



**School Committee Meeting
Superintendent Search Orientation
October 3, 2022**

Agenda

1. Introductions and experience of the Collins Center on-site team
2. Importance of Confidentiality
3. Review the draft timeline and discuss key decision points (see attached Timeline)
4. Developing a Successful Candidate Profile and on-line survey (see Attachment A)
5. Appointment and makeup of Screening Subcommittee (see Attachment B)
6. Review vacancy notice and basic qualifications (see attached Vacancy Notice)
7. Communication and media
8. Future decision points
 - a. Salary range
 - b. Number of finalists forwarded to the School Committee (recommend minimum of 3, no more than 5)
 - c. Site visits to finalist(s) district prior to final School Committee decision
 - d. Live broadcasts of finalist interviews/implications
 - e. "Authentic" exercise for finalist
9. Committee questions, clarifications, requests



Superintendent of Schools Search Timeline – Final

Action	Date
Orientation Meeting with School Committee: Process & Timeline	October 3, 2022
Job Description/Vacancy Notice Posted; recruitment begins; Screening Committee interest solicited	October 6, 2022
Focus Groups (Individual SC Members Teachers/Staff, Parents Administrators, Town Officials, and Community Members) On- line Survey activated	October 12-28, 2022
Selection of Screening Committee Members by School Committee	November 17, 2022
Candidate Profile Accepted by School Committee	November 17, 2022
Vacancy Application Deadline	November 28, 2022
Orientation Meeting – Screening Committee (90 min) * Review Confidential Process * Finalize Meeting and Interview Dates * Discuss possible interview questions	November 29, 2022
Initial Meeting of Screening Committee (2+ hours) *Review candidate profile *Screen Resumes and Select Candidates for Initial Interviews *Finalize Interview Questions *Candidates notified of interview status	December 13, 2022
Initial Candidate Interviews by Screening Committee (60 min each) (Actual dates TBD by Screening Committee)	January 9, 10, 11, 2023
Screening Committee recommends finalists to School Committee	January 12, 2023
Reference Checking Process	On-going
Finalists visit the district and community forums	January 23, 24, 25, 2023
Finalists interview with the School Committee	January 30, 31, February 1, 2023
Decision by School Committee	By February 9, 2023
School Committee Negotiations with Selected Finalist	TBD –following decision



Attachment A

Focus Group/Forums

- School Committee
- All Staff (2-3)
 - Lincoln Campus
 - Hanscom Campus
- School & District Administrators
- Parents/Community Members
 - Lincoln parents and community members
 - Hanscom parents and community members (Zoom)
 - Boston parents (Zoom)

Online Survey/Focus Group Questions

1. Relationship and number of years a part of Lincoln/Lincoln Public Schools
2. What are the most important personal characteristics, knowledge, attributes, and core values that the next superintendent of the Lincoln Public School should possess to be successful.
3. What are the most important skills and background experiences that the next superintendent of the Lincoln Public Schools should possess to be successful?
4. What are the strengths or points of pride of the Lincoln Public Schools that must be preserved?
5. What are the three (3) most important issues you believe the next Superintendent of Schools must address in their first year in the position?
6. Other comments, including your hopes for the future of LPS, you would like to share that would inform the profile of a successful superintendent of Lincoln Public Schools?



Lincoln Public Schools Superintendent Search Survey

LINCOLN PUBLIC SCHOOLS SUPERINTENDENT OF SCHOOLS SEARCH SURVEY

Please provide your input below. Your feedback will be incorporated with that received at the focus group meetings to build a profile for the next Superintendent of Schools. This profile will inform the Search Committee and School Committee as they make this important decision. It also informs potential candidates about district and job expectations.

SURVEY CLOSES: October 28, 2022 at 4:00 pm

*** 1. Which of the following categories best describes your relationship with the Lincoln Public Schools? If more than one applies, select one from which you will respond to the following questions.**

- ☐ Teacher
- ☐ Special Educator
- ☐ Support Staff
- ☐ Administrator
- ☐ Student
- ☐ Parent or Guardian
- ☐ Community member
- ☐ Town Official or employee
- ☐ School Committee Member

Other (please specify)

*** 2. How long has your relationship with Lincoln Public Schools or Town of Lincoln/Hanscom existed?**

- ☐ Less than five (5) years
- ☐ Between five (5) and ten (10) years
- ☐ More than ten (10) years

* 3. It is important to assess the most important personal characteristics, knowledge, attributes and core values that the next Lincoln Superintendent of Schools should possess. Please select up to five (5) that you think are the MOST important.

- ☐ Commitment to diversity, inclusion and equity
- ☐ Ability to articulate a clear educational vision for of all students
- ☐ Commitment to closing achievement and opportunity gaps
- ☐ Commitment to challenging all students
- ☐ Thoughtful curriculum and instructional leader
- ☐ Ability to give and receive feedback to improve performance of others and self
- ☐ Advocate for educational innovation in the classroom
- ☐ Knowledge of effective professional development programs
- ☐ Prioritizes recruitment, retention, morale and the health of employees
- ☐ Knowledge of effective means to seek and value the student voice
- ☐ Commitment to empowering parents, students, and staff
- ☐ Ability to present themselves as the educational leader in the Lincoln community
- ☐ An inclusive leader with ability to bring diverse groups of people together
- ☐ Ability to develop relationships with key constituencies and effective teams
- ☐ Values art, music and other programs as much as core academics
- ☐ Values social emotional learning
- ☐ Integrity
- ☐ Strong communicator
- ☐ Strong social skills (empathy, humor, collaboration, approachable)
- ☐ Possesses political acumen
- ☐ Prioritizes being visible in the schools and classrooms
- ☐ Is visible in the Lincoln community and at community events
- ☐ Values the core tenets of the METCO program
- ☐ Knowledge of Special Education Laws and Regulations
- ☐ Articulate of programs for English Language Learners and in Sheltered English Immersion

* 4. It is important to assess the most important skills and background experiences the next Lincoln Superintendent of Schools should possess. Please select up to five (5) that you think are the MOST important.

- ☐ Teaching experience
- ☐ School Administrator experience
- ☐ Central Office Administrator experience
- ☐ Experience in a school district similar to ours
- ☐ Experience in a school district with a METCO program
- ☐ Experience in using and communicating data to support decision making and problem solving
- ☐ Non-educational leadership experience
- ☐ Leadership experience in diversity, inclusion and equity initiatives
- ☐ Leadership in improving teaching and learning
- ☐ Skills in family and community engagement
- ☐ Experience in working effectively with town officials
- ☐ Experience in building a district culture of trust and strong relationships
- ☐ Experience in negotiations and the collective bargaining process
- ☐ Experience in building effective relationships with faculty and staff
- ☐ Experience in creating and implementing a district strategy for improvement
- ☐ Experience in developing and administering the budget and the financial health of the district

5. What are the strengths or points of pride of the Lincoln Public Schools that you believe must be preserved? (List up to 3.)

1.
2.
3.

6. What are the three (3) most important issues you believe the next Superintendent of Schools must address in their first year in the position?

- Issue 1
- Issue 2.
- Issue 3.

7. Please provide any additional comments, including your hopes for the future of LPS or characteristics which are not addressed above, that informs the profile of a successful Superintendent of the Lincoln Public Schools.

A large, empty rectangular box with a thin black border, intended for the respondent to provide additional comments. The box is positioned directly below the question text.



Attachment B

Possible Configuration of Screening Subcommittee

The subcommittee should reflect the demographic and organizational makeup of the district and communities.

- 2 School Committee Members
- 3 Teachers
- 3 Parents
- 2 Administrators (school/district)
- 1 Staff member (e.g. paras, clerical)
- 1 Hanscom Representatives
- 1 Community at-large representative

Total = 13



Lincoln Public Schools Lincoln, Massachusetts

Announcement of Vacancy - Superintendent of Schools - 2023/2024 School Year

The Lincoln Public Schools is actively seeking experienced, qualified candidates for the position of Superintendent of Schools, effective July 1, 2023. The Lincoln School Committee has engaged the Collins Center for Public Management at the University of Massachusetts Boston to assist the district with this search process. The new educational leader will replace a retiring superintendent who has served the community for the past 11 years.

THE LINCOLN PUBLIC SCHOOL DISTRICT

The Town of Lincoln is a rural suburb located approximately 12 miles west of Boston with easy access by major highways or commuter rail. Lincoln has a rich history dating to our country's Revolutionary period and has maintained many of its early characteristics and traditions. The community places a high value on public education, open space, sustainability, inclusion/diversity/equity/anti-racism initiatives, and community involvement. The current population of the town is 7,014 including Hanscom Air Force Base that is within the town limits. The Lincoln Public Schools is a PreK-8 school district with 1,066 students and three schools: Hanscom Primary School (284 students in grades preK-3), Hanscom Middle School (230 students in grades 4-8), and Lincoln School (552 students in PreK-8). The district has 241.2 FTE staff, including 122.7 FTE teachers. The Operating Budget for FY23 is approximately \$32.2 million.

The Lincoln School is one of seven initial member schools in the METCO Program, and approximately 90 students from Boston attend the Lincoln School each year. Lincoln has a long tradition of educational excellence and strives to offer innovative, student-centered instruction in an inclusive setting with small class sizes. Parents and community members are very supportive of the school and demonstrate this through their active participation in the Lincoln PTO, Hanscom PTO, The Lincoln School Foundation and school-based volunteer programs.

The Lincoln Public Schools are fortunate to have built all new schools within the last eight years providing PK-8 students, faculty, and staff state-of-the-art facilities designed for 21st century learning.

THE VISION, CORE VALUES AND PORTRAIT OF A LEARNER

Lincoln Public Schools seek to unite our communities in challenging and equipping our students to acquire essential skills and knowledge, think creatively and independently, exhibit academic excellence, appreciate and respect diversity, display creativity, value reflection, and demonstrate social and emotional competencies. The district's core values include Excellence and Innovation in Teaching and Learning, Respect for Every Individual, and Collaboration and Community.

The Lincoln Public Schools has developed a Portrait of a Learner who is a Collaborative Leader, a Critical Thinker, Equity-Oriented, and Growth-Minded. The district website (<https://www.lincnet.org>) expands upon both the core values and the components of this Portrait of a Learner.

THE SUCCESSFUL CANDIDATE SHOULD BE:

- An educational leader able to articulate a clear educational vision.
- An inclusive leader with style that fosters a collaborative learning environment among the staff and major stakeholders of the district and community.

- A thoughtful curriculum and instructional leader with a commitment to high standards and continuous evaluation and improvement of academic achievement and access for all students.
- An excellent communicator, including analyzing, using, and communicating data used in decision making.
- A leader who is committed to ensuring that every student has the right to know that they belong in our schools and will have an equitable opportunity to excel and thrive in life.
- A leader who has experience with strategic planning
- A leader who has demonstrated an authentic commitment to cultivating an anti-racist organization and reviewing policies and practices through an anti-racist lens.
- A leader who possesses knowledge and experience of school finance and budget development, securing financial resources to appropriately fund the educational needs of the school district and in collective bargaining and instructional technology.

QUALIFICATIONS

The qualifications for this position include:

- Must be able to provide evidence of a valid Massachusetts license as Superintendent/Assistant Superintendent or eligibility for such license.
- a Master's degree (Doctorate preferred) in Administration, Education, or related field.
- successful administrative leadership experience and demonstrated leadership skills, preferably in an education setting.
- classroom or related teaching strongly preferred;
- excellent written and oral communication skills;
- a proven ability to work collaboratively and build partnerships within the schools, the community, and town government;
- demonstrated understanding of Massachusetts General Laws and Massachusetts Department of Elementary and Secondary Education (DESE) policies and procedures.

The Lincoln Public Schools is offering a regionally competitive compensation and benefits package for this leadership position, commensurate with experience and qualifications. The start date for the successful candidate will be July 1, 2023.

APPLICATION PROCESS

If you are interested in this leadership position, please email a letter of interest in *this position*, current resume, and two (2) letters of reference (written within the last 3 years) to Dr. John Brackett, The Collins Center for Public Management, UMass Boston, at lincolnsuptsearch@gmail.com Further information about the superintendent search process is available at the LPS website: <https://www.lincnet.org>

For further inquiries, please feel free to contact the Collins Center search consultant, Dr. John Brackett at John.Brackett@umb.edu.

The application deadline for this position is November 28, 2022, at 4:00 pm.