



Minutes of the LAE Superintendent's Search Subcommittee November 28, 2023

Attendees:

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

Absence:

1. Juana Matias, LAE Member

Shared Purpose Powerpoint Presentation

- The goal is to recruit, screen, and select the next collaborative and inclusive superintendent of the Lawrence Public Schools
- The purpose is to lead a transparent superintendent selection process, engaging as many people as possible etc.

Typical Roles - Search Firm vs. LAE

- Engage the community and LAE to clarify the top skills needed
- Recruits strong candidates
- Designs an equitable, transparent and rigorous hiring process
- Engages candidates throughout the search, understanding their expectations right from the start
- Facilitates the LAE's final decision making
- Helps inform induction and transition planning

The LAE sets direction to ensure success of the process

- Identifies well represented candidates
- Ensures appropriate outreach
- Engages media handles responses
- Actively participates in all aspects of the design of the process
- Interview and secure the final candidate

Role of the Search Subcommittee

- Direct the search firm to ensure the firm is meeting the LAE expectations
- Represents the LAE on key decisions that may be needed
- Ensure the LAE is informed of key decisions made
- Problem solve on key issues as they arise



Proposed superintendent timeline

Dec-Jan

- Stakeholders input
- Stakeholders input helps inform recruitment and screening
- Network outreach to begin to identify potential candidates

January

- Recruitment
- Posting advertised and Alma builds on interest and applicants for their roles

February

- Candidates identified
- Recruitment and Screening continues
- Interviews may begin and are performance and competency based

March -April

- Finalist Round
- Finalist round includes opportunities to fully engage with the LAE members and community stakeholders

April

- Acceptance finalized

Key activities (Deeper dive)

- Confirm timeline, project coordination and meeting cadence
- Discuss community engagement plan
- Confirm community engagement questions, including survey determine steps of screening and selection
- Confirm job profile
- 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 candidates (may require more than a meeting)

Primary Activities for Community (Alma site visit Dec. 12-13)

- Community Gathering
- Interviews and focus groups
- Staff and community survey
- Potentially do some virtual gathering in January

How community input will support the selection process

- Informing and strengthening the role description and competencies that will be used to recruit and screen candidates
- Leveraging the examples shared by stakeholders to inform screen activities
- Community input following engagement with finalists will be revised by the LAE to inform their final decision



Potential pitfalls to solve for

- How to maximize awareness and participation
- Ensuring as many people as possible know about and can access the survey
- Finding unique channels that enable participation
- How to handle the potential volume of meetings within specific time constraints
- Proposed questions for community gathering

Next steps

- Determine bi-weekly meeting schedule and confirm next meeting
- Complete LAE member 1-on-1 interviews before site visit
- Identify stakeholders for focus groups and interviews
- Draft community survey for subcommittee feedback
- Subcommittee check in meeting Wed. Dec. 6 at 12:30
- Subcommittee meeting Tues. Dec. 19th at 10:00 a.m.

Ms. Patricia Mariano, Chairman of the LAE Board

Date