

Newton School Committee

Superintendent Search Update

November 7, 2022



Superintendent Search Process: Updated Timeline (1 of 2)

- Search Committee - Upcoming Meetings
 - Training session on Open Meeting Law & Ethics - November 7th
 - Agenda TBD - November
- Individual (one-on-one) Sessions by HYA
 - Sessions November 4th to 7th
 - School Committee Members
 - Search Committee Members
 - Central Administrative Staff
 - Union Presidents (NTA, NESAs, Custodial)
- Family, NPS, and Community Outreach Sessions by HYA
 - Survey - Opens November 7th and Closes November 22nd
 - Offered in Seven Languages (English, Spanish, Simple Chinese, Korean, Japanese, Russian, Portuguese)
 - Focus Groups with Numerous Stakeholders - Nov 17th to 20th
 - Multiple Communications to Stakeholders, Signups live on November 10th
 - Offering Focus Groups for Multiple Languages (same as survey)
 - Accommodation for Deaf & Hard of Hearing
- Leadership Profile - week of November 28th
 - Developed by HYA
 - Review & Approval by Search Committee
- School Committee - Leadership Profile & Qualification Statement
 - Week of November 28th to Mid-December
 - Review and Approve

Superintendent Search Process: Updated Timeline (2 of 2)

- Search Committee
 - Job Posting - by December 31st
 - Applications received, reviewed and narrowed to Semi-Finalists - by February 1st
 - Initial interviews and identification of semi-finalists - by mid-February
- School Committee - Feb to Date Position Filled
 - Interviews Finalists
 - Selects and Approves Superintendent
 - Negotiates Contract
- Goal - position filled by July 1, 2023.

Superintendent Search Committee - Charge (2nd draft)

Overall Charge: The Search Committee shall work with the Search Consultant to present the best superintendent finalists to the School Committee.

1. The Search Consultant creates the (1) Leadership Profile, which is compiled with input from the Search Committee, interviews, focus groups and survey results, and (2) Statement of Qualification.
 - a. The final draft of the Leadership Profile & Statement of Qualifications will be approved by the Search Committee.
 - b. Approved draft published and presented to the School Committee.
 - c. The School Committee reviews and approves the Leadership Profile.
 - d. Approved Leadership Profile will be utilized in job postings and publications.
 - e. School Committee votes on the posted salary.
2. The Search Consultant will vet all applicants and present the Search Committee with 8-12 semi-finalists.
3. The Search Committee will present the School Committee with 3-4 finalists.
4. The School Committee will interview the finalists and move forward a final candidate.
5. The School Committee is responsible for the negotiation of salary and benefits with the final candidate.
6. School Committee has authorized the Search Committee to spend up to \$25,000 to assist in the search by paying for advertisements, travel expenses of finalists, translation services, etc. This funding is above the amount already approved for the Search Consultant. If necessary, the Search Committee can request additional funding.



Superintendent - Salary for Job Posting

Recommendation of the Search Consultants:

- Newton is a high-performing district that has historically paid the superintendent well.
- Assuming your plan is to offer a salary in the \$300K range (based on experience), advertising this would be a draw to potential candidates.
- Astute applicants will know that your former superintendent earned in excess of \$300K plus annuity. As the School Committee may wish to offer less to the successful candidate, the language provided sets an expectation that the number could be slightly lower if the candidate has less experience. Hopefully, this will mitigate disappointment during negotiations with the finalist.
- Although most educators do not consider salary as the primary motivation for a position, a salary in this range is commensurate with the expectations associated with this role and position. Housing in the Boston area is expensive, and advertising the salary will signal to national candidates that moving to the area is feasible.

Search Committee recommended salary “range” for the job posting:

1. \$300,000, that the School Committee may be willing to negotiate up or down depending on the candidates’ level of successful experience, qualifications and fit to meet the district mission and vision.



Superintendent Search Process - Public Records Requests

Public Records Requests related to the Superintendent Search

1. Received several requests pertaining to the Superintendent Search
2. Fulfillment Process
 - a. Request submitted
 - b. Initial Time and Potential Cost of Completing Request provided to Requestor
 - c. 10 business days from receipt of submission
 - d. Extension is possible based upon scope of requested materials
3. School Committee Chair has authorized all requests pertaining to Superintendent Search to be designated open to the public once they are completed & closed
4. Information is stored on City of Newton Nextrequest Portal,
<https://newtonma.nextrequest.com>