



Minutes

Advisory Superintendent Search Committee

Friday, May 2, 2025

2:30 pm

Kennebunk Elementary School/A102 and via Google Meets

Committee Members: Leah Bares, Mandy Cummings, Rachel Kennedy Smith, Megan Michaud (chair), Abigail Spadone

1. Call to Order
2. Review updated search timeline
 - Key dates:
 1. May 12 - survey wraps and NESDEC drafts candidate profile by May 14; we have more than 280 survey responses already they can use already to develop a candidate profile
 2. May 19 - board meeting where we will most likely approve the candidate profile
 3. May 29, June 4, and June 9 to 12 - key dates for screening committee process
 4. June 16 - board meeting, potential candidate announcement
 5. June 23 to June 26 - board interview process
 6. June 30 - target announcement
3. Outreach to community - updates, needs, next steps
 - Information has gone out via website, email to community, district newsletter, school newsletters
 - Table at May Day festival in Kennebunk on 5/1
 - Planning for another email to staff and community on Monday, 5/5. Include information on focus groups and screening committee participation.
 - What else?
 1. Outreach to towns - Leah will reach out to towns about sharing information on their websites

4. Screening Committee development
 - Committee reviewed NESDEC recommendations
 - Committee decided to add ed tech as a desired role for screening committee participants. We will also ask about whether potential participants are the parent of a student receiving special services.
 - Committee discussed what questions to ask on the interest form and reached consensus.
 - Megan will create google form and Mandy will review
5. Determine next meeting date
6. Review next steps and assignments
7. Meeting adjourned at 3:25 pm

Next Meeting:

5/16 12:00 pm to 1:30 pm