



South Central Ohio Educational Service Center

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Lowell Howard, Superintendent

MEMO

To: Manchester Local School District Personnel

From: Manchester Board of Education
Lowell Howard

Date: 1/09/2015

Re: Superintendent's Search

This memorandum is written in reference to the Superintendent search for the Manchester Local Schools. The South Central Ohio Educational Service Center will be assisting the Manchester Board of Education in this search. The Board wishes to provide you with the following information:

1. The announcement of vacancy will occur on January 9, 2015.
2. The announcement will be publicized in the Portsmouth Daily Times, The People's Defender, The Manchester Signal, The Ledger Independent (in Maysville, KY) and on the Statewide Computer Network reaching all current Superintendents, Principals and Treasurers, BASA, ODE, OSBA, OASSA, OAESA, South Central Ohio Education Service Center website and the Manchester Local School website. Any individual may review the announcement on either of SCOESC or the Manchester Local School websites.
3. Applications are to be returned by February 6, 2015.
4. Applications will be reviewed by the Board at the conclusion of the application deadline..
5. All district personnel will receive a brief survey asking for their comments and suggestions in reference to the search. This survey will be distributed by your building principal through your local mail system. These will be returned to Lowell Howard in a self addressed stamped envelope. The results will be compiled and presented to the Board for their consideration.
6. After review of the applications, the Board will determine the finalists for the position and establish dates to begin the interview process.
7. Mr. Lowell Howard will be assuming the interim Superintendency effective January 13, 2015.