

# Southern Westchester BOCES Superintendent Search Process

*Dr. Harold A. Coles, District Superintendent*

*James Gratto, Assistant Superintendent*

*Valerie Cermele, District Clerk*



## *The Process:* (this will be an open process)

1. The Tuckahoe Board of Education contacted Dr. Coles to schedule a preliminary meeting to discuss the upcoming Superintendent Vacancy.  
***The Tuckahoe BOE met with Dr. Coles on November 4, 2019.***
2. A Superintendent Stakeholder Survey was posted on the district's website from November 25 through December 11, 2019.
3. On December 10, 2019 Dr. Coles and Valerie Cermele conducted Stakeholder input meetings *(Administrators, Teachers, Students, Non-Instructional Staff)*
4. Community Stakeholder input meetings occurred on December 13, 2019 and January 9, 2020.
5. Feedback from all stakeholders was compiled and presented to the BOE on December 18, 2019.

*What did the Board do with the stakeholder feedback?*

The Board considered all feedback as they created the job posting.



# *What's Happening Now?*

The position was posted on December 20, 2019, with a closing date of January 31, 2020.

*It is posted in the following places:*

- NYS Council of School Superintendents
- NYS School Boards Association
- District Superintendents to share with each Chief School Administrator
- Association of Educational Service Agencies (AESA)
- Association of American Association of School Administrators (AASA)
- Education Week
- Southern Westchester BOCES Website
- Tuckahoe UFSD website
- OLAS website
- NYS Institutions of Higher Education that have School District Leader programs

# *What's Next?*

- ✓ Applications will be screened by SW BOCES, and any candidates who match the profile identified by the BOE will be invited to participate in a Round 1 interview with Dr. Coles and Mr. Gratto
- ✓ Round 1 Interviews will occur between February 3 and 13, 2020
- ✓ The BOE will receive all information submitted by each candidate, as well as the responses from each candidate interviewed (dates to be determined)
- ✓ Dr. Coles will recommend candidates for the Board to interview, but the Board will decide which candidates they would like to interview (preliminary reference checks will have occurred)

## *After That:*

- In late February and early March the BOE will conduct Round 2 interviews of selected candidates
- 2 or 3 Finalists will be selected to participate in Round 3 interviews

# *What will Round 3 interviews be?*

*During Round 3 interviews the finalists will spend a full day in the district meeting with constituency groups:*

- *Teachers*
- *Administrators*
- *CSEA*
- *Community members: 5 people recommended by the PTA and 5 identified through a lottery draw to be conducted by the District-Clerk (Information on participation will be provided by the District-Clerk at a later time)*
- *Finalists will also be scheduled to have lunch with students*
- *Candidates will also have a final interview with the Board of Education at the conclusion of their day in the district*

Final interviews (Round 3) will tentatively occur on March 9, 10 and 12, 2020

# *Constituency Group's Role*

## *Important Note:*

*The role of the Constituency Groups will be to meet with candidates, provide feedback on their replies to interview questions, and share responses with the Board of Education for their consideration as they make the decision on a final candidate*



*And then:*

Once a final candidate is identified:

- The position will be offered
- A complete background check will occur
- The contract will be negotiated

Targeted date for BOE appointment of the new superintendent: *May 4, 2020*

Start date: *July 1, 2020*