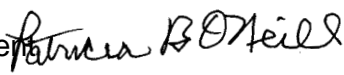


MONTGOMERY COUNTY BOARD OF EDUCATION
Rockville, Maryland

September 16, 2010

MEMORANDUM

To: Members of the Board of Education
From: Patricia B. O'Neill, President 
Subject: Superintendent Search Process and Timeline

By memorandum dated August 24, 2010, Superintendent of Schools Dr. Jerry D. Weast formally notified the Board that he would be retiring when his contract expires on June 30, 2011. Mr. Ikhido Roland Ikheloa, the Board's Chief of Staff-Ombudsman, shortly thereafter provided Board members background information on the process for hiring a new superintendent. On August 26, 2010, the Board, in closed session, appointed Board Members Christopher Barclay, Philip Kauffman, and me as the ad hoc group responsible for working with Mr. Ikheloa to design and recommend a superintendent search process for the Board's consideration. The attached timeline is presented for your review along with a resolution authorizing a Request for Proposals (RFP) to hire a search firm that would assist the Board in a national search for Dr. Weast's replacement.

Section 4-201 of the *Education Article* of the *Annotated Code of Maryland* sets forth the applicable provisions for the appointment of superintendents of schools in Maryland. The term of a superintendent is four years, beginning on July 1. The law also requires that the state superintendent of schools give written approval of any appointment of a local superintendent. The statute and Section 13A.12.04.03 of COMAR spell out only the minimum qualifications for a superintendent, to be augmented as a local Board sees fit when it advertises for the position. The successful candidate must:

- A. Meet the requirements for certification in early childhood education, elementary education, or a secondary education area;
- B. Have a master's degree from an institution of higher education;
- C. Have three years of successful teaching experience and two years of administrative or supervisory experience; and
- D. Have successfully completed a two-year program with graduate courses in administration and supervision in an institution or institutions approved by an accrediting agency recognized by the State Superintendent of Schools. Graduate work under §B may be applied toward the requirements of this section, provided that a minimum of 60 semester hours of graduate work is presented.

Although the state's requirements are minimal, you will note that they, seemingly, would preclude a candidate being drawn from a non-traditional background. However, Section 13A.12.01.14 of COMAR states that the state superintendent has the authority to waive

specific requirements for any supervisory or administrative certificate if, after thorough investigation, he or she finds that the applicant's preparation and/or experience are adequate to justify a waiver. If our search attracts individuals with non-traditional backgrounds and experiences, it would be advisable to engage Dr. Grasmick in a discussion of the parameters in which she likely would exercise her discretion. It also would be necessary to adjust the timeline to accommodate the additional time that may be necessary to obtain a waiver of the stated qualifications.

The ad hoc committee recently met with staff to review the planning materials for the search. The committee is recommending that the Board employ the services of a search firm to assist with the entire process. Among the usual responsibilities of a search firm, working in tandem with the Board and Board staff, are:

- Articulating the criteria and qualifications for selecting a superintendent.
- Facilitating the process for community input and engagement.
- Generating interest on the part of potential candidates through a national outreach.
- Coordinating the interview process.
- Assisting the Board in narrowing down a list of finalists.
- Handling the logistics of the search process.
- Advising the Board on an appropriate compensation package for the Superintendent.

On behalf of the committee, I am presenting the following resolution for adoption:

WHEREAS, On August 24, 2010, Dr. Jerry D. Weast, superintendent of schools, announced his plans to retire effective June 30, 2011; and

WHEREAS, It is necessary for the Board of Education to seek a replacement for Dr. Weast, and the Board requires specialized professional consultant assistance to fulfill its statutory duty to appoint a superintendent of schools; now therefore be it

Resolved, That the Board of Education announces its intention to conduct a national search that will seek the most qualified candidate for Superintendent of the Montgomery County Public Schools using the attached timeline as a guide; and be it further

Resolved, That the Board of Education desires the assistance of a search firm/consultant to find the most qualified candidate for Superintendent; and be it further

Resolved, That in accordance with Board Policy DJA, *MCPS Procurement Practices*, the Board of Education hereby authorizes competitive bidding through the attached Request for Proposals (RFP) for the unique services of a search firm/consultant to assist the Board with the superintendent selection process.

PBO:kmy

Attachments