

To: Nashoba Regional School District School Committee
From: Kathy Codianne (L)
Re: Process of hiring new principals and communicating this information to the school committee and the public
Date: October 7, 2015

Superintendent Reports

I was interested in finding out about the process of hiring new principals and communicating this information to the school committee and the public. Where I saw references in school committee minutes relative to principal searches and hiring, I looked up the corresponding Superintendent's Report. Additionally, I reviewed all the superintendent's reports including those that were archived to make sure that I didn't miss any references to the principal hiring process. School Committee minutes for 10/1/2009, 10/15/2009, 11/5/2009 and 1/21/2010 indicate that the Superintendent's Reports for those dates contain a topic, "New Principal Search Process," but these reports were not archived so I could not see what was reported.

What follows is what I found from School committee minutes and texts of Superintendent Reports from 9/3/2009 to 5/6/2015.

9/3/2009

SUPERINTENDENT'S REPORT

(The Superintendent's Report is available in full on the NRSD website at <http://www.nrsd.net>)

Mr. Wood reviewed his written report to the committee. Topics included:

- *Student Performance*
- *Facilities Update*
- *Add / Renovation Project in Stow*
- *Teaching and Learning*
- *Finance Update*
- *Human Resources Update*
- *Search Process for New Principals*

9/17/2009

SUPERINTENDENT'S REPORT

(The Superintendent's Report is available in full on the NRSD website at <http://www.nrsd.net>)

Mr. Wood reviewed his written report to the committee. Topics included:

- *Teaching and Learning Update*
- *Facilities Update*

- Finance Update
- Human Resources Update
- Tri-Town
- Search Process for new Principals

10/1/2009

SUPERINTENDENT'S REPORT

(The Superintendent's Report is available in full on the NRSD website at <http://www.nrsd.net>)
 Mr. Wood reviewed his written report to the committee. Topics included:

- Teaching and Learning update
- Review of September 25th early release professional development day
- Entitlement Grants
- Building project in Stow update
- Finance update
- Transportation update
- Human Resources update
- New Principals search update
- Boston Magazine's Top Schools in the Commonwealth

10/15/2009

SUPERINTENDENT'S REPORT

(The Superintendent's Report is available in full on the NRSD website at <http://www.nrsd.net>)

Mr. Wood reviewed his written report to the committee. Topics included:

- Finance Update
- Food Service Update
- Early Release • Facilities
- Transportation

- Human Resources
- Flu Clinic Information
- New Principals Search Process

11/5/2009

SUPERINTENDENT'S REPORT

(The Superintendent's Report is available in full on the NRSD website at <http://www.nrsd.net>)

Mr. Wood reviewed his written report to the committee. Topics included:

- Governor's Budget Cuts
- Early Release PD Day
- Add / renovation project in Stow
- Flu Clinic Information
- Search process for new principals
- Teaching and learning update
- Are you smarter than an eighth grader night
- Tri Town

1/21/2010

SUPERINTENDENT'S REPORT

Mr. Wood reviewed his written report to the committee. Topics included:

- RTTT Results
- Interim Principal at Hale Update
- Worcester County Superintendent's Recognition Luncheon
- High School Students with perfect scores on the 2009 MCAS
- Late start for High School students during the week of January 19th

2/17/2011

Personnel -

I have drafted a job description and also an organization chart for your review. The Director of Finance is a new position in the district and I want your approval. I feel that this move is in the best interests of our district at this time because we have the strength of personnel in multiple positions to carry it off. This type of job sharing happens in many organizations where you have Chief Operating Officers (COO) who are also the Chief Financial Officers (CFO) or CFO and Chief Technology Officers (CTO). It is definitely because of the current personnel in the positions within facilities, human resources and special education that I feel I am able to devote my time more evenly across all of my supervisory responsibilities that this can happen. It is also because Mr. King will still be the budget and finance director a skill set that is remarkable. His salary would remain the same for the dual roles as it is for FY 11. I feel the change from Assistant Superintendent to Director of Finance is important so that the scope of responsibilities won't be as broad and for internal balance of having a principal/director title that are on par with other directors and principals, rather than their boss. If you have specific questions please don't hesitate to contact me.

4/28/2011

Administrative Searches

The sign for Luther Burbank and Mary Rowlandson was installed this week. This was a joint venture by the Town of Lancaster, the Lancaster PTO and the District. Tree trimming will occur on the Bolton path between Florence Sawyer School and Emerson School in the coming week. In preparation for our visit by NAEYC we made updates to the playground this past week.

The Principal searches for the high school and Pompo/Center are underway and will start screening after May 15. Parents and staff interested in being members of these committees should submit their names to Aleta Masterson at amasterson@nrsd.net.

5/12/2011

Personnel—Part I (Administration)

I am meeting with the Pompo / Center School Council on May 9 to discuss the process for filling the principal and assistant principal roles there. On May 12 at 5:00 pm I am meeting with the School Council at NRHS and the Student Advisory Council on the 17th at 7:00 am. Screening committees have already been formed for both selection processes and will be starting in two weeks. I met with the faculty at the high school last week and the Pompo Center faculty the week before the April break. From time to time administrators ask to step back into the classroom and I try to work with them to see if that is in the best interests of the school and the district. Diane Tenen has asked to do this and I have agreed that she would be an asset in our teaching ranks; she formerly taught middle school, and third/fourth grade. She will be assigned to teach fifth grade at Florence Sawyer School.

Personnel– Part II (Teachers)

The enrollment picture is clearer now and we are working to make final decisions regarding posting and hiring for next year. One grade that has been challenging to decide whether additional staff is needed is at Hale Middle School. Right now it appears we could have as many as 107 students in fifth grade. The current sixth grade is 105, and while above our guidelines, we felt it was manageable. With the possibility of 107, I am recommending that we look at hiring a fifth teacher for sixth grade at Hale. This will get classes for the core subject areas down under 24. I am looking at a funding source and if we need to do it, I will bring before school committee at a future meeting.

We are also monitoring course sign ups at the high school. The science and math sections are in flux until all students are enrolled, but from conversations on Thursday it looks promising that we will have enough science staff as planned and will have some float possible because of the candidates being interviewed for the open mathematics positions.

6/9/2011

Finance—Personnel—Part I (Principal Positions)

Interviews have concluded for the elementary principal for Pompositicut and Center Schools. The two finalists are Kevin LaCoste, Assistant Principal at Florence Sawyer School and Reta Detweiler, currently a Principal for the Gill Elementary School in Gill, MA. They will both be doing site visits at the school on Monday, June 13th and there will be a parent meet and greet for each one beginning at 4:15 at Pompo.

The high school search ended when the screening committee decided that there were not enough candidates to base a sound decision on for interviews. I have accepted their recommendation and I am in the process of seeking an interim person for a year or shorter, if we are successful in getting a candidate to make the move earlier. I hope to wrap up this process before the end of the school year to announce to parents, staff and students.

6/20/2011

Personnel—Pompositticut School and Center School Principal Announcement

I have chosen Kevin LaCoste to be the next principal for Pompositticut and Center Schools. Kevin is currently the assistant principal at the Florence Sawyer School in Bolton. Kevin is articulate, bright, focused on children and great at building partnerships. He has experience working special needs students as a special education teacher and as Nashoba's Extended School Year Coordinator for several years. He has a Master's Degree in Literacy and has been very active in the District's Literacy Committee looking at assessments. Kevin has also taught fourth grade and knows the curriculum well. In the coming days Kevin will be setting up his calendar and announcing office hours so please take some time out of your busy schedule to visit with him.

Personnel– High School Interim Principal

Ralph Olsen has accepted a one year contract to join Nashoba as its High School Principal. Mr. Olsen is a veteran high school principal who has been the leader of North Middlesex High School, Framingham High School, and Ashland High School. Most recently he was tapped to lead Fall River High School and was successful in restructuring the school. Ralph has worked with Richard Dufour in building Professional Learning Communities (PLC's) and is very interested in carrying on this work at Nashoba. Ralph is excited about being at Nashoba Regional High School, knows it by reputation and is looking forward to working with our team. He will start July 5th.

7/7/2011

New Principals Settle In

Kevin LaCoste is settling in nicely at Pompositticut School as the school's new Principal. Mr. LaCoste started on Friday moving in boxes, but he will have to wait to unpack so that the summer maintenance crew can finish the rugs and move in furniture. Mr. LaCoste will be sending out a letter introducing himself to the Stow community and in it he is inviting parents to stop by and say hello. Center School is closed for the summer due to construction and he will be at Pompositticut for the duration. Kevin can be reached a 978-897-5774.

Mr. Ralph Olsen has started at the High School. He is back from his trip to Leaders Make Things Happen Ireland and seems very much at home in his new office. I met him while he was doing a review of the schedule and learning who is left to hire for the new year. Ms. Calo and Mr. Cote were at his side helping him learn who is who. There is still a science position to be filled and a special education position now vacant in our

Transition classroom. All Teacher Assistant positions have been assigned. The schedule is almost complete. Mr. Olsen spent his first two days meeting the office staff, touring the building and meeting the maintenance team. He can be reached at the high school at 978.779.2257

New Assistant Principal at MRE

Laura Friend is changing addresses in the MRE hallways. She is the new Assistant Principal. Laura has been teaching fifth grade English language arts there for two years. Prior to that she was a Teacher Associate in the office of Teaching and Learning spearheading our literacy efforts across the district. Laura has also been our Mentor Coordinator for new teachers and the person who organized the new staff orientation. She has taught at the Florence Sawyer School and in the Phoenix Public Schools. In her new role she will be working with Principal Sean O'Shea in furthering the school's work on balanced literacy, building a culture of high expectations for the faculty, staff, parents and students, and furthering our understanding of how assessment can inform instructional practice.

8/18/2011

Pompo and Center Have a New Principal

Mr. Kevin LaCoste, pictured right, is the new Principal at the Pompositticut and Center Elementary Schools. Kevin has been with the district for the past 11 years as a special education teacher, a classroom teacher and as an assistant Principal, all at the Florence Sawyer Schools. He did his leadership internship at the Hale Middle School and is already setting the stage for a great start to the new year. His office will be at the Pompositticut Scho

9/15/2011

High School Principal Search

NASHOBA will be launching its search for a new high school principal in the next few weeks with a kick off meeting with the screening committee in the first week of October. New student representatives need to be selected and that will be happening soon. All members who served previously will be notified and if they are no longer available, it will be determined what constituency needs representation. There are eighteen (18) members on the committee. The advertisement will occur during the month of October with screening of applicants to start in the first week of November. Candidates will be selected for an interview and screened by the committee the week of November 14. The screening committee is tasked with sending the superintendent at least two candidates for active consideration and/or for the group to meet with the Superintendent to make recommendations for consideration. Interviews with the Admin team and the Superintendent will take place in the first weeks of December. A decision will be announced by mid January as to a finalist or our next steps.

7/3/2012

New Administrators

Jennifer Mannion has accepted a Principal position in her home town of Grafton, MA. She was serving as the Assistant Principal at Florence Sawyer School. Her replacement is Alana Cyr. Alana has been a Special Education Teacher at Florence School for the past five years and previous to that was the Education Director for Perkins School. Julie Flynn, also Assistant Principal at the Florence Sawyer School for the past year has accepted a position to be the Assistant Principal with Jennifer Mannion. Her replacement is Stephen Grant, an elementary teacher at Florence Sawyer School for the past twenty years.

We are still searching for a Director of Teaching and Learning and have interviews slated for July 9th.

Dr. Parry Graham starts in his new role on July 15th as the high school's principal

5/20/2014

7. Assistant Principal Position Vacancy: Mrs. Karen Donato, Assistant Principal at The Center School, has been chosen to be a principal in the Arlington Public School District. Mrs. Donato has been with us for three years and has fostered a strong following as a dedicated, warm, and bright educator. We will miss her.

2/25/2015

1. Luther Burbank Staff Meeting: I am meeting with Luther Burbank staff to discuss a leadership profile and discuss other aspects of transition to a new leader in the coming school year.

5/6/2015

1. Staffing Changes: Alana Cyr, Assistant Principal at Florence Sawyer Elementary School, has been hired as the Principal of the Proctor Elementary School in Northborough, MA. Alana has been a great asset as a teacher and administrator and will be greatly missed.

Laura Friend is the candidate I have hired for the Principal position at Luther Burbank Middle School. Laura's teaching background is middle school and she has been a great asset as a curriculum leader, coach, fifth grade teacher and ELA teacher in our district. She starts her new role in August. Laura is currently the Assistant Principal at Mary Rowlandson Elementary School.

