

On February 12th, 2016, the Brookline School Committee announced the finalists in the search for a new Superintendent of Schools. The next step will be for each of three finalists to spend a day in Brookline visiting schools and meeting with principals, teachers, staff, students, parents, community members, and district leaders.

There are two ways that members of the Brookline community can get involved!

First, all community members are invited to attend any of the public interviews (see below for schedule) and provide input through an online form that will be available on the district website.

Second, the School Committee is organizing a formal Finalist Review Committee that will play an important role in providing detailed, structured input to the School Committee to assist in its deliberation. See below for information on how to join the Finalist Review Committee.

Who will participate in the Finalist Review Committee (FRC)?

The Finalist Review Committee will be made up of representatives from four different groups: Teachers, principals, parents/community members, and School Committee members. Every member of the Finalist Review Committee is expected to fulfill the responsibilities listed below.

What are the responsibilities of the Finalist Review Committee members?

1. Attend their designated interview sessions with the finalists each day (Feb. 22nd, 23rd, and 24th).
2. Attend the morning breakfasts for some or all candidates on Feb. 22nd, 23rd, and 24th if possible.
3. Submit feedback forms within 24 hours of each interview.

What is the process to join the Finalist Review Committee?

1. *School Committee Members* – Barbara Scotto, Rebecca Stone, and David Pollak have been appointed.
2. *Teachers* – On Friday, February 12th all teachers will receive an email invitation to participate. Any interested teacher should respond to this email by completing the form with his/her name, email address, and school name and indicate a commitment to participate in the activities. To be on the FRC a teacher is expected to attend the 3:00 p.m. – 4:00 p.m. session for all the candidates on February 22nd, 23rd, and 24th. Please note that participation in this process is a voluntary activity.
3. *Principals* – Principals who choose to participate in the Finalist Review Committee are expected to attend the 12:00 p.m. – 1:00 p.m. session for each candidate on February 22nd, 23rd, and 24th.
4. *Parents/Community Members* – Members of the organizations that participated in the Superintendent Search Focus Groups will be invited to join the Finalist Review Committee. Each organization can name one person (and one alternate if needed) who is expected attend the 6:45 p.m. - 7:30 p.m. session on each evening of February 22nd, 23rd, and 24th.

Please note that only those people who formally sign up and make the above commitments will be named as part of the Finalist Review Committee. But again, anyone can attend a public interview and fill out a form at any time. Finalist Review Committee members will provide input on specific questions and provide analysis related to the Superintendent Leadership Profile that was created from community input.

Which parent/community organizations can name members to the Finalist Review Committee?

The school partner organizations that participated in the Superintendent Search Focus Groups that were held in December and January will be invited to have a member or constituent join the Finalist Review Committee. These organizations are:

1. System-wide Parent Leadership Group (including PTOs and School Council members)
2. Brookline Special Education Parent Advisory Council (SEPAC)
3. Enrichment Challenge and Support (ECS) Program Parent Advisory Council
4. Brookline Education Foundation
5. Brookline High 21st Century Fund
6. Steps to Success
7. METCO Parents
8. Brookline Asian American Family Network
9. Brookline Extended Day Advisory Council
10. Town of Brookline Board of Selectman
11. Town of Brookline Advisory Committee

Sample Schedule for Superintendent Finalist Visits

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| 7:30 a.m. - 8:30 a.m. | Breakfast with Finalist Review Committee Participants – Town Hall |
| 10:00 a.m. - 11:30 a.m. | Visit Baker, Devotion and Pierce Elementary Schools |
| 12:00 p.m. - 1:00 p.m. | Lunch with Principals and Senior Staff – Brookline High School |
| 1:00 p.m. - 2:30 p.m. | Brookline High School Visit including Time with Students |
| 3:00 p.m. - 4:00 p.m. | Meet with Teachers – Martin Luther King Jr. Room, Brookline High School |
| 5:00 p.m. - 6:15 p.m. | Dinner/Interview with School Committee |
| 6:45 p.m. - 7:30 p.m. | Finalist Review Committee Interview – Town Hall |
| 7:30 p.m. - 9:00 p.m. | Public Interview – Town Hall |

The final schedules for each of the candidates and additional details about the about the Superintendent Search please visit www.brookline.k12.ma.us/supersearch.