



Minutes of the LAE Superintendent Search Subcommittee Meeting 01.22.2024 Minutes

Attendees:

1. Sylvia Flowers, Alma Advisory Group
2. Ginnae Harley, Alma Advisory Group
3. Eliana Pereyra, Alma Advisory Group
4. Patricia Mariano, LAE Board Chair
5. Maria Moeller, LAE Member
6. Juana Matias, LAE Member
7. Lauren Woo, DESE
8. Breanna Higgins DESE

Alma Leader Sylvia Flowers presented a powerPoint presentation with the following:

- The Shared Purpose Guidance Statement outlines the objective of *recruiting, screening and selecting a superintendent for the Lawrence Public Schools. Our purpose is to lead a transparent search process that engages a wide range of stakeholders, guided by the input of the Lawrence staff, students, families, and community partner leaders while taking steps to mitigate bias every step of the way.*

Timeline

- o December - January. Ms. Sylvia F. indicated that stakeholder input was being collected. It is anticipated that the job posting will be released following the next LAE meeting on February 14th.
- o Ms. Sylvia F. expressed that they are already advertising on their web site as a future opportunity for the Superintendent of the Lawrence Public Schools.
- o Expecting to meet their recruitment target by April
- o Job posting will be advertised on different national website platforms; a list of websites will be recommended for the district.
- o Alma Team will be attending the AASA conference in February where they are also planning on having a booth and will also be sharing the upcoming opportunity for the position.
- o Virtual meetings are scheduled for the fourth week of January and will include principals, staff, community members, parents and the superintendents' student cabinet
- Juana M. shared her concerns regarding the low attendance at site community meetings. She proposed the idea of conducting a radio interview during the most popular AM and PM radio shows to raise awareness. Juana stressed the significance of keeping the LAE board informed of all updates to ensure transparency and accountability throughout the process.
- Patricia M. will be sharing a written report for the month of February with all LAE board members.



- The report will include a synthesis of all meetings that have taken place, as well as the number of 1:1 interviews that will be rescheduled to include the following:
 - o January 23rd - Caregivers and Community Members 8:30 - 9:30 a.m.
 - o Caregivers and Community Members (Spanish only) 8:30 - 9:30 a.m.
 - o January 24th - Caregivers and Community Members 6-7:00 p.m.
 - o January 24th - Caregivers and Community Members - (Spanish only) 6-7:00 p.m.
 - o January 24th - Superintendent's Student Cabinet 3-4:30 p.m.
- Sylvia F. to reschedule a meeting with State Representative Frank Moran
- Committee members discussed potential other ways to outreach to families
- Juana M. and Eliana to coordinate outreach on most popular radio stations with Richie Herrera at 7:00 a.m. and El Tapon de la Tarde at 5:00 p.m.

Next Steps:

- Community engagement report out and confirm job profile
- Determine steps of screening and selection
- Design interview questions and activities anti-bias training
- Prepare for interviews, includes panelists nominations
- Debrief candidates, select finalists, confirm panels
- Finalist interviews
- Debrief interviews, select candidate
- Additional time commitment on the anti-bias training and pre-interview
- Job posting to be approved by the LAE Board in writing
- Patricia Mariano to send the Alma Advisory team the attorney interpretation of the Law regarding the language that will be utilized to petition for the approval of the job posting.
- Next meeting February 12th

Voted:

To approve the minutes of the Superintendent Search Subcommittee on 11.28.2023

Upon the recommendation of the Superintendent Search Subcommittee member Patricia Mariano to approve the minutes of November 28, 2023; a motion was made by Juana Matias; Seconded by Maria Moeller

The vote:

Yes	Sylvia Flowers, Alma Advisory Group
Yes	Ginnae Harley, Alma Advisory Group
Yes	Eliana Pereyra, Alma Advisory Group
Yes	Patricia Mariano, LAE Board Chair
Yes	Maria Moeller, LAE Member



Yes Lauren Woo, DESE
Yes Breanna Higgings DESE
Abstained Juana Matias, LAE Member

Motion Passes

Voted:

To approve the minutes of the Superintendent Search Subcommittee on 12.06.2023

Upon the recommendation of the Superintendent Search Subcommittee member Patricia Mariano to approve the minutes of December 6, 2023; a motion was made by Juana Matias; Seconded by Maria Moeller

The vote:

Yes Sylvia Flowers, Alma Advisory Group
Yes Ginnae Harley, Alma Advisory Group
Yes Eliana Pereyra, Alma Advisory Group
Yes Patricia Mariano, LAE Board Chair
Yes Maria Moeller, LAE Member
Yes Lauren Woo, DESE
Yes Breanna Higgings DESE
Abstained Juana Matias, LAE Member

Motion Passes

Voted:

To approve the minutes of the Superintendent Search Subcommittee on 12.19.2023

Upon the recommendation of the Superintendent Search Subcommittee member Patricia Mariano to approve the minutes of December 19, 2023; a motion was made by Juana Matias; Seconded by Maria Moeller

The vote:

Yes Sylvia Flowers, Alma Advisory Group
Yes Ginnae Harley, Alma Advisory Group
Yes Eliana Pereyra, Alma Advisory Group
Yes Patricia Mariano, LAE Board Chair
Yes Maria Moeller, LAE Member
Yes Lauren Woo, DESE
Yes Breanna Higgings DESE



Abstained Juana Matias, LAE Member

Motion Passes

Voted:

To approve the minutes of the Superintendent Search Subcommittee on 01.08.24

Upon the recommendation of the Superintendent Search Subcommittee member Patricia Mariano to approve the minutes of January 8, 2024; a motion was made by Juana Matias; Seconded by Maria Moeller

The vote:

- Yes Sylvia Flowers, Alma Advisory Group
- Yes Ginnae Harley, Alma Advisory Group
- Yes Eliana Pereyra, Alma Advisory Group
- Yes Patricia Mariano, LAE Board Chair
- Yes Maria Moeller, LAE Member
- Yes Lauren Woo, DESE
- Yes Breanna Higgings DESE
- Abstained Juana Matias, LAE Member

Motion Passes

Ms. Patricia Mariano, Chairwoman of the LAE Board

Date