



The Public Schools of Brookline
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Linus J. Guillory Jr., PhD
Superintendent

TO: Brookline School Committee
FROM: Linus J. Guillory Jr., PhD, Superintendent
DATE: March 28, 2023
RE: Recommendation to Hire Susan K. Givens, Ed.D.
Deputy Superintendent for Administration and Finance

Currently in the Public Schools of Brookline, the Deputy Superintendent for Administration and Finance serves as the School Business Administrator for the district. M.G.L. Chapter 71, chapter 41, grants the School Committee the authority to hire the position of School Business Administrator.

I recommend that the Brookline School Committee hire Susan K. Givens, Ed.D. as Deputy Superintendent for Administration and Finance.

Through a process led by Human Resources Director Tye'sha Fluker, we have been actively searching for a talented and experienced Deputy Superintendent for Administration and Finance since the fall of 2022. In total, five candidates were interviewed out of a review of approximately 15 applications. In addition to Ms. Fluker, the members of the Interview Team included Interim Deputy Superintendent for Student Services Liza O'Connell, Deputy Town Administrator Melissa Goff, Baker School Principal Torrance Lewis, PSB Budget Analyst Donna Chisholm, and PSB Grants Coordinator Kelley Durgin. Mariah Nobrega, Finance Subcommittee Chair, and I also interviewed Dr. Givens and concur with the overwhelmingly positive feedback from the Interview Committee.

Dr. Givens has 17 years of experience as Assistant Superintendent for Finance and Operations in the Masconomet Regional School District. Her work there included leading negotiations with bargaining units, initiating an induction program for new administrators, extensive collaboration with principals and directors on district initiatives, and guiding the district through two significant financial crises without the need for educator layoffs. Dr. Givens also served for six years as the School Business Administrator in the Pentucket Regional School District. She is presently the Interim Director of Strategic Initiatives at the LABBB Collaborative, and also recently served as the Superintendent of the Newmarket School District in New Hampshire. Dr. Givens earned her Ed.D. at the University of Pennsylvania, her M.S. in Leadership from Northeastern University, and a B.S. in Business Administration, Operations Management/Management Information Systems at Salem State University.

Dr. Givens' extensive and relevant experience, her proven record of accomplishment, and her leadership skills make her the clear choice for the position of Deputy Superintendent for Administration and Finance in the Public Schools of Brookline. Her wide-ranging skill set will enable her to seamlessly transition into our school district and successfully lead the important work in the Office of Administration and Finance.