in person or via Skype.

³ We have invited each committee member to submit two-three questions, topics or hypothetical situations that s/he would like to have each candidate address during the initial interview. These have been developed into a draft interview script which will be reviewed and revised at tomorrow’s meeting and be used as a guide for the interviews on January 23, 24 and 25.

⁴ Two hours is too brief a period for the SSC to review all applications. We will need to determine a mechanism for committee members to review applications beyond those who will be recommended by HYA.

You (the Committee) should ask questions or introduce topics/hypothetical situations that will elicit information that will help you determine how well each candidate matches up with the *Characteristics*. **Please review the *Characteristics*, *Draft Interview Script* and what is important for you to know to make an informed decision, and come to the meeting with the question, topic or hypothetical situation you desire to ask/introduce during the interview with each candidate.**

Search Status - As of November 15, 64 individuals have either completed or initiated an application for the Boston superintendency (34 competed; 30 in process). We are in conversations with a number of additional potential applicants who indicate they are giving serious consideration to applying. Our experience has been that many sitting superintendents prefer to submit their applications at the eleventh hour to ensure protection of their identity as long as possible. Our recruitment for the position is on-going and will not conclude until the names of three finalists are submitted to the Mayor/School Committee.

The demographics related to the 34 completed applications follow:

Position:

Superintendent (inc. former supt.)	23
State Department of Education	1
Deputy/Assistant/Associate	4
Director/Other Central Office	3
Principal	1
Brigade Commander	1
Other	1

Preparation:

Doctorate	23
Education Specialist	4
Masters	7

Gender:

Female	8
Male	26

Range of experience in current position: 1 to 12 years

Range of student population currently being served: 700 to 110,000

Location of current positions (21 states): AL (2), CA, CO (3), CT, DE (2), GA (3), IL, KS, LA, MA (3), MD, NC, NH (2), NJ (3), NY, PA (2), SC, TN (2), TX, VA, and WI.

The following data is based on presumption on basis of what has been garnered from the submitted applications. This data has not been verified.

Experience in urban areas with over 20,000 students:	21
Experience in urban areas with less than 20,000 students:	5

Ethnicity:	
African American	12
Asian	1
Caucasian (non-Latino/Hispanic)	17
Latino/Hispanic	4

The demographics related to the 30 incomplete applications follow:

Position:	
Superintendent (inc. former supt.)	16
Deputy/Assistant/Associate	3
Director/Other Central Office	5
Principal	2
Self Employed	1
Insufficient Data	3

Preparation:	
Doctorate	19
Education Specialist	1
Masters	7
Insufficient Data	3

Gender:	
Female	12
Male	18

Range of experience in current position: 1 to 12 years

Range of student population currently being served: 550 to 352,000

Location of current positions (18 states, Ontario and United Arab Emirates): AL, CA, FL, GA (3), IL, IN (2), MA (5), ME, MD, MN (2), NC, NJ (3), NV, NY, PA (2), TN, and TX.

The following data is based on presumption on basis of what has been garnered from the submitted applications. This data has not been verified.

Experience in urban areas with over 20,000 students:	7
Experience in urban areas with less than 20,000 students:	3

Ethnicity:	
African American	2
Caucasian (non-Latino/Hispanic)	24
Latino/Hispanic	4

Next Meeting – Is there a need for a meeting between now and January 13?

We look forward to being with you tomorrow.

Bill Attea and John Connolly (in person)
Diana McCauley and Thelma Melendez de Santa Ana (in spirit)