



# MONTCLAIR PUBLIC SCHOOLS

**OFFICE OF THE SUPERINTENDENT**  
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**KENDRA V. JOHNSON, J.D., ED. D.**  
*Superintendent of Schools*

July 17, 2018

Dear Families/Caregivers and Staff:

I am writing to share an update on the Montclair High School Principal search. As communicated in my June 8, 2018 letter, I shared the timeline for this work. Here, I am repeating that timeline with progress updates in red:

Post the Montclair High School principal position locally and regionally on/or before June 14, 2018.

- o **Advertisement was posted in the Star-Ledger, Education Week and on our Montclair Public Schools website. The position is open until filled.**

Seek voice from essential stakeholders: students, staff members and parents/guardians on/or before June 26, 2018.

- o **A survey link was shared. Currently, over 480 surveys were completed (students, staff, parents/guardians and administrators).**

Establish interview teams on/or before June 28, 2018.

- o **The interview teams were established. There are four phases:**
  - **Phase 1: Stakeholder engagement phase that will include three student elected officials, three leaders of parent groups, two teachers and the Superintendent.**
  - **Phase 2: Content engagement phase that will include district content leaders from equity, curriculum and instruction; technology; special education/mental health; human resources; and budget. In addition, the Superintendent and a teacher representative will participate in this phase.**
  - **Phase 3: Site visitation (external candidates only) phase that will include a Montclair Public School team visiting the site of the semi-finalist candidate(s). Stakeholders from Phase 1 will be invited to participate in this phase.**

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- **Phase 4: Conversation with the Board of Education.**
- **Phase 5: Introduction of the selected candidate to the Montclair Public Schools community.**

Review applications and set a schedule for interviews on/or before June 28, 2018.

- **Applications were reviewed and seven candidates were selected for an interview.**

Schedule first-round interviews on/or before July 10, 2018

- **The first-round interviews occurred on Monday, July 9, 2018. Three additional first-round interviews will occur on July 24, 2018.**

Schedule second-round interviews on/or before July 13, 2018.

- **The second-round interviews will be scheduled on July 27, 2018.**
  - **External semi-finalists will have a site visitation on/or before August 1, 2018.**

Set up a Board of Education conversation on/or before July 16, 2018.

- **A Board of Education conversation will be scheduled on/or before August 10, 2018.**

Communicate a community *Meet and Greet* on/or before July 16, 2018.

- **We will hold a *Meet and Greet* on/or before August 17, 2018.**

Depending on the selected principal candidate, we may need to have an interim principal open the school for the 2018-2019 school year. For your consideration, if an outside candidate is selected he/she will likely need to give notice of 60 days prior to assuming a role in another school district. Of course, internal candidates will be able to start prior to 60 days. Interim candidates will be considered and shared with the school community as soon as possible. To promote fluid communication, I will provide biweekly updates regarding this process. As you know, Montclair High School is a flagship high school with amazing students, dedicated staff, supportive parents/guardians and a vested community. Accordingly, the selection of the next leader is a top district priority.

Sincerely,

  
Dr. Kendra Johnson  
Superintendent  
Montclair Public Schools