

RSU #63 Special Board Meeting
Date: April 4, 2022
Location: Holbrook Middle School
Minutes

RSU 63 Board Member(s) Present:

Town of Holden: Cherie Faulkner, Tracy Roberts, and Holly Whitmore

Town of Clifton: Linda Graban

Town of Eddington: Robin James, Tracy Bigney, and Jaime Pangburn

RSU 63 Board Member Present Remotely:

Town of Holden: Matthew Campbell (left meeting at 7:30pm)

Board Chair, Holly Whitmore called the meeting to order at 6:30pm

At 6:31pm, Motion by Robin James with a second by Jaime Pangburn to enter into executive session for discussion of contract negotiations pursuant to 1 MRSA section 405(6)(D).

Roll Call: Cherie Faulkner: Yes; Matthew Campbell: Yes; Robin James: Yes; Linda Graban: Yes; Tracy Roberts: Yes; Tracy Bigney: Yes; Jaime Pangburn: Yes; Holly Whitmore: Yes

Vote: 8 Approved; 0 Opposed

Public session resumed at 7:01pm

At 7:02pm, motion by Robin James with a second by Jaime Pangburn to enter into executive session for discussion of personnel matter pursuant to 1 MRSA section 405(6)(A).

Roll Call: Cherie Faulkner: Yes; Matthew Campbell: Yes; Robin James: Yes; Linda Graban: Yes; Tracy Roberts: Yes; Tracy Bigney: Yes; Jaime Pangburn: Yes; Holly Whitmore: Yes

Vote: 8 Approved; 0 Opposed

Public session resumed at 7:35pm.

A flag salute was conducted and a moment of silence was observed.

Presentation: Steve Bailey, Executive Director of Maine School Management provided information and costs for conducting a search for a Superintendent. (*See Attachments A, B, and C.*)

Cherie Faulkner asked if search for interim superintendent could be added to the agenda. She added she would like to form the search committee now. Holly asked if there were any volunteers. Cherie Faulkner, Tracy Bigney, Tracy Roberts, and Linda Graban volunteered.

Motion by Cherie Faulkner with a second by Linda Graban to form a sub-committee for the interim and long-term superintendent search composed of Tracy Roberts, Tracy Bigney, Linda Graban and Cherie Faulkner.

Discussion: Tracy Bigney stated the focus should be on the interim right now. The majority of the Board agreed.

Motion amended by Cherie Faulkner with a second by Linda Graban to form a sub-committee for the interim superintendent search composed of Tracy Roberts, Tracy Bigney, Linda Graban and Cherie Faulkner.

No further discussion.

Vote: 7 Approved; 0 Opposed

Tracy Roberts is interested in chair of the Interim Superintendent Search Sub-committee. Superintendent Smith advised that is usually done at the first committee meeting and did not need to be decided tonight.

Holly Whitmore advised Peter Lowe is available on Thursday for an executive session from 5:15pm until 5:50pm. Superintendent Smith stated the Special Board Meeting would be Thursday, April 7, 2022 at 5:15pm with an executive session for discussion with legal counsel and a remote link. Robin James stated she may not be able to participate as she has a previous appointment. The search for an Interim Superintendent will also be on the agenda for April 7, 2022.

Questions from the Public: None

Dates of Next Meetings:

FY23 Budget Workshop: Tuesday, April 5, 2022 at 5:30pm, Holbrook Middle School

Budget and Finance Committee Meeting: Tuesday, April 12, 2022 at 5:00pm, Holbrook Middle School

FY23 Budget Workshop: Tuesday, April 12, 2022 at 5:30pm, Holbrook Middle School
FY23 Budget Informational Meeting: Monday, April 25, 2022 at 6:00pm, Eddington Elementary School
Board Meeting: Monday, April 25, 2022 at 6:30pm, Eddington Elementary School

Adjournment:

Holly directed the Board to their board binders for reflection.

At 8:20pm, motion by Robin James with a second by Cherie Faulkner to adjourn the meeting.

Discussion: None

Vote: 7 Approved; 0 Opposed

Respectfully submitted by,



Susan M. Smith

RSU #63 Superintendent/Director of Curriculum and Instruction

Approved: April 25, 2022

MSMA STAFF

Executive Director

STEVEN W. BAILEY

Deputy Executive Director

EILEEN E. KING

*Chief Financial Officer/Insurance
Trusts Administrator*

DEBORAH ROBERTS

*Director of Communications and
Government Relations*

VICTORIA WALLACK

Director of Policy and Research Services

CHARLOTTE K. BATES

Administrative Assistant

MARY ELLEN BARRETT

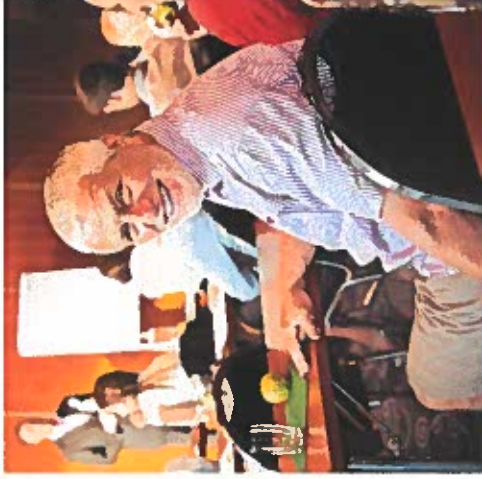
Administrative Assistant

ANGIE AUDETTE

**We know schools.
Call us. We're here to help.**

Toll-free 800.660.8484

Board Member Training



MSBA understands the work of the school board is essential to quality public education for all students, and members are asked to weigh in on ever more complicated issues facing schools.

MSBA is here to help by delivering board workshops customized to your district's needs. We offer basic orientation for new members; full board training for veteran boards; multiple-day facilitated long-range planning workshops; and, customized workshops aligned with your district vision and goals.

We presented 37 workshops in the last school year, for districts from York to Aroostook County, and the number continues to grow.



49 Community Drive, Augusta, Maine 04330
207.672.3473 • 800.660.8484 • 207.676.2968 (fax)

email: msma@msmaweb.com web: msmaweb.com

MSBA Brings Local Boards Together

The Maine School Boards Association represents and supports local school board members who are charged with providing all students in Maine with a comprehensive education. MSBA serves board members with board training, information, and quality member services and is an advocate for all public schools in Maine. In short, we work to have the decisions made in Augusta benefit every student.

MSBA's PURPOSE IS TO:

- Serve and represent local school boards
- Provide professional development to board members
- Maintain local control of public schools
- Advocate for the combined interests of Maine school boards at the Legislature
- Encourage cooperation among school boards statewide and develop viable board regions
- Keep boards and the public informed about the needs and accomplishments of public schools
- Cooperate with other agencies in the state interested in improving public education



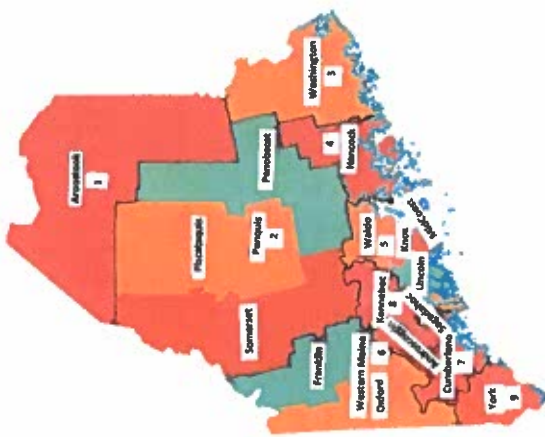


Working Together Across the State

We See the Big Picture

MSBA helps bring school boards together to work on advocacy, regional training, and to share ideas. On the state level, school boards, like superintendents, belong to one of nine school regions whose members can come together to affect legislation and policy at the state level and help each other out locally.

On a national level, MSBA belongs to the National School Boards Association, which offers national perspective and strong advocacy in Washington. To learn more about NSBA, click on that organization's link on the MSBA homepage at www.msba.org.



Region 1 – Aroostook	Ronald Silbby, MSAD 70, Hodgdon, Director Lucy Richard, MSAD 1, Presque Isle, President
Region 2 – Penobscot	Mike Williams, Greenbush, Director Faye Anderson, RSU 22, Hampden, At Large Miki Fortier, MSAD 4, Guilford, At Large
Region 3 – Washington	James Bohannon, Baileyville, Director Errett Grant, MSAD 37, Addison, At Large
Region 4 – Hancock	Roy Gott, RSU 24, Franklin, Director Jane Osborne, Deer Isle-Stonington, LSD Vice President
Region 5 – Mid-Coast	Danny Jackson, RSU 40, Waldoboro, Director Peggy Lember-Splaine, Boothbay-Boothbay Harbor, LSD President-Elect
Region 6 – Western Maine	Katelle Andrews, MSAD 17, West Paris, Director Greg Gibson, RSU 10, Arden, At Large Irving Faunce, RSU 9, East Wilton, At Large
Region 7 – Dumfries	Maura Pillsbury, RSU 5, Freeport, Director
Region 8 – Kennebec	Cathy Jacobs, RSU 38, Mt. Vernon, Director Becky Lee, MSAD 11, Gardiner, Immediate Past President
Region 9 – York	Kim Badard, Kittery, Director Joseph Long, MSAD 35, South Berwick, At Large

Hancock (4)	ADS 47 ADS 91 CTE Region 7 Deer Isle-Stonington, CSU Ellsworth Hancock Isle Au Haut Lamoine Otis RSU 24 RSU 25 Union 76 Union 93
Mid-Coast (5)	ADS 93 ADS 98 CTE Region 8 Five Town, CSU Islesboro Lincolnville Montegan Island Northport RSU 1 RSU 7/MSAD 7 RSU 8/MSAD 8 RSU 13 RSU 20 RSU 28/MSAD 28 RSU 40 RSU 65/MSAD 65 RSU 71 St. George Union 65 West Bath Wiscasset
Western ME (6)	Andover Auburn Carrabasset Valley Coplin Pt. CTE Region 9 CTE Region #1 Flagstaff Regional, RSU Gilead Lewiston Lisbon RSU 4 RSU 9 RSU 10 RSU 16 RSU 17/MSAD 17 RSU 44/MSAD 44 RSU 52/MSAD 52 RSU 56 RSU 58/MSAD 58 RSU 73 RSU 78 Upton
Cumberland (7)	Brunswick Cape Elizabeth Chebeague Island Falmouth Gorham Long Island MECDHH/Box Box Sch/Deaf Portland Region 10 Technical, H.S. RSU 5 RSU 14 RSU 15/MSAD 15 RSU 51/MSAD 51 RSU 61/MSAD 61 RSU 72/MSAD 72 RSU 75/MSAD 75 Scarborough Sabago South Portland Westbrook Yarmouth
Kennebec (8)	Althens Augusta Brighton Pt. Carunk Dennistown Pt. Fayette Forks Pt. Highland Pt. MSAD 11 RSU 2 RSU 3/MSAD 3 RSU 12 RSU 18 RSU 38 RSU 49/MSAD 49 RSU 53/MSAD 53 RSU 54/MSAD 54 RSU 59/MSAD 59 RSU 74/MSAD 74 RSU 82/MSAD 82 RSU 83/MSAD 83 Vassalboro Waterville Winslow Winthrop
York (9)	Action Biddford Dayton Kittery RSU 6/MSAD 6 RSU 21 RSU 23 RSU 35/MSAD 35 RSU 55/MSAD 55 RSU 57 RSU 60/MSAD 60 Seco Sanford Wells-Ogunquit, CSU York

Penobscot (2)

- Airline, CSU
- ADS 43
- ADS 94
- Bangor
- Bowerbank
- Brewer
- Burlington
- CTE Region 3
- CTE Region 4
- East Millinocket
- Glenburn
- Greenbush
- Herman
- Kingsbury
- Lowell
- Mefford
- Medway
- Millard
- Millinocket
- RSU 19
- RSU 22
- RSU 26
- RSU 34
- RSU 63/MSAD 63
- RSU 79/MSAD 1
- RSU 84/MSAD 14
- RSU 86/MSAD 20
- RSU 88/MSAD 24
- RSU 89
- Union 122
- Winterville, Pt.

Washington (3)

- ADS 77
- ADS 90
- ADS 95
- Beddington
- Calais
- Cherryfield
- Indian Island
- Indian Township
- Maine Indian Education
- Massabec, CSU
- Pleasant Point
- Robbinston
- RSU 37/MSAD 37
- Union 103
- Yanceboro

Aroostook (1)

- Benoit
- Bridgewater
- Caswell
- CTE Region 2
- Eagle Lake
- Easton
- Glenwood Pt.
- Grand Isle
- Limestone
- Madawaska
- MSAD 10
- MSAD 27
- Nashville Pt.
- Orient
- Portage
- RSU 29/MSAD 29
- RSU 32/MSAD 32
- RSU 33/MSAD 33
- RSU 39
- RSU 42/MSAD 42
- RSU 45/MSAD 45
- RSU 50
- RSU 70/MSAD 70
- RSU 76/MSAD 1
- RSU 86/MSAD 14
- RSU 88/MSAD 20
- RSU 88/MSAD 24
- RSU 89
- Union 122
- Winterville, Pt.



**Maine School Management Association
Director Search Services**

**Technical Proposal To:
RSU 63
for Superintendent Search Services**

Maine School Management Association

49 Community Drive
Augusta, Maine 04330

Phone: 207-622-3473
Fax: 207-626-2968
Email: msma@msmaweb.com
Website: www.msmaweb.com



Maine School Management Association

49 Community Drive, Augusta, ME 04330
Telephone: (207) 622-3473 Fax: (207) 626-2988
Website: www.msmaweb.com

MSMA Superintendent Search Coordination and Consulting Services Proposal to RSU 63

The Maine School Management Association (MSMA) is pleased to have this opportunity to present Regional School Unit 63 with a proposal for superintendent search services. MSMA staff is prepared to conduct your search in the most individualized and professional manner possible. Because our work involves providing comprehensive administrative services to boards/committees and superintendents, and directors in this state, we have a vested interest in the success of your search. We want to be certain that you and your new superintendent are an excellent match. The children of your community have the right to expect as much from all of us. The taxpayers of your community have the right to demand it.

MSMA has designed the search service to offer maximum flexibility to the Board and to assure that the Board has total control of the decision-making process. We will do the necessary foundation work to make certain the Board is free to concentrate on the most important elements in a search—interviewing the most qualified candidates and selecting the next superintendent to lead RSU 63.

INDEX

Page 3

Why hire MSMA to conduct your search?

Page 4-6

MSMA's Consultant Team

Page 7-8

Overview of MSMA Superintendent Search Services

Page 9

Superintendent Search Proposed Timeline

Page 10

Recent Searches Conducted by MSMA

Why hire MSMA to conduct your search?

Probably the single-most important decision a school board makes is the selection of a superintendent. Since this decision is so important, the process of selection should be very thoroughly developed and carefully followed.

- ⇒ MSMA is well-versed in all aspects of Maine laws and statutes that impact the selection process.
- ⇒ MSMA can alleviate the time commitment necessary to conduct a thorough search process.
- ⇒ MSMA has a thorough understanding of Maine public school operations.
- ⇒ MSMA uses in-state and national networking.
- ⇒ MSMA employs a comprehensive in-house staff.
- ⇒ MSMA streamlines the Board's selection process providing the search committee secure online access to review candidate materials.

Whether you need advice, counsel, technical assistance, or our complete, comprehensive search service, your MSMA team will guide you through all stages of the search process.

MSMA's Consultant Team

The MSMA staff is a key part of your search team. They are all veterans in the administrative, procedural, public relations, communications, and political aspects of the superintendent and director search process. Our in-house capabilities save you money and time and ensure that you have direct contact and immediate turnaround in all phases of the process.

Our Office:

Maine School Management Association
49 Community Drive, Augusta, ME 04330
Telephone: (207) 622-3473 • Toll free: (800) 660-8484
Email: msma@msmaweb.com • Website: www.msmaweb.com

Areas of Expertise:

Superintendent/CTE Director Search Services
New Superintendent Orientation
Superintendent and Board Professional Development
Strategic Planning
Education and Legislative Advocacy

Types of Search Services Performed:

Superintendent
Interim Superintendent
Interim Business Manager
Superintendent/Principal
CTE Director

MSMA staff will work with your board throughout all phases of a superintendent/director search and will modify the search to meet your specific needs. You get the search services you want—not the search process someone has decided you should have.

MSMA's Consultant Team—*Continued*

Each employee is a full-time employee of MSMA, thus available during regular business hours Monday through Friday. Additionally, lead consultants, Steven Bailey and Eileen King, are available via email and cell phone after hours.

MSMA has extensive resources to assist you at every stage, including analyzing your needs, conducting focus groups, developing the process for determining the credentials, background and candidate profile, questions, screening and site visits.

MSMA has been conducting successful superintendent searches for more than 40 years, and our consultants have decades of hiring experience.

Meet our Consultants



Steven W. Bailey
Executive Director

Steven Bailey has over 49 years experience in public education in Maine and New Hampshire. He has been a Superintendent of Schools and Assistant Superintendent in Maine for ten years covering the following governance structures: AOS, CSD, School Union, and Municipal and has participated with many SAD/RSU Boards in trainings and workshops.

Steve holds a Certificate of Advanced Graduate Studies in Educational Leadership, a Masters in Education, and a Bachelors of Science in Health/Physical Education. He has taken classes through the Harvard Graduate School of Education focusing on diversity, equity and inclusion

He is Past President of the Maine School Superintendents Association and previously was very active in the American Association for School Administrators (AASA). He was honored as a National Distinguished Principal in 1996 and Superintendent of the Year in 2015. He currently is a member of the National School Boards Association and AASA where he actively participates in the leadership trainings for state executives and School Board officers. Bailey is in his fourth year as Executive Director of MSMA where he continues the strong MSMA tradition of leadership to School Boards and Superintendents.

Eileen King has 43 years experience in public education in Maine and New Jersey. She has been a Superintendent of Schools for 16 years, a Middle School and Elementary School Principal for 15 years and began her career in Education as a High School Spanish Teacher.

Eileen holds a Masters Degree in Education, a Bachelor of Arts Degree in Spanish and has completed over 60 advanced graduate credits in Educational Leadership, Middle Level Education and Business Administration.

She is a former president of the Maine School Superintendents Association, prior chair of its Professional Development Committee and former member of MSSA's Executive Committee for 13 years. She was honored as a National Distinguished Principal in 2000 and Superintendent of the Year in 2009. Eileen is active in AASA, The School Superintendents Association, and represents Maine Superintendents as their Executive Director nationally. King is in her fourth year as Deputy Executive Director of MSMA and Executive Director of MSSA.



Eileen E. King
Deputy Executive
Director

MSMA's Consultant Team—*Continued*

Victoria Wallack, Director of Communications and Government Relations

Victoria Wallack came to Maine School Management Association with more than 30 years experience in the newspaper industry, serving as editor and publisher of several newspaper groups in Greater Boston after starting out in the business as a daily reporter. She honed her political skills as editor-in-chief of the Portsmouth Herald covering the first Clinton campaign, and eventually appeared on political talk shows on Boston's Public Broadcasting TV WGBH and NECN. Upon coming to Maine, she started her own news service at the Statehouse in Augusta, reporting on state budgets, the adoption of the Essential Programs and Services funding formula and school consolidation.

She was hired as the communication director at MSMA in 2008 and now serves as Director of Communications and Government Relations for the Association. She regularly does communication and legislative advocacy training for superintendents and school boards. She is a graduate of the Ohio State University School of Journalism and took graduate courses in government policy at the Harvard University Extension School in Cambridge.

Charlotte Bates, Director of Policy and Research Services

JD, University of Maine School of Law

MA, University of Iowa, Child Behavior and Development

BA, Bates College, Psychology and History

Charlotte Bates has been with Maine School Management Association for over 20 years, providing policy and other consultation services to school boards and superintendents: developing MSMA sample policies, procedures and other materials; reviewing and revising school board policies, board bylaws and internal operating procedures, and student handbooks; and conducting policy related workshops. She has completed numerous comprehensive reviews/revisions of school board policy manuals and governance documents and has worked with school boards and their policy committees around the state.

She has served on the Scarborough Board of Education, acting as Vice Chair, Chair of the Board's Policy Committee, and member of its Negotiations Committee, and on the Town of Scarborough's Comprehensive Plan Review Committee. She is also a member of the Government and Public Sector Section of the Maine State Bar Association.

Angie Audette, Administrative Assistant

Angie Audette has been with Maine School Management Association since 1994 providing comprehensive administrative support for MSMA Superintendent Search Services for over 11 years. She plays an integral support role in MSMA Superintendent Search Services researching and developing customized materials including all graphic ads and communicating with search committees and candidates throughout the process.

Overview of MSMA Superintendent Search Services

A first step in recruitment for a new Superintendent is getting organized and consideration of the following points:

- ⇒ Whether a consultant will be employed to assist the school board in the selection process.
- ⇒ Whether the outgoing superintendent will be involved in the process.
- ⇒ Whether the full board or a subcommittee will be responsible for the process.
- ⇒ Whether others (administrators, teachers, citizens) will be involved.
- ⇒ Whether the school board will be responsible for the candidates' expenses.

The search process can be divided into five phases, with the primary responsibility of the search consultant and the school board/search committee clearly delineated. MSMA Superintendent Search Services available from start (phase 1) to finish (phase 5) are set forth below. MSMA will assist in developing a timeline for the entire search process.

Phase 1 – Leadership Profile Development

A member of the MSMA team would provide consulting services to identify success factors, major issues, and expectations; approve leadership profile and selection criteria; conduct focus groups/surveys and report to the board/search committee; and compile salary and benefit data. We would assist in job description development and preparation of publicity materials.

Phase 2 – Candidate Recruitment

MSMA would create a complimentary graphic advertisement to be circulated to Superintendents, Assistant Superintendents and CTE Directors in the state of Maine and nationally to the 50 state board executives. The vacancy would be posted free of charge on the MSMA website and in the MSSA Newsletter (dependent upon publication date). Advertising options would be discussed with recommendations and price quotes made available to the board/search committee. Arrangements would be made for advertising in other venues by MSMA.

MSMA would provide customized application materials, coordinate nominations and applications and build candidate files. MSMA staff would promptly and efficiently fulfill requests for application materials and communicate with potential candidates throughout the application process. An MSMA consultant would assist in conducting reference checks on applicants.

Overview of MSMA Superintendent Search Services—*Continued*

Phase 3 – Candidate Screening

An MSMA consultant would screen candidates against selection criteria, help to identify semi-finalist candidates, inform successful candidates and schedule interviews. MSMA would assist with delivering semi-finalist candidates to the board.

MSMA would inform unsuccessful candidates, provide orientation for the board and assist with the selection of finalists.

Phase 4 – Full Board Evaluation of Finalists

MSMA would assist the board in preparation for the finalist stage. MSMA staff would schedule interviews, conduct reference checks on finalists, and assist the board in preparation for site visits and final interviews.

Phase 5 – Appointment

In the final phase of the search process, an MSMA consultant would assist with the selection of the new superintendent and announcement of the appointment. MSMA would inform other finalists, assist the board in contract preparation and negotiation of the contract. MSMA would provide support in closing the search and processing materials. Assistance from an MSMA consultant would be available to ease transition to new leadership.

Service fees: \$175 per hour plus the cost of advertising.

Travel expenses of the candidates at both the semi-finalist and finalist levels are the responsibility of the school board.

Travel expenses for board visits to candidates' home districts are the responsibility of the school board.

RSU 63 Superintendent Search Proposed Timeline

MONTH 1	<p>Confirm Job Description Advertising and/or Brochure Development</p> <p>Launch of Community/Staff Qualification and Experience Survey/Public Forums Recruitment and Advertising Begins Determination of Search/Interview Committee</p> <p>Search Update Summary Report of Community/Staff Opinion Survey Determine Key Qualifications and Experiences of Candidates</p>
MONTH 2	<p>Deadline for Applications in MSMA Office</p> <p>Presentation of Candidate Pool and Selection of Semi-Finalists by Cooperative Board to be Interviewed</p> <p>Semi-Finalist Interviews</p> <p>Announcement of Finalist Candidates</p>
MONTH 3	<p>Candidate "A" and Candidate "B" in District for Final Interviews with Board</p> <p>Reference Checks and Visits by Board Members to Candidates' Home District</p> <p>Announcement of Superintendent:</p> <p>Start Date:</p>

Recent Superintendent Searches Conducted By MSMA

"Conducting a superintendent search is always a daunting task and for our most recent search we decided to hire MSMA to help us with the process. Not only did MSMA guide us in an efficient search, but they also provided valuable insights that improved our decision making. Using MSMA got us more qualified candidates than we have ever had and we completed our search in half the time expected. We will never do another search without them!"

Fred Grant, Chair, RSU 29

2020-2021

ADS 98
Cape Elizabeth School Department
CTE Region 2
MSAD 17
RSU 29
Sebago School Department
School Union 76 Interim Search

Bangor School Department
Cheryfield School Department
Falmouth Interim Search
RSU 9
Saco Interim Search
South Portland School Department

2019-2020

Auburn School Department
MSAD 49
RSU 21
School Union 69

Hermon School Department
MSAD 49 Interim Search
RSU 21 Interim Search

2018-2019

Scarborough
RSU 14
RSU 79/MSAD 1

RSU 3
RSU 58
RSU 87

2017-2018

ADS 93
MSAD 75
RSU 16
RSU 71

ADS 98
RSU 9 (Mt. Blue RSD)
RSU 38
Wiscasset

Superintendent Search References

Wiscasset School Department

Michael Dunn, Board Chair

(207) 350-1028

mdunn@wiscassetsschools.org

Full Search, April 2018– June 2018

District Cost: \$4,361.50 (includes advertising costs)

Scarborough School Department

Leanne Kazilionis

(207) 749-8619

lkazilionis@scarboroughschools.org

Full Search, February 2019–April 2019

District Cost: \$5,507.50 (does not include advertising costs)

RSU 29/MSAD 29

Fred Grant, Board Chair/Search Committee Chair

(207) 532-4030

fred@whaufm.com

Full Search, February 2015–April 2015

District Cost: \$3,104.79 (does not include cost of advertising)

MSAD 58

Kim Jordan, Board Chair

(207) 265-5014

kim_jordan@msad58.org

Full Search, March 2019–May 2019

District Cost: \$2,450.26 (does not include advertising costs)

MSAD 23/RSU 87

Shannon Knowles, Board Chair

(207) 884-7108

mkskbb@aol.com

Full Search, February 2019–May 2019

District Cost: \$3,201.88 (does not include advertising costs)

RSU 14

Kate Brix, Board Chair

(207) 892-4629

katebrix@roadrunner.com

Full Search, February 2019–April 2019

District Cost: \$10,344.16 (includes advertising costs)

Winthrop School Department

Susan Belz, Board Chair

(207) 395-5490

sbelz@winthropschools.org

Partial Search, October 2019–January 2020

District Cost: \$1,238.92 (does not include advertising costs)

Hermon School Department

Jesse Keith, Board Chair

(207) 944-5586

jesse.r.keith@gmail.com

Full Search, January 2020–May 2020

District Cost: \$3,249.55 (does not include advertising costs)

Bangor School Department

Tim Surette

(207) 731-6998

timothy.surette@maine.edu

Full Search, January 2021–April 2021

District Cost: \$9,863.35 (includes advertising costs)

CTE Region Two School of Applied Technology

Laura Farnsworth, Cooperative Board Chair

(207) 854-2012

lfarnsworth@rsu50.org

Full Search, April 2021–June 2021

District Cost: \$2,227.15 (includes advertising costs)



**Maine School Management Association
Superintendent Search Services**

**Cost Proposal of
MSMA Superintendent Search Services for
RSU 63**

Maine School Management Association

49 Community Drive
Augusta, Maine 04330

Phone: 207-622-3473
Fax: 207-626-2868
Email: msma@msmaweb.com
Website: www.msmaweb.com

MSMA Superintendent Search Services Cost Proposal

The RSU 63 School Committee has undertaken the important task of searching for a new superintendent. It is deemed that the search will be thorough and the procedure efficient. The Committee retains full authority and responsibility for all decisions.

Search services and support may be tailored to the individual needs of the District. Consultation and support may be obtained from the Superintendent Search Service of the Maine School Management Association at the following rate:

Professional consultation and guidance, an adaptable structure, brochure and ad development, and administrative/clerical support throughout the search process:

- ◇ \$175 per hour (plus the cost of advertising)

Additional search-related expenses to be borne by the School Committee include:

- ◇ Telephone, postage, and consumable supplies (at cost)
- ◇ Fee-based advertising (varies, and is to be determined by the Committee in consultation with MSMA)
- ◇ Travel expenses of the candidates at both the semi-finalist and finalist levels
- ◇ Travel expenses for School Committee visits to candidates' home district
- ◇ Consultant travel expenses

MSMA Superintendent Search Services

Cost Proposal—*Continued*

The following estimates are based on the receipt of 15 applications. The “per applications” costs will be adjusted.

Meeting with District planning to conduct a search **Complimentary**

Planning

Preparation of Superintendent Search timeline, activities and calendar **Complimentary**

Committee Workshops: 1.5 for the two topics

_____ Confidentiality training for all involved in the Hiring Process

- Maine and Federal Laws that address Equal Employment Opportunity as well as how to avoid discrimination of protected classes
- Policy and job description review, including the following policies, if approved district policies
 - Recruitment and Appointment of Superintendent
 - Evaluation of Superintendent
 - Equal Employment Opportunity
 - Confidentiality in the Hiring Process
 - Recruiting and Hiring of Administrative Staff
 - Recruiting and Hiring of Administrative Staff, Administrative Procedure
 - Job Description, Superintendent of Schools

_____ Interrupting Bias in the Hiring Process:

- What’s getting in the way of an Inclusive Hiring Process?
- What is Bias?
- Can I get rid of my Bias?

MSMA Superintendent Search Services

Cost Proposal—*Continued*

The following estimates are based on the receipt of 15 applications. The “per applications” costs will be adjusted.

Forums (In-Person Event)

___ Community: 1.5 hours (\$262.50)

___ Staff: 1.5 hours (\$262.50)

___ Student: 1.5 hours (\$262.50)

Listening Sessions (Remote listening activities designed to maximize participation from a wide range of participants)

MSMA staff will conduct listening sessions with a variety of stakeholders (School Boards, district staff, community members) to collect data on the characteristics and qualifications that is desired in the next Superintendent of Schools. (\$175/session)

___ Please identify the number of Listening Sessions you would like conducted. Each session is approximately one hour long.

Survey

___ Development of survey questionnaire: 1.5 hours (\$262.50)

___ Collation of survey results: 5 hours (\$875.00)

Advertising/Recruitment

___ Job Description development with samples: 1.5 hours (\$262.50)

___ Brochure Development: 2.5 hours (\$437.50)

___ Development of online and print advertisement and posting both online and in MSSA News: 1.5 hours (\$262.50)

___ AASA Premium Job Flash package + Diversity Upgrade: \$848.00

___ EdWeek Online: 30 days online TopSchoolJobs.org \$495.00

___ Graphic advertisement development, electronic circulation to Maine Superintendents, Assistant Superintendents, CTE Directors, Special Education Directors, Curriculum Coordinators and the 50 state board executives and NSBA Network
Complimentary

Application Process

___ Custom application materials development: .5 hours (\$87.50)

___ Correspondence with candidates – responding to application requests: \$43.75 per application (\$656.25)

___ Secure webpage creation: 1 hour (\$175.00)

___ Redaction/scan-upload/link each application packet to secure webpage for 15 applications at \$87.50 per application (\$1312.50)

MSMA Superintendent Search Services

Cost Proposal—*Continued*

The following estimates are based on the receipt of 15 applications. The "per applications" costs will be adjusted.

Application Process (continued)

_____ Processing applications: 5 hours (\$875.00)

_____ Background Check service: \$150/candidate (cost may vary per individual)—typically for finalist(s)

Interview Process

_____ Development of proposed interview questions, and scoring rubric: 2 hours (\$350.00)

_____ Development of reference check questions: 1 hour (\$175.00)

_____ Scheduling of interviews and correspondence with candidates selected and not selected: \$43.75 per application (\$656.25)

Onboarding Follow-up

_____ Setting the Stage for Success: 1-3 consultation conferences w/Superintendent, Board Chair, School Board (typically 1 hour each)

Total \$ _____