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## School Board News - Superintendent Search Update Oct 25, 2016

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Tue, Oct 25, 2016

Congratulations on a positive start to the school year! The School Board is about to re-launch its Superintendent search and wanted to give you an update.

In order to conduct an effective, transparent search with a high degree of staff and community input, we will keep the process and committee structures essentially the same as last time, with a few adjustments.

There will again be an **Advisory Screening Committee**, consisting of two parents, two community members, three teachers (one from each building), one central office administrator and one building administrator, and three School Board members. This committee will meet for a mandatory training then screen applications and make first round interview recommendations to the School Board. This is the conclusion of the Advisory Screening Committee's service.

There will also again be an **Interview Committee**, consisting of the entire School Board, one central office administrator and one building administrator, one teacher from each building, and Special Education representation. This committee will meet for a mandatory training and then interview the first round candidates. The committee will then narrow the field of candidates to a small group to recommend to the School Board. This is the conclusion of the Interview Committee's service.

Additionally, the School Board will establish a **Visiting Team**, which will visit the home district(s) of the finalist(s). The Visiting Team will consist of three School Board members, one central office administrator, one building administrator, and two teachers. That team will report their observations and impressions to the School Board. This is the conclusion of the Visiting Team's service.

The School Board will be establishing each of these committees from scratch -- there is no expectation that the same people as last time must volunteer, although they certainly may. We will reach out in November to start filling these committee positions.

Here is an estimated timeline of our process and when the above committees will be active:

Mid-November to 1st week of January: Advertise position  
1st and 2nd week of January: Advisory Screening Committee training and application review/screening  
3rd and 4th week of January: Interview Committee conducts first round / semi-finalist Interviews  
1st and 2nd week of February: Finalist(s) interviews(s)  
4th week of February and 1st week of March: Visiting Team makes site visit(s) to finalist(s) home district(s)  
2nd week of March: Finalist(s) visit Cape Elizabeth (school tours and meet/greet with stakeholders)  
Late March: Hire new Superintendent

Thank you for your interest and participation in the process. I am confident that together we will find a top-notch leader for our schools.

Kind regards,

Elizabeth Scifres  
Chairperson, Cape Elizabeth School Board

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