

TO: Cape Elizabeth School Board

FROM: Elizabeth Scifres, Board Chair

DATE: March 2, 2016

RE: Update Concerning Superintendent Recruitment Process

Pursuant to the discussion at the January 29th meeting of the Cape Elizabeth School Board, please see below an update concerning the Superintendent Recruitment process:

Activities Completed:

- 1). Advertising underway
 - Education Week: print edition 2/17/16; online for 30 days (beginning 2/08/16)
 - Boston Globe: print edition 2/07/16; online for 30 days (beginning 2/07/16)
 - Portland Press Herald: print edition 2/07/16; online for 30 days (beginning 2/07/16)
 - Bangor Daily News: print edition 2/06/16; online for 30 days (beginning 2/06/16)
 - School Spring: online for 60 days (beginning 2/16/16)
 - Graphic ad circulated electronically to all Maine superintendents, assistant superintendents, and vocational directors
 - Graphic ad circulated electronically to all 50 state board executives
 - MSMA Website: <http://www.msmaweb.com/mssa/job-vacancies/>
 - MSSA Newsletter: February 2016 edition
- 2). Creation of a website: <http://supersearch.cape.k12.me.us/>
- 3). Creation of an application and supporting materials, e.g. job description, community information, etc.
- 4). Receipt of applications underway

Stakeholder Engagement:

Focus groups held with: each of the schools (Pond Cove Elementary School, Cape Elizabeth Middle School, and Cape Elizabeth High School), Cape Board of Education, Cape Elizabeth Town Councilors, Senator Rebecca Millett, and the District Leadership Team.

Updated Schedule

March Activities:

- 1). **Establishment of Advisory Screening Committee:** three (3) board members, two (2) administrators, three (3) teachers (one from each building), two (2) parents, and two (2) community members. The roles and responsibilities of this committee are as follows: attend a training, read and rank candidate applications, and finally, make recommendations to the Interview Committee.

Each building was asked to solicit nominations for the individual they wish to represent them on the Advisory Screening Committee. Individuals nominated will be placed on a ballot for a staff vote. Names of the individuals selected need to be provided to Elizabeth Scifres by **Friday, March 4.**

The District Leadership Team was asked to nominate two members to serve on the Advisory Screening Committee. Names of the two individuals selected need to be provided to Elizabeth Scifres by **Friday, March 4**.

Interested parents and community members were invited to apply to serve on the Advisory Screening Committee at the February 9 business meeting. The invitation was also posted on the town website, the school district website, and the superintendent search website. All applications, including their name and a short description of why they are interested in serving on the Advisory Screening Committee, need to be provided to Elizabeth Scifres by **Tuesday, March 1**.

The School Board will be appointing members to the Advisory Screening Committee at its March 8 business meeting.

2). **Establishment of an Interview Committee:** seven (7) board members, one (1) administrator, and three (3) teachers (one from each building) will comprise the Interview Committee for the first round of interviews. The roles and responsibilities of this committee are as follows: review applications, interview semi-finalist candidates and make recommendations for finalists. Each building will be asked to solicit nominations for the individual they wish to represent them on the Interview Committee. Individuals nominated will be placed on a ballot for a staff vote. The School Board will be discussing and finalizing the composition and role of the Interview Committee at its March 8 business meeting.

3). **Online Survey of Parents and Community Members**

4). **Candidate Recruitment:** Closing date for applications: March 8

5). **Advisory Screening Committee Training:** Concerning proper review and consideration of applications and candidates selected for interviews. Training date: March 9 at 6:30 p.m.

6). **Advisory Screening Committee Review of Application Packets:** March 14

7). **Interview Committee Training to Develop Interview Questions:** Concerning conducting interviews, questions for interviews selected, and rubric(s) created. Training date: TBA

8). **Conduct First Round Interviews:** Week(s): March 21 and 28

9). **Reference Checks Conducted:** March 30-31

10). **Notification to Candidates Not Selected as Finalists:** March 31

April Activities:

1). **Notification (and Acceptance of) Candidate(s) Second Interviews:** April 4

2). **Preparation of Interview Questions for the Cape Elizabeth School Board:** April 5

3). **Second Interviews Held:** Week of April 11

4). **Site Visits Conducted to Candidate(s) Home Districts:** Week of April 25

May Activities:

1). **Develop Schedule for Site Visits:** Week of May 2

2). **Finalist Interview(s) with Full Cape Elizabeth School Board:** May 9

3). **Preparation of Contract and Offer:** May 16

4). **Public Announcement of New Superintendent:** May 30

June Activities:

1). Transition Planning

2). Other

**SUPERINTENDENT OF SCHOOLS
Cape Elizabeth School Department
Cape Elizabeth, Maine**

The Cape Elizabeth School Department, situated in a beautiful, seaside community, is a high-performing school district looking for a dynamic leader who shares our vision of exceptional, innovative education and is able to continue moving our district toward its goals.

EFFECTIVE: JULY 1, 2016

APPLICATION DEADLINE: MARCH 8, 2016

Salary commensurate with qualifications and experience.
Competitive benefits.

TO REQUEST AN APPLICATION, PLEASE CONTACT:

Cape Elizabeth Superintendent Search
c/o Maine School Management Association
49 Community Drive
Augusta, ME 04330
(207) 622-3473
Email: msma@msmaweb.com

EOE

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Cape Elizabeth School Department Cape Elizabeth, Maine

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RECRUITERS ► For extended reach and value, you can post your job in print, online, and in e-newsletters with TopSchoolJobs.org to reach our entire audience of engaged educators.

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Visit www.topschooljobs.org for a complete description of your options.

SUPERINTENDENT



Superintendent Search

Trenton Public Schools has the distinction of serving students residing within the boundaries of the state capital. The mission of the Trenton Public Schools (TPS) is that all students will graduate with a vision for their future, motivated to learn continually and prepared to succeed in their choice of college or career. TPS is committed to go above and beyond to help its students succeed. TPS has one early childhood center, 13 elementary schools, 4 middle schools and 3 high schools.

TPS is committed to providing a rigorous arts program in all of its schools. TPS is also the first district in New Jersey selected to participate in the Kennedy Center's Any Given Child program. The goal of this program is to provide equity and access in arts education for all of Trenton's students.

The Trenton Board of Education is seeking a Superintendent of Schools who will serve as the leader of one of the largest school districts in New Jersey with 11,000 students and 1,300 employees and will help the Board achieve its vision of providing the greatest public education to each and every student in Trenton, New Jersey.

Compensation package will be commensurate with the successful candidate's background and experience, and competitive with school districts in the region.

The application can be found at www.hyasearch.com
Screening will begin in early March with a job start date of July 1, 2016.

SUPERINTENDENT

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49 Community Drive
Augusta, ME 04330
(207) 622-3473
Email: msma@msmaweb.com

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Rogers Public Schools SUPERINTENDENT

Rogers Public Schools, located in Rogers, AR, seeks an individual with visionary leadership and strong administrative skills to lead a district of 15,094 students. The salary will be in the range of \$200,000.00 plus an excellent comprehensive benefits package. The final salary for the successful candidate will be negotiated and determined based upon proven experience, qualifications and meeting Board criteria.

Interested candidates may apply online at
www.ravassoc.com

Ray and Associates, Inc.
Ph: 319/393-3115 E-mail: glr@ravassoc.com

Application Deadline:
March 4, 2016

Please do not contact the Board or District directly.

RAY & ASSOCIATES, INC.



Positions Available

SECONDARY TEACHER:
Energized for STEM Academy, Inc. seeks a Secondary Teacher in English and Language Arts to work in Houston, Texas. Minimum of a

Bachelor's degree and relevant teacher content certification required. Submit résumé to Ms. James at ajames11@houstonisd.org.



EAST RAMAPO CENTRAL SCHOOL DISTRICT

Located in Spring Valley (Rockland County), NY, north of New York City, is seeking a

SUPERINTENDENT OF SCHOOLS

Start Date: July 1, 2016

This 8,500-student school district, located in close proximity to all of the educational and cultural opportunities of New York City, is offering a unique and challenging leadership opportunity for a talented educator to help create a pathway for the academic success of its very diverse student population. At the same time, this leader will be challenged to unite the community behind all of its children, most of whom are educated in private school settings.

The Board of Education has determined that the successful candidate will be:

- A dynamic, strong, visionary leader who is able to articulate and help develop, collaboratively, a clear pathway to the school district's success
- Preferably, an experienced superintendent who has successfully led culturally-diverse communities in school improvement and academic achievement
- An educator who is a highly-skilled communicator, able to heal broken relationships, build trust, and bring all parts of a community together to make decisions in the best interests of all of the community's children, both public school and non-public school
- An experienced and successful teacher, with proven administrative leadership skills in the areas of curriculum and instruction, school district finance, and in building effective school board working relationships
- An administrator who puts the needs of children first in decision making, with demonstrated success in working with officials at all levels to identify and meet the unique needs of a local school district

The Board is offering a regionally-competitive compensation.
New York State Certification as a School District Leader (SDL)
or School District Administrator (SDA) is required.

Only on-line applications will be accepted until March 13, 2016.

Please go to the School Leadership, LLC website:
(www.leadschools.us)
and click on the on-line application link under
"Current Vacancies."



To learn more about the East Ramapo schools, please go to
www.ercsd.org

An Equal Opportunity Employer



Mark Your Calendar



EVENT	VENUE	DATE	
New Superintendent Workshop Budget Validation Referendum, Communications and Supt Evaluation	Bangor Savings Bank (Augusta office) 5 Senator Way, Augusta	3/9/16 9:00 am-2:00 pm	Save the date!
New Superintendent Workshop First and Second Year Superintendents Meet	Bangor Savings Bank (Augusta office) 5 Senator Way, Augusta	5/11/16 9:00 am-2:00 pm	Save the date!
2016 Annual MSSA Fall Meeting	Augusta Civic Center Augusta, ME	10/26/16	Save the date!
43rd Annual MSMA Fall Conference	Augusta Civic Center Augusta, ME	10/27-10/28/16	Save the date!

Professional Vacancies

Acton School Department
Superintendent/Principal
Acton, Maine

Application Deadline: April 29, 2016

Cape Elizabeth School Department
Superintendent of Schools
Cape Elizabeth, Maine

Application Deadline: March 8, 2016

Effective Date: July 1, 2016

MSAD 7

Part-Time Superintendent of Schools
North Haven Community School, Maine

Application Deadline: March 17, 2016

Effective Date: July 1, 2016

Portland Public Schools
Superintendent of Schools
Portland, Maine

Application Deadline: March 1, 2016

RSU 19

Superintendent of Schools
Corinna, Dixmont, Etna, Hartland, Newport,
Palmyra, Plymouth, St. Albans, Maine

Application Deadline: February 29, 2016

Effective Date: July 1, 2016

RSU 50

Superintendent of Schools
Crystal, Dyer Brook, Hersey, Island Falls, Merrill, Moro Pt.,
Mt. Chase, Oakfield, Patten, Sherman, Smyrna, and
Stacyville, Maine

Application Deadline: April 2, 2016

School Union 76

Superintendent of Schools
Deer Isle, Maine

Application Deadline: March 14, 2016

Effective Date: July 1, 2016

For more information on vacancies, please visit

<http://www.msmaweb.com/>.

AASA News

FEBRUARY 12, 2016

[AASA Awards Mini-Grants to School Districts Across the Nation](#)

FEBRUARY 12, 2016

[AASA Honors Veteran Educators for Distinguished Service at National Conference on Education](#)

FEBRUARY 12, 2016

[School System Leaders Earn National Superintendent Certification](#)

FEBRUARY 11, 2016

[AASA Spearheads National Campaign to Redefine College & Career Readiness](#)

FEBRUARY 11, 2016

[Ohio's Thomas Tucker Named 2016 AASA National Superintendent of the Year](#)

FEBRUARY 11, 2016

[AASA Releases Superintendent Salary Study](#)

FEBRUARY 09, 2016

[Alabama Superintendent to Testify at ESSA Hearing](#)

FEBRUARY 09, 2016

[Follow AASA's National Conference on Education Through Conference Daily Online](#)

FEBRUARY 03, 2016

[AASA Receives New Grant to Redesign Professional Development in K-12 Schools](#)

FEBRUARY 01, 2016

[National Superintendent of the Year to be Announced Feb. 11 at AASA's National Conference on Education](#)



If you have questions about any articles in this newsletter or suggestions for improving this publication, please let us know.

You can contact me, MSSA Acting Executive Director Elaine Tomaszewski at etomaszewski@msmaweb.com.

SUPERINTENDENT OF SCHOOLS

Cape Elizabeth School Department Cape Elizabeth, Maine

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c/o Maine School Management Association

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(207) 622-3473 Email: msma@msmaweb.com

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CAPE ELIZABETH SUPERINTENDENT VACANCY

Cape Elizabeth School Department
Cape Elizabeth

Job Details

Job ID: 2364284

Application Deadline: March 8, 2016

Posted: February 16, 2016

Starting Date: July 1, 2016

Job Description

The Cape Elizabeth School Department, situated in a beautiful, seaside community, is a high-performing school district looking for a dynamic leader who shares our vision of exceptional, innovative education and is able to continue moving our district toward its goals. Salary commensurate with qualifications and experience. Competitive benefits.

Effective: July 1, 2016

Application Deadline: March 8, 2016

To request an application, please contact:

Cape Elizabeth Superintendent Search
c/o Maine School Management Association
49 Community Drive
Augusta, ME 04330
(207) 622-3473
Email: msma@msmaweb.com

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Position Type: Full-time

Positions Available: 1

• Job Category: Administrator > Superintendent

Equal Opportunity Employer

Cape Elizabeth School Department is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

Job Requirements

- Citizenship, residency or work VISA in United States required

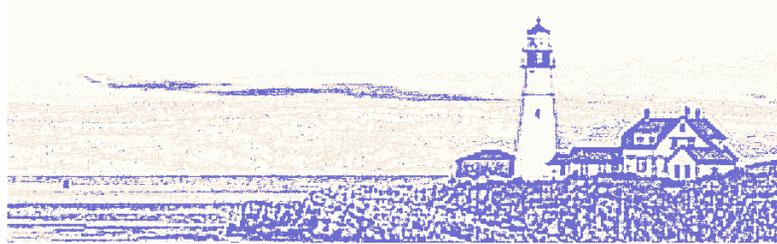
Contact Information

Maine School Management Association

Phone: 207-622-3473

Learn more at <http://www.schoolspring.com/job?2364284>

CAPE ELIZABETH SCHOOL DEPARTMENT



CAPE ELIZABETH, MAINE

INVITES QUALIFIED CANDIDATES TO APPLY FOR THE POSITION OF SUPERINTENDENT OF SCHOOLS



The Cape Elizabeth School Department, situated in a beautiful, seaside community adjacent to the thriving metropolitan center of Portland, is a high-performing school district looking for a dynamic leader who shares our vision of exceptional, innovative education and is able to continue moving our district towards its goals.

- ME Superintendent Certification (010) required or documents providing eligibility for certification.
- Salary commensurate with qualifications and experience. Competitive benefits.

APPLICATION DEADLINE:

March 8, 2016

EFFECTIVE DATE:

July 1, 2016

TO APPLY, CONTACT:

CAPE ELIZABETH SUPERINTENDENT SEARCH
C/O MAINE SCHOOL MANAGEMENT ASSOC.
49 COMMUNITY DRIVE
AUGUSTA, ME 04330

PH: (207) 6223473

“CAPE SCHOOLS OPEN MINDS AND OPEN DOORS”
