

To Do List from 10/29/2024 SC Meeting

1. The Committee identified **3 key immediate tasks** for the Superintendent Search process:
 - Approve the timeline,
 - Identify & engage with constituent groups,
 - Identify a search firm
2. The School Committee will meet virtually on **11/12/2024** for the purpose of **establishing a list of desired milestones** for the Superintendent Search process.
 - The overarching Milestone categories are: Planning, Engagement, Recruitment, Selection, & Appointment/Transition
 - Within each category the following information will be identified:
 - **WHAT** is the task?
 - **WHO** will serve?
 - **WHEN** is the deadline?
 - The School Committee will **structure the work of the Superintendent Search so that all members can be involved**. Work models will include (but are not limited to) the full Committee, dyads, and individual responsibilities.
 - To aid with work assignments, the Vice Chair asked Committee members to let her know what areas of interests they have for this work
3. The School Committee will make a formal **announcement at the School Committee meeting on 11/19/2024** that the Superintendent Search process has officially begun
4. **Community Engagement Suggestions:**
 - The Committee should identify time for the Committee to brainstorm a list of community voices to provide feedback/input on the search process
 - The Committee should schedule a **Round Table** with experts (macro/micro level) . As much input as we can get, the better for the Committee. That said; the greatest info will need to come from our caregivers
 - During the month of November/December, the School Committee should have a public hearing to launch the engagement process
 - The Committee should ask constituents who they suggest as groups we need to make sure are included for feedback/input on the search process
5. School Committee to **create a Survey** to help answer the questions: “What qualities do we want to see in the next Superintendent? What actionable expectations do we have for the next Superintendent?”
 - During the **month of November**, the School Committee will design a survey that would go out to CPS families during the month of December.
 - Survey Design Suggestions:
 - Ask the full Committee to submit ideas and then delegate finalization of the tool to a Committee Task Group
 - Utilize the MASC survey tool as a starting point and then tailor the tool to meet the needs of Cambridge
6. In addition to the Survey, **establish community focus groups** designed to provide feedback specific to the two leadership qualities prompts.
 - During the **month on November**, the School Committee will begin meeting with

community focus groups

7. The School Committee will aim to have **data from the survey & focus groups available for review by Members after the first of the year**
8. Based on data gathered from both the survey and focus groups, the School Committee will **identify 4 or 5 agreed upon priorities** that the Committee will then include in the development of a leadership profile.



<p style="text-align: center;">1.</p> <p style="text-align: center;">PLANNING</p>	<p style="text-align: center;">2.</p> <p style="text-align: center;">ENGAGEMENT</p>	<p style="text-align: center;">3.</p> <p style="text-align: center;">RECRUITMENT</p>	<p style="text-align: center;">4.</p> <p style="text-align: center;">SELECTION</p>	<p style="text-align: center;">5.</p> <p style="text-align: center;">APPOINTMENT/ TRANSITION</p>
<p>Determine process, engage in training, & select a search firm.</p>	<p>Gather community input through a public hearing, focus groups, and a survey to create a leadership profile.</p>	<p>Seek high quality candidates through job postings, advertisements, and recruitment.</p>	<p>Use leadership profile criteria and DEI training insights to select & interview candidates.</p>	<p>Select Superintendent. Appointment date TBD</p>
<p>The School Committee will enlist guidance from MASC regarding considerations for an effective Superintendent search process no later than mid-October 2024</p> <p>The School Committee will approve the draft timeline for the search process by 11/12/2024</p> <p>The School Committee Search Committee will be appointed by 12/06/2024.</p> <p>School Committee members will participate in DEI training to support a bias free search process by no later than xxxxx.</p> <p>RFQ process for a Search Firm will begin xxxxxx .</p>	<p>A Public Hearing officially launching the search process will be held on 11/19/2024.</p> <p>A community survey will be: - created by xxx, - distributed by xxx, - and will close on xxxx.</p> <p>Focus Groups will be: - identified by xxx - and will be held between December 2024 - February 2025.</p> <p>The school Committee will generate a Leadership Profile during the week of 03/10/2025.</p>	<p>The Search Committee will organize to prepare for the screening of candidates, scheduling of interviews, and preparation of interview questions starting the week of 03/17/2025.</p> <p>Candidate recruitment is ongoing February-June 2025.</p> <p>Applications open on 07/01/2025.</p> <p>Applications close on 07/31/2025</p>	<p>Initial screening will begin during the week of 08/04/2025 followed by first round interviews.</p> <p>Final round interviews anticipated to begin starting the week of 09/08/2025. Site visits will be completed as appropriate.</p>	<p>School Committee convenes to vote on the appointment of the new Superintendent on or before 10/15/2025</p> <p>Superintendent to take office on or before 07/01/2026.</p>

