Bates SSC Meeting to form Principal Screening Committee

March 21, 2017

Welcome – LaToya McLaughlin, and Mary Driscoll (Instructional Superintendent)

- Thank you to those who were present at last meeting for taking process seriously and postponing meeting ensure that parents and staff group at meeting that are representative of the whole school.

Presentation about hiring – LaToya McLaughlin

- Shared decision-making in BPS schools - All stakeholders should be represented throughout decision-making process
- School Site Council SSC (decision-making body of school) votes to select committee
- Role of school-based principal screening committee
  - interview candidates and evaluate
  - assess and make recommendations to superintendent
  - Consists of:
    - Instructinoal superintendent (Mary Driscoll)
    - One member of BASAS (Boston Association of School Administrators and Supervisors - the principals’ union)
    - Three teachers
    - Three parents
    - One person from community
  - Different than personnel subcommittee of SSC, which is a standing committee of SSC. Principal Screening Committee is an ad hoc committee. Only makes recommendation to Superintendent, doesn’t hire

- Principal Hiring Process
  - Position is posted by BPS
  - Applicants apply and are pre-screened by BPS Office of Human Capital
  - Performative Assessment – principals complete simulated tasks designed to assess relevant skills (e.g. interpersonal skills, professionalism, leadership)
  - School-based screening committees receive candidate resumes and information packets, coordinate interview dates, decide as a group on set of questions to ask of all applicants
  - Committee ranks candidates (recommended that we rank at least 3 candidates) and Principal Screening Committee Chairperson submits final rankings to superintendent (Committee Chairperson is Mary Driscoll, Instructional Superintendent, who is a non-voting member of committee)
  - Final interviews conducted by superintendent of recommended candidates, final hiring decisions made by superintendent
Questions and Answers from Attendees

**Question:** Why are there different committees for teacher hiring and principal hiring?

**Answer:** different processes. Members of standing committee can also be members of principal screening committee

**Question:** Is it possible to know what tasks were assigned to candidates in the performance based assessment?

**Answer:** Yes. Some were: Write a letter to school community about a challenging scenario, individual interview in which they described how they would plan for a meeting in which they would discuss challenging data

**Question:** What is the time commitment of being on the Principal Screening Committee?

**Answer:** Initial meeting: Discuss confidentiality agreement. All participants must agree to maintain confidentiality regarding screening
Second meeting: Screen resumes and choose which candidates (4-8) to interview
Interviews: 1 hour per interviewee, so likely two 4-hour sessions of interviews
Process can repeat if three candidates are not chosen by end of process. Committee will recommend candidates, can rank them and describe rationale

**Question:** Does Supt. have to assign a principal from among those who are recommended?

**Answer:** It is not a requirement, but Superintendent Chang has only hired principals that were among those recommended by school-based screening committees

**Question:** How many K-5 schools are looking for school leaders?

**Answer:** about 3. Plus some who have interim school leaders who are going through the process, those schools are likely to hire their interim school leaders

**Question:** What is the timeline? Will Dr. Chang wait until all schools look at pool of approximately 25 candidates and then make final decisions?

**Answer:** generally done on a rolling basis, not once all recommendations are made

**Question:** How do candidates learn about cultures of schools they are considering to be sure that their leadership style is in sync with the school community to assure continuity?

**Answer:** through questions that interviewers ask. Candidates have likely been learning about schools, doing their own research using school websites, meeting minutes, etc. There is room within interviews for committee members to talk a little about our school

**Question:** Does the current principal have a say?

**Answer:** No, the principal cannot be on the committee and all committee members are required to keep their work on the committee confidential.

**Question:** What give and take happens during interviews? How do schools get a chance to advocate for themselves and make a case to desired candidates that they would be a good fit for a school?

**Answer:** through interview process. Could be a performance task at school.

**Question:** What would implementing a school-based performance task look like?
**Answer:** Could invite candidates early and give additional task to complete before task, or committee could invite a group of candidates for a second interview to?

**Question:** Is there a way to include the voices of more families in the process? A survey?

**Answer:** Surveys work for parents and teachers to help committee choose questions to ask and form a description of

**Next steps after electing committee:**
Schedule first meeting of committee to begin process

**Nominations:**

Parent nominees:
Anthony Melvin
Alanah Haynes
Richard Impert
Tanya Williams
Barb Damon

Teacher nominees:
Sarah Burke
Mike Macchi
Coach D
Cailen McCormick

- Other parents and teachers were nominated and thankful for nominations but not able to commit time.
- Nominees each took 30 seconds to describe themselves and why they are committed to and invested in being part of the Principal Screening Committee.
- Teacher members of SSC and parent members of SSC who are in attendance break into groups to discuss and vote as groups.

**Members of the Principal Screening Committee will be:**

**Parents:**
Alanah Haynes
Anthony Melvin
Barb Damon
Alternates: Tanya Williams, Richard Impert

**Teachers:**
Sarah Burke
Mike Macchi
Coach D
Alternate: Cailen McCormick