



Regional School Unit 5

Durham • Freeport • Pownal

“To inspire and support every learner by challenging minds, building character, sparking creativity, and nurturing passions.”

Becky Foley, Ph.D., Superintendent of Schools
Peggy Brown, Interim Director of Finance & Human Resources

Cynthia Alexander, Assistant Superintendent of Schools
Bonnie Violette, Ph.D., Director of Instructional Support

January 11, 2022

Dear Staff, Students and Community Members,

The RSU No. 5 School Board is inviting stakeholder members from the schools and communities of Durham, Freeport, and Pownal to participate in the search for our new superintendent. The Community Search Committee will screen applications, interview the candidates, and provide feedback to the School Board for the final hiring decision.

This letter outlines the responsibilities, expectations, and important dates that will be required if you are interested in participating in the Community Search Committee.

Stakeholder Groups

The Community Search Committee will be composed of members of our schools and communities. The School Board is seeking representation from the following groups:

a) Teachers and Staff, b) Students, c) Administrators, and d) Community/Parents.

Based on expressions of interest, the School Board will select representatives to create a balanced make-up across towns, backgrounds, disciplines, and schools. Four members of the School Board will also be part of the Community Search Committee.

Responsibilities and Expectations

As part of the search process, the Community Search Committee will:

- Participate in two (2) *required* training sessions;
- Read and score applications (this will be done electronically through a secure portal);
- Interview and score first round candidates on **March 1**.

The input from the Community Search Committee is essential, however it's important to remember the School Board will be responsible for making the final decision.

Expressions of Interest

If you are interested in joining the Community Search Committee, please send a letter of interest to Ginny McManus at mcmanusg@rsu5.org **no later than Friday January 21st**. Please note which group you would be representing: a) Teachers and Staff, b) Students, c) Administrators, and d) Community/Parents. Selected members will be notified **by January 28th**.

If you have any questions regarding the process, please contact me at ritchesonm@rsu5.org.

Key Dates

January 21: Letters of interest in the committee due to Ginny McManus at mcmanusg@rsu5.org

Online: (Required Training 1) Hiring Guidelines and Requirements

Participants will view this training online on demand. The training will cover federal and state employment laws, Maine's continuous notice of nondiscrimination, and a review of RSU No. 5's policies that outline the hiring of administrative staff. RSU No. 5's confidentiality form will be reviewed and all who wish to participate in the process will be required to sign it.

February 9: (Required Training 2) Reducing Bias in the Hiring Process

This training will take place in person from 4:45-6:15 p.m. at Freeport High School and will be led by Lawrence Alexander from Carney Sandoe and Associates. Lawrence has led Maine's Cultural Competence Institute for 450 Maine Educators over the past two years and has assisted in other Superintendent Searches to help district employees to learn how to identify and reduce bias during the hiring process.

March 1: First Round of Interviews

These interviews will take place during the day and possibly early evening. Members of the Community Search Committee are required to attend all interviews to participate.

We look forward to working together in order to find another outstanding leader for our school district.

Sincerely,



Michelle Ritcheson
Chair, RSU No. 5 Board of Directors
ritchesonm@rsu5.org