

# **Washington Township School District – Superintendent Search Questions and Answers July 1, 2014**

**Q: Is the Washington Township Board of Education (Board) using a consultant?**

A: The Board has contracted with New Jersey School Boards Association (NJSBA) to facilitate the superintendent search. The Board successfully utilized NJSBA for assistance with our two previous searches (in 2002 and 2006) and Warren Hills Regional used their services for their most recent search.

**Q: What is the role of the consultant?**

A: Robynn Meehan, our Field Service Representative, will work with the board members who are permitted to participate in the search. To date, she has assisted with our vacancy ad development and placement and has facilitated staff and community forums for the purpose of developing search criteria and interview questions. Moving forward, Ms. Meehan will process and screen the applications, set up interviews and provide guidance on reference checks and contract development. She will continue to work with the Board to provide transition assistance even after our new superintendent is hired and begins working in the district.

**Q: How will the opinions/input of parents and community members be taken into account in choosing the next Superintendent?**

A: Staff and community members were invited to forums facilitated by our NJSBA consultant. They were asked to share their views regarding Washington Township's strengths, challenges, future goals and a description of the key qualities desired in the next superintendent. The information provided will be compiled by the consultant and presented to the Board to help finalize the selection criteria. The Board will use these criteria to screen, interview, and ultimately select the new superintendent.

**Q: Is the entire board participating in the process?**

A: No. Only five of our seven board members are eligible to participate in the process. One board member's spouse is a teacher in the district and another board member's spouse is a paraprofessional in the district. Their participation in the hiring of a superintendent or principal would violate the School Ethics Act.

**Q: Is anyone outside the board participating in the process?**

A: Mr. Roger Jinks, our superintendent, may assist the Board by greeting and escorting candidates during the interview process. He may also assist the Board with reference checks and school visits with the finalist(s). Mrs. Jean Flynn, our board secretary who attends board meetings to record minutes, will not be present at the interviews or provide input to the process.

**Q: What is the estimated timeline for the search?**

A: The vacancy notice (job ad) was printed in the Star Ledger and Express Times on Sunday, May 26, 2014. The position was also posted by NJSBA on several on-line job search sites. The final date for candidates to submit application materials was June 16<sup>th</sup>. The board will begin reviewing applications in early to mid-July and begin first round interviews in late July

or early August. These interviews will be followed by second round interviews, finalist(s) selection, reference checks, and district visits. We hope to have a new superintendent in the district close to the start of the 2014-2015 school year.

**Q: What happens next?**

A: The Board members who may participate, will work on the search criteria and develop interview questions. After we receive the candidate pool, we will carefully review all application materials of the eligible candidates and select several for first round interviews. We will provide periodic updates to the progress on the district website.

**Q: Will there be an open staff or community forum for the final two or three candidates?**

A: No. It is important that the Board to be able to guarantee the privacy of our candidates. There is a concern that our candidate pool could be severely diminished without this assurance of privacy and confidentiality. By the time the Board narrows the field to the final two or three candidates, we will have spent many hours interviewing, researching qualifications, evaluations, writing samples and other pertinent background material. The Board will be able to select a single finalist based on a much broader range of information than the public will be able to see, due to the confidential nature of the screening and interview process.