

MSAD #51
www.msad51.org

December 13, 2013

Dear Residents of Cumberland and North Yarmouth:

As you may be aware, MSAD #51 is conducting a search to recruit a new superintendent, and the Board of Directors for MSAD #51 (BOD) hired the New England School Development Council (NESDEC) to assist with the search. In the next few weeks, the BOD will convene a **Screening Committee** that will review applications, interview candidates, and recommend qualified candidates to the BOD for further consideration. While the BOD is responsible for appointing the new superintendent, it wishes to have stakeholders from the MSAD #51 community contribute input throughout this important process

All interested residents of the towns of Cumberland and North Yarmouth are invited to submit a letter of interest to be considered for participation in the Screening Committee. Please note that as a qualification, applicants must be available to attend all of the required meeting times, which are as follows:

Tuesday, January 14th - 6:00 pm- 9:00 pm: Training

Wednesday January 15th - 8:00 am to 8:30 pm: Several hours of application screening to be completed at the Central Office.

Thursday January 16th - 6:00 pm - 9:00 pm: Applicant Evaluation

Monday - Thursday January 20, 21, 22 and 23 - approximately 3:30 pm - 7:30 pm:
Interviews

Upon the advice of our NESDEC consultant, Dr. Ken DeBenedictis, the BOD will conduct a random selection of (3) three residents from the pool of qualified applicants. Those selected will be notified no later than Tuesday, December 23rd. To be included in the pool, please submit a letter of interest that confirms your availability at the meeting times, briefly outlines why you would like to be involved in the committee, and includes contact information, by mail to: Susan Conley, MSAD#51 Central Office, 357 Tuttle Road, PO Box 6A, Cumberland, ME 04021 or via [electronic submission by accessing the link on the District's Superintendent search link](#). Letters must be received by Friday, December 20, 2013.

All participants on the committee should understand that much of the business of the Screening Committee will require a high degree of confidentiality as potential candidates' names and application materials will be reviewed and discussed. Along with the three residents, the Screening Committee will be composed of: one (1) Cumberland town official and one (1) North Yarmouth town official, two (2) BOD members, one (1) principal, one (1) representative from the Central Administrative office, two (2) teachers, one (1) support staff member, and one (1) student.

Selecting a new Superintendent of Schools is an important activity for the entire community, and it requires a substantial commitment of time and energy. The MSAD #51 Board of Directors appreciates greatly the participation of community members in the process.

If you have any questions, please do not hesitate to contact me. I can be reached at karencampbell@msad51.org. For additional information regarding the search process, please see the link on the district website dedicated to that topic:
<http://www.msad51.org/home/superintendent-search>

Very truly yours,

Karen Campbell
MSAD #51 Chairperson