

Hanover Public Schools

Matthew A. Ferron
Superintendent of Schools

Deborah St. Ives
Assistant Superintendent



Thomas R. Raab, Ed.D.
Business Manager

Beverly Shea
Director of Pupil Personnel Services

Screening and Hiring Process for Director of Student Services (PPS Director)

To: Hanover School Committee
From: Matthew Ferron, Superintendent of Schools
CC: Debbie St. Ives, Tom Raab
Date: July 27, 2015
Re: Recommended Succession Plan

As you know by now, Mrs. Shea has accepted the Special Education Director position in Wareham and will be leaving Hanover at the end of the summer. To afford the HPS the opportunity to select the best candidate to succeed Mrs. Shea, and to provide effective continuity of operations, we are recommending the following course of action:

- Immediately post the position on School Spring to evaluate whether or not there are excellent candidates presently interested in Hanover (July 23rd to August 3rd).
- During this period, assemble a screening committee chaired by Dr. Raab to evaluate the candidate pool. We recommend that the screening committee include a member of the School Committee, a central office administrator, an administrator from each level, a teacher (or specialist) from each level, and two parents (PAC representatives).
- If there are candidates that this committee believes should be interviewed, first round interviews can be held during the week of August 3rd and no later than the week of August 10th. During this period, reference checks can be performed if needed.
- If the committee is prepared to move candidates forward, final interviews (that will include myself and Mrs. St. Ives) can be held during the week of August 17th. If all goes well, we could bring a candidate(s) to the School Committee for final interview(s) and appointment on August 26th.

If this above process is unsuccessful:

- I recommend we appoint an interim Director for the full year. Changing leadership in Special Education during the year will be disruptive to an already challenging situation. Ideally, we will have internal candidates who are qualified and certified to assume this role.
- If we find ourselves in this position, I am confident our leadership team and staff across the district will provide the necessary support and expertise to our selected interim candidate. We have the talent to manage this transition as we look to the future.