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TO: Liam Skinner, Superintendent

FROM: Wendy Crocker-Roberge, Assistant Superintendent for School Leadership

DATE: August 17, 2024

RE: *Response to Motion Regarding Assistant Principal Hiring Practices*

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The following report is in response to a motion by Jackie Doherty:

### *Hiring Assistant Principals*

*Request the Superintendent provide the committee with a report that details the hiring of Assistant Principals where screening committees were not a factor in the hiring decision from FY23 through today. The report should include an explanation why hiring policy was not followed.*

Since FY 23, the Lowell Public Schools have filled 13 vacant Assistant Principal positions. Three of the vacant positions were first filled via internal transfers, directed by the Superintendent of Schools, with those positions backfilled using the standard hiring procedure. All candidates were screened by an Assistant Principal screening committee.

Candidates who applied for multiple Assistant Principal positions and who were selected for a screening interview were screened by at least one Assistant Principal screening committee. Those deemed a finalist for one position were also advanced as a finalist in subsequent applications to ensure that the strongest candidates remained active in the process. When an error in one procedure was identified, corrective measures were taken that included re-screenings and training for hiring managers. Continued monitoring of administrator hiring practices is ongoing via the Human Resources Office and the Assistant Superintendent of School Leadership.

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*Response to Motion- August 17, 2024*