

# Memo

**To:** Personnel Committee  
**From:** Cornelia L. Brown PhD  
**CC:** Augusta Board of Education  
**Date:** April 27, 2012  
**Re:** Replacement Process for the Capital Area Technical Center Director

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Scott Phair, the Capital Area Technical Center Director submitted his letter of retirement effective June 30, 2012. As with all unexpected vacancies, it is important to look at the needs of this school and consider if the School Department should fill the position with another full-time Capital Area Technical Center director.

It is a requirement in Maine Law, that CTEs have a director, although not a full-time director. During the last several years, there has been discussion among Board members, including a Board goal to look at combining the responsibilities of the director's position with that of the Cony High School principal. After giving this concept serious consideration, including examining the job responsibilities for both positions, I recommend that the School Department continue with a full-time director at the Capital Area Technical Center.

I make this recommendation for the following reasons:

The School Board has identified, as a matter of priority, improving student achievement at Cony High School. Student achievement at Cony lags behind other parts of the School Department with less than 50 percent of the students meeting or exceeding standards in math and reading. There are significant gaps between genders, in terms of student achievement, and considerable work to be done in the area of writing. All of the aforementioned concerns would stretch a building administrator's time and expertise. Exacerbating the difficulties in meeting this challenge is oversight of grades 7 and 8. I think it would be difficult, if not impossible, for an administrator to add successfully, leadership of the Capital Area Technical Center with too, what I believe is already a full plate.

I believe the Technical Center should have a full-time stand alone director, whose priorities would be the students and programs at the Center. If the Committee agrees with this recommendation, I am going to begin meeting with each program at the Capital Area Technical Center and ask them what they would like to see in their next director. I will look for themes and consensus and then begin the search. I would also ask that a representative from the Augusta Board of Education be part of the search, as well as the Board's representative to the Capital Area Technical Center Advisory Committee.

If we begin advertising the week of May 14<sup>th</sup>, I would expect that applications would close June 15<sup>th</sup>, with interviews taking place during the week of June 18<sup>th</sup>. If the recruit goes well, I would anticipate an appointment at the July Board meeting.

I look forward to discussing my recommendation with you. If you have any questions prior to the May 7<sup>th</sup> Personnel meeting, please do not hesitate to contact me.