

To: Emily Parks, Superintendent of Schools  
From: Allison Borchers, Assistant Superintendent  
Date: February 3, 2023  
Re: Director of Student Services Finalist Candidates

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### Process Update

The search team assembled on January 16 for a kickoff meeting, to review roles, processes and norms; participate in bias awareness training; and develop strong interview questions. Additional refining of questions continued after the meeting, and all questions were incorporated into an interview rubric that team members used to evaluate candidate responses.

Ten candidates total applied for the role. It is worth noting that 4 applications came through TalentEd/SchoolSpring, while the other 6 candidates were recruited by Dr. Ekstrom. All candidates who applied met the basic qualifications. Preliminary internet searches were conducted for each candidate. After the application screening, 7 candidates were moved on to the initial interview phase. One of the candidates withdrew her application mid-process for personal reasons.

After interviews were completed, the team shared ratings anonymously and deliberated. Three finalists were identified to move forward:

*Robin Fabiano* (internal candidate) - current Department Head of Student Services at Westwood High School and Martha Jones School.

*Anna Bauer-McTigue* - current Director of Special Education at Boston Bridge Charter School.

*Susan Maselli* - current Administrator for Pupil Personnel Services at Milton Public Schools

### Finalist Process

Finalists will each participate in a site visit day as well as virtual staff and family forums. Details about each of these appear below.

#### Site Visit Schedule

Time	Event	Location/Facilitator
8:00 - 8:30	Meet with DSS Administrative Support Staff	District Office PD Room
8:30 - 9:20	Tour/visit high school classes	Westwood High
9:20 - 10:00	Student focus group	District Office PD Room
10:00 - 10:15	Break/travel to Thurston	
10:15 - 11:15	Visit Thurston classes	Thurston
11:15 - 12:00	Lunch break	District office

12:00 - 12:30	Visit Preschool	WIP
12:30 - 1:30	Meet with the Central Office Team	Emily's Office
1:30 - 1:45	Travel to Downey	--
1:45 - 2:30	Visit Downey classes	Downey

During the school site visits, candidates will have the chance to see a range of programs and classes and interact informally with students and staff.

In addition, all of the candidates will participate in a virtual staff forum (February 15, 3:30 - 4:30). At the forum, candidates will give a brief overview of their qualifications and interest in the role and there will be time for some facilitated Q & A.

Finally, all candidates will participate in a virtual parent forum, co-hosted by Westwood's SEPAC (February 15, 7:00 - 8:00), that will follow a format similar to the staff forum.

For both the staff and parent forums, candidates will be on Zoom, and participants will have the option to join via Zoom or come to the PD room. Participants will be asked to register in advance, questions will be solicited in advance, and participants will be provided with the bios of each candidate.

Feedback will be collected following the student focus group as well as the staff and parent forums.

The candidates are scheduled for the following days:

*Robin Fabiano* - Monday, February 13

*Anna Bauer-McTigue* - Tuesday, February 14

*Susan Maselli* - Wednesdays February 15

Candidates will be asked to provide three references as follows: 1) direct supervisor, 2) parent involved in SEPAC or another parent the candidate has worked closely with and 3) colleague. Reference checking will begin later next week.

If all goes to plan, a decision will be made prior to February Break and pending successful contract negotiations, an announcement can be made immediately after the break.