

**BB** Blind Brook Public Schools  
*Schools of Excellence*

# Human Resources Committee

- Marlene Adler
- Nancy Barr
- Matthew Beatty
- Trudi Davis
- Andrea Hamilton
- Steve Kaplan
- Max Linder
- Leslie Melvin
- Leslie Mook
- Jennifer Shallo
- Judy Simon
- Michele Sugantino
- Tarra Strauss
- Tammy Vavolizza
- Jane Wermuth

# The Bruno M. Ponterio Ridge Street School Principal Search

- Suggested Protocol for:
  - Recruiting and Hiring a Principal for the **Bruno M. Ponterio Ridge Street School**
  - This Will Serve as a Guide for Other Hiring Protocols for the District
  - This Template Will Be Included in the District Manual for Human Resources

# Key Elements of Search

There are 3 Interview Committees:

a. The Screening Committee

Human Resources Administrator, Administrator, 2 Faculty Members

b. The Constituent Based Committee

Human Resources Administrator, 2 Administrators, 4 Faculty Members (Representing Several Grade Levels), 2 Parents and 2 SRP Staff.

c. The Finalist Committee

The Superintendent, 1 Administrator and 1 Faculty Member

# Key Elements of Search

- Personnel for Each Committee Are Selected by the Group Representing That Committee, Federation Picks Faculty, PTA Chooses Parent Representatives, etc.
- The Constituent Based Committee Does a Needs Assessment, Determines Qualifications and writes the Job Description for Principal's Position at the Bruno M. Ponterio Ridge Street School
- The Constituent Based Committee Writes the Internal Posting and the Advertisement for the New York Times and Education Week
- Transparency and Confidentiality Are Maintained as Integral to the Process

# The Recruiting Process

- Internal Recruiting
  - District Culture Encourages the Application of Internal Candidates
  - Internal Posting: The Advertisement will Be Posted in Key Locations in Both Schools to Encourage Internal Candidates
  - Public Relations: Board of Education Meetings, BBTv, District Website

# The Recruiting Process

- External Recruiting
  - Advertise in the New York Times and Education Week
  - “Exchange Article”, BBTv, District Website
  - Develop Relationships With Institutions of Higher Learning
  - Post Position on OLAS and Require All Applications Come Through OLAS
  - Keep a Copy of the Advertisements in the District Manual for Human Resources

# Proposed Hiring Protocol

- First Step: Process for Screening of Resumes
  - All Resumes are Received by the Screening Committee
  - At This Level Resumes are Only Screened to Determine Applicant Eligibility for the Principal Position
  - All Resumes of All Eligible Applicants Are Sent to the Constituent Based Committee

# Proposed Hiring Protocol

- Second Step:
  - All Resumes of Minimally Qualified Applicants are Sent to the Constituent Based Interview Committee
  - Questions for Interviews are Written
  - The Committee Selects Up to 10 Candidates to Interview
  - Interviews Are Conducted
  - 3-5 Are Selected to Send On to the Next Step

# Proposed Hiring Protocol

- Third Step:
  - The Finalist Committee is Convened
  - Interview Questions Are Written and Interviews Conducted
  - Writing Samples
  - Reference Checks
  - Site Visits are Conducted for Finalist Candidates
  - 2-3 Finalist Candidates Are Sent to the Board of Education for Interviews and Final Review

# Proposed Hiring Protocol

- Fourth Step:
  - The Board of Education Selects Candidates and Separate Interviews Are Conducted by the Superintendent
  - The Superintendent Makes a Recommendation to the Board of Education Regarding the Candidate for Employment
  - The Superintendent Discusses Terms of Employment

# Proposed Hiring Protocol

- Final Step:
  - A Candidate is Formally Recommended and Appointed at a March Board of Education Meeting

# Timeline of Search

December 2008

- The Constituent Based Interview Committee is Convened
- A Needs Assessment is Completed
- A Job Description is Written
- The Advertisements Are Written for Internal and External Postings
- The Position is Posted Internally

# Timeline of Search

January 2009

- The Position is Advertised in the New York Times and Education Week on or About January 11-18, 2009.
- The Closing Date for All Resumes is January 30, 2009
- Resumes are Received and Screened by the Screening Committee

# Timeline of Search

February 2009

- The Constituent Based Committee is Reconvened and All Resumes Meeting Minimal Requirements for the Position Are Considered
- Interview Questions Are Written
- Candidates Are Selected by The Committee for Formal Interview and Interviews Conducted

# Timeline of Search

March 2009

- The CBC Sends Selected Candidates to the FC
- The FC Writes Questions and Interviews the Candidates
- The FC Sends Next Round Candidates to the BOE for Further Interviews
- Writing Samples
- References Checked
- Site Visits Conducted
- The Superintendent Meets With the Finalists or Finalist and Makes Decision
- An Appointment is Made by the BOE
- March 23, 2009 is a Projected Target Date

# The Ongoing Evaluation Process

- The Human Resources Subcommittee Elicits Feedback From All Participants
- Feedback is Reviewed
- Adjustments to Protocols Are Made As Necessary