



Superintendent's Office 1426 N. Quincy Street • Arlington, Virginia 22207

June 20, 2016

Dear Randolph Community Members:

As we approach the end of the 2015-16 school year, we want to share with you the transition plan for Randolph and the process we will use to hire a new principal for the school.

Dr. Pat Murphy, Superintendent, and Dr. Kristi Murphy, Assistant Superintendent for Human Resources, will work closely with the Randolph staff and school community to follow a plan for hiring the new principal for Randolph. This transition process will include:

- Meetings with the Randolph community to discuss the procedures for selection of a new principal;
- A community survey to solicit feedback from staff and the community;
- Advertising the position locally and nationally;
- Appointment of an interim leader in early July, and
- Interviewing qualified candidates for the position.

On June 22 and 27, Dr. Pat Murphy and Dr. Kristi Murphy will hold two meetings at Randolph to begin this process.

- The meeting for Randolph staff will be held on Wednesday, June 22, at 1:30 p.m.
- The meeting for parents and community members will be on Monday, June 27, at 7:00 p.m.

Both meetings will provide opportunities to share in greater detail the process that APS will use to hire a new principal. This will include the procedure for providing feedback on strengths of Randolph Elementary School, the most important challenges that the school is facing, and the attributes that are most desired in the next principal.

Afterwards, we will post the feedback form in English and Spanish on the Randolph website to solicit ideas from all staff, families and community members. Links to the survey will be distributed to everyone via APS School Talk. The survey will be available for two weeks, from June 28 until July 11. Shortly after the survey closes, we will post the feedback on the website for everyone to see.

Arlington Public Schools will advertise this vacancy locally and nationally through a wide range of newspaper and professional education publications and websites as we do for all of our key leadership positions. Online and printed recruitment ads will be placed in publications such as *The Washington Post* and *Education Week*, as well as through associations including the Virginia and National Associations of Elementary School Principals, the National Alliance of Black School Educators and the National Latino Education Network, to name just a few.

We are holding some tentative dates in July for interviews through a committee process that will involve participation by Randolph staff and parent representatives.

Beginning in early July, the Departments of Instruction, Student Services & Special Education, and Administrative Services will work with an interim leader to provide support to the school as we prepare for the 2016-17 school year.

We have developed a tentative timeline to forward a recommendation to the School Board to appoint a principal in August and continue the preparations for welcoming staff and students for the 2016-17 school year.

We will keep you posted throughout the process and look forward to working with the Randolph community in the coming weeks.

Sincerely,

Patrick K. Murphy, Ed.D.  
Superintendent