

The Public Schools of Brookline  
School Committee Meeting of Thursday, December 6, 2018  
Superintendent Report  
Andrew J. Bott

**Update on Principal Search Processes**

Last week we officially launched the search process for a permanent principal at Coolidge Corner School and Lawrence School (letters attached). The job postings are up through January 7, 2019; in the interim we are working on two items: assembling the 17-person Interview Committee at each school and soliciting feedback for the creation of a Leadership Profile for each school.

The Interview Committees will each consist of 5 parents, 5 school staff members, 5 district administrators and 2 students. The first meeting of each committee is scheduled for the week of December 17.

Our process to solicit feedback on the Leadership Profile is two-fold: an online survey for parents and staff to complete (that will be open through January 3) and in-person meetings with staff and with parents (scheduled for next week). The Leadership Profile will be used by the Interview Committees as they review applications and conduct first round interviews.

Tomorrow I will be meeting with the parent leaders at Baker School, after which we will launch the search process for a permanent principal at Baker School. I will continue to keep you updated throughout this process.

**School Closings or Delayed Openings**

It's that time of year! I have attached the annual letter we send to our families to remind them of the steps we will take to notify them when school has been closed or delayed due to bad weather. This year I also shared some information with families about how this important decision is made.

**School Tours with State Representative-Elect Nika Elugardo**

Nika Elugardo is the State Representative-Elect for the 15<sup>th</sup> Suffolk/Norfolk District. This legislative district includes the Pill Hill/Lincoln School neighborhoods of Brookline. This morning Helen Charlupski and Select Board Member Nancy Heller joined me in hosting a tour for Representative-Elect Elugardo of Pierce School, Lincoln School and Brookline High School. I would like to thank principals Lesley Ryan Miller and Brian Denitzio, and Head of School Anthony Meyer, for generously offering their time this morning to walk through their schools and highlight some of the amazing work happening within their walls.

**School Visits and Parent Meetings**

This week I was able to visit classrooms at Baker School. I met with parents at Coolidge Corner School, at a coffee hosted by the PTO, on Friday morning, November 30. This week we also held our monthly meeting of parent leaders (PTO Co-Presidents and School Council Co-Chairs).

Tomorrow morning I look forward to meeting with parents at Runkle School at a coffee hosted by the PTO.

### **Update on the Coolidge Corner School Renaming Process**

Following a double-blind selection process held on Friday, November 30, the 18 students who will serve on the Nominations Committee for the Coolidge Corner School Renaming have been selected. The Nominations Committee includes fourteen (14) current CCS students and four (4) BHS students who are CCS alums. The Nominations Committee will review all of the submissions for the new school name and bring forward five (5) names for your review.

I was pleased to join the Nominations Committee at their first meeting this week on Tuesday afternoon. We have an enthusiastic and thoughtful group, all of whom are ready for the important work ahead.

Over the course of the next five Wednesday afternoons (not including the school holiday period) the committee will engage in training sessions to prepare them for their work. These sessions include a meeting with the warrant article petitioners, a Hidden Brookline walking tour, and team building/group decision making exercises.

We will be opening the process for community members to submit names for the new school on Monday, December 10. Nominations will be accepted through January 23, 2019.

### **Kindergarten Registration Family Information Sessions**

Our Office of Student Affairs is hosting family information sessions for parents of next year's kindergarteners. The second of these five sessions actually happened tonight here in Town Hall. At these sessions, OSA and early childhood staff discuss the kindergarten program and answer questions about the registration process (the actual registration process for new K students will open in early January). These sessions are always well attended and very much appreciated by our newest families as they prepare to enter the Public Schools of Brookline.

The three remaining sessions are scheduled for:

December 12 at 11:30am, Town Hall, 5<sup>th</sup> Floor

December 13 at 8:30am, Town Hall, 1<sup>st</sup> Floor

December 18, 5:30pm, Town Hall, 5<sup>th</sup> Floor



**Andrew J. Bott**  
Superintendent

**The Public Schools of Brookline**  
Brookline Town Hall  
333 Washington Street, 5<sup>th</sup> Floor  
Brookline, Massachusetts 02445  
617.730.2401

November 30, 2018

Dear Coolidge Corner Families and Staff,

I am writing to announce the start of the search process for a permanent principal for the Coolidge Corner School (CCS).

As you will recall, last March I appointed Jennifer Buller and David O'Hara as the Interim Co-Principals of the Coolidge Corner School for the 2018-2019 school year. Ms. Buller and Mr. O'Hara were appointed to the interim leadership roles due to their many years of outstanding leadership experience in the district. Ms. Buller served eight years as an elementary teacher in Brookline, one year as the CCS Vice Principal, and three years as co-principal of Lower CCS. Mr. O'Hara has served the Coolidge Corner School community for over 30 years, including 13 years as a physical education teacher, 14 years as vice principal, and three years as Lower CCS co-principal.

In my letter to families and staff last March I outlined the permanent leadership structure for the school, effective September 2019. The school will be led by one permanent principal and three vice principals (CCS currently has two vice principals).

As we begin the search process for a permanent principal, we are reminded that our work in Brookline is guided by four pillars. *Equity matters* - we are committed to equity in opportunity and outcomes for all of our students. *Instruction matters* - through our support of high quality instruction we meet the needs of all students. The *centrality of the classroom* matters - we support our principals, and principals support educators so that educators can best support our students. And, lastly, *collaboration matters* - because we do our best when we work together. If we are to achieve the promise of a public education in Brookline, all of our school leaders need to make a full commitment to these pillars. We have developed a comprehensive search process to ensure that we identify the most qualified and committed candidates.

**ADVERTISE THE POSITION:**

The position will be posted and advertised starting on December 3, 2018. In addition to utilizing Recruit and Hire (our online search and hiring platform), the position will be posted with the Massachusetts Association of School Superintendents, the Massachusetts Elementary School Principals Association, Diversity Recruitment Partners in Education, and the Minority Student Achievement Network. The position will be posted until January 7, 2019.

**PARENT AND STAFF FEEDBACK ON LEADERSHIP PROFILE:**

While the position is posted, we will begin soliciting feedback from Coolidge Corner School staff and families about the leadership traits you want to see in the permanent principal. In addition to

soliciting feedback through an online survey, we will hold a meeting for staff and a meeting for parents to hear your feedback in person. The feedback we receive from you will help us to develop a Leadership Profile that will be used by the Interview Committee as they review applications and conduct first round interviews. We will send specific dates and more information about the Leadership Profile development process soon.

#### **THE INTERVIEW COMMITTEE:**

We will convene an Interview Committee of 17 members, including:

- 5 parents or guardians: four selected through a process led by the Coolidge Corner School PTO and School Council parent representatives, and one selected by the Brookline Special Education Parent Advisory Council (SEPAC)
- 5 staff: selected by the Brookline Educators Union (BEU)
- 5 district administrators
- 2 students: selected by the guidance department

The Interview Committee will be responsible for reviewing all applications and conducting first round interviews. The Interview Committee will recommend candidates who should be moved to the second round of the interview process.

You will hear directly from the PTO/School Council or BEU with information about how you can volunteer to be on the Interview Committee.


The first organizational meeting of the Interview Committee will be held on **Thursday, December 20 from 2:30-4:00pm at the Coolidge Corner School**. At this meeting we will select the dates and times for interviews, based on the availability of those on the committee. Committee members should expect to devote at least 12 hours, divided into four 3-hour blocks, to the first round interview process.

#### **FINALISTS:**

Second round interviews will be conducted by me and an interview committee including our special education director(s), two curriculum coordinators, our Deputy Superintendents, and our Senior Director for Educational Equity. Following these second round interviews, we will name finalists for the position. The finalists will be presented to the school community at a public meeting, during which you will be able to ask questions and provide feedback on each candidate directly to me. A few representatives of the Interview Committee will, if feasible, conduct site visits to the candidates' current schools.

I will continue to keep you updated throughout this process. I look forward to our work together to identify the next permanent principal for the Coolidge Corner School.

Sincerely,



Andrew J. Bott  
Superintendent



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Brookline Town Hall  
333 Washington Street, 5<sup>th</sup> Floor  
Brookline, Massachusetts 02445  
617.730.2401

**Andrew J. Bott**  
Superintendent

November 30, 2018

Dear Lawrence School Families and Staff,

I am writing to announce the start of the search process for a permanent principal for Lawrence School.

As you will recall, last March I appointed Monica Crowley as the Interim Principal of Lawrence School for the 2018-2019 school year. Principal Crowley previously served as Vice Principal at Lawrence from 2008 to 2014, and as the Upper Devotion School Principal from 2014-2018. My letter to families and staff last March also indicated that we would launch a thorough search process for a permanent principal this year.

As we begin this search process, we are reminded that our work in Brookline is guided by four pillars. *Equity matters* - we are committed to equity in opportunity and outcomes for all of our students. *Instruction matters* - through our support of high quality instruction we meet the needs of all students. The *centrality of the classroom* matters - we support our principals, and principals support educators so that educators can best support our students. And, lastly, *collaboration matters* - because we do our best when we work together. If we are to achieve the promise of a public education in Brookline, all of our school leaders need to make a full commitment to these pillars. We have developed a comprehensive search process to ensure that we identify the most qualified and committed candidates.

**ADVERTISE THE POSITION:**

The position will be posted and advertised starting on December 3, 2018. In addition to utilizing Recruit and Hire (our online search and hiring platform), the position will be posted with the Massachusetts Association of School Superintendents, the Massachusetts Elementary School Principals Association, Diversity Recruitment Partners in Education, and the Minority Student Achievement Network. The position will be posted until January 7, 2019.

**PARENT AND STAFF FEEDBACK ON LEADERSHIP PROFILE:**

While the position is posted, we will begin soliciting feedback from Lawrence School staff and families about the leadership traits you want to see in the permanent principal. In addition to soliciting feedback through an online survey, we will hold a meeting for staff and a meeting for parents to hear your feedback in person. The feedback we receive from you will help us to develop a Leadership Profile that will be used by the Interview Committee as they review applications and conduct first round interviews. We will send specific dates and more information about the Leadership Profile development process soon.

## **THE INTERVIEW COMMITTEE:**

We will convene an Interview Committee of 17 members, including:

- 5 parents/guardians: four selected through a process led by the Lawrence PTO and School Council parent representatives, and one selected by the Brookline Special Education Parent Advisory Council (SEPAC)
- 5 staff: selected by the Brookline Educators Union (BEU)
- 5 district administrators
- 2 students: selected by the guidance department

The Interview Committee will be responsible for reviewing all applications and conducting first round interviews. The Interview Committee will recommend candidates who should be moved to the second round of the interview process.

You will hear directly from the PTO/School Council or the BEU with information about how you can volunteer to be on the Interview Committee.

The first organizational meeting of the Interview Committee will be held on **Tuesday, December 18 from 2:30-4:00pm at the Lawrence School**. At this meeting we will select the dates and times for interviews, based on the availability of those on the committee. Committee members should expect to devote at least 12 hours, divided into four 3-hour blocks, to the first round interview process.

## **FINALISTS:**

Second round interviews will be conducted by me and an interview committee including our special education director(s), two curriculum coordinators, our Deputy Superintendents, and our Senior Director for Educational Equity. Following these second round interviews we will name finalists for the position. The finalists will be presented to the school community at a public meeting, during which you will be able to ask questions and provide feedback on each candidate directly to me. A few representatives of the Interview Committee will, if feasible, conduct site visits to the candidates' current schools.

I will continue to keep you updated throughout this process. I look forward to our work together to identify the next permanent principal for Lawrence School.

Sincerely,



Andrew J. Bott  
Superintendent



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333 Washington Street, 5<sup>th</sup> Floor  
Brookline, Massachusetts 02445  
617.730.2401

**Andrew J. Bott**  
Superintendent

December 3, 2018

Dear Families,

With the cold winter months already upon us, I want to take this opportunity to remind you of the steps we will take to inform you of any weather-related school cancellations or delayed openings, and to provide you with some context as to how the decision to close school is made in the event of a winter storm.

When bad weather is forecast, we work closely with Brookline's public works and public safety officials to determine whether or not a school cancellation or delay is warranted. Working together, we carefully monitor weather forecasts relying on information from the National Weather Service. If the size and strength of the storm are predicted with a high degree of certainty, then we will make the decision to close school by 8:00pm on the evening before a school day. If the weather forecast is less certain, then we wait and make a decision (if there is one) no later than 5:30am.

Following the end of a winter storm, the Brookline Department of Public Works (DPW) starts to work immediately to make roads safe and accessible across town. In addition to plowing roads, we rely on the DPW to clear snow from school parking lots and sidewalks around our schools so that teachers can park and students can safely get to school. Depending on when the storm ends, sometimes this storm clean-up can continue into a second day causing school to be closed for an additional day so that DPW crews can work safely and unimpeded. The Town might also declare a parking ban, which affects our decision of whether or not to close school.

We will only contact you if a decision has been made to close school or delay the opening of school. Once that decision is made, we notify our media partners, post the information on our website, post a message on our Twitter and Facebook accounts, and send the notification directly to our families and staff via automated phone calls and emails. Below please find links to these sources:

<b>Website</b>	<a href="http://www.brookline.k12.ma.us">www.brookline.k12.ma.us</a>
<b>Twitter</b>	@BrooklinePublic
<b>Facebook</b>	<a href="http://www.facebook.com/BrooklinePublicSchools">www.facebook.com/BrooklinePublicSchools</a>
<b>Radio</b>	WBZ (1030 AM)
<b>Television</b>	WBZ (Channel 4) <a href="http://www.wbz.com">www.wbz.com</a>
	WCVB (Channel 5) <a href="http://www.wcvb.com">www.wcvb.com</a>
	WHDH (Channel 7) <a href="http://www.whdh.com">www.whdh.com</a>
	WBTS (Channel 10) <a href="http://www.nbcboston.com">www.nbcboston.com</a>
	WFXT (Channel 25) <a href="http://www.boston25news.com">www.boston25news.com</a>
	New England Cable News <a href="http://www.necn.com">www.necn.com</a>

Information about a delayed opening will be shared in the same manner as a cancellation. Should the opening of school be delayed, students will be expected to arrive at school or at their bus stop one or two hours after their regularly scheduled time, depending upon the length of the announced delay. Our bus company and crossing guards will know of the delay and will rearrange their schedules accordingly. High School students should refer to page 51 of the [BHS Playbook](#) for the schedule of classes in the event of a delayed opening.

You might also consider joining *Alert Brookline* to receive important notifications from the Town of Brookline regarding emergency situations that could impact Brookline residents:  
<https://brookline.bbcportal.com/>

As always, our priorities are to ensure the safety of students and staff and to share information regarding cancellations or delayed openings with you in a timely fashion.

Sincerely,

A handwritten signature in black ink, appearing to read 'Andrew J. Bott', with a long horizontal flourish extending to the right.

Andrew J. Bott  
Superintendent