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## Mechanicville City School District

Bruce Potter  
Superintendent of Schools

July 15, 2019

Dear Students, Faculty, Staff and Members of our School Community:

I'm so thrilled to finally join the team today and begin serving as your Superintendent. I've been very busy learning since my board appointment on May 24. I have been engaged with our community, met with faculty and staff, hired key staff, and my most memorable experience was engaging with our students.

### Community Engagement

- Attended Girls Softball Sectional Game on 5/24
- Attended Boys Sectional Final Baseball Game on 5/31
- Attended Capital Project Committee Meeting on 6/6
- Attended the Board of Education Meeting on 6/6
- Attended Capital Project Committee Meeting on 6/11
- Attended the District sponsored "Meet and Greet" on 6/11
- Conducted Student, Staff and Parent Surveys from 6/17 to 6/25
- Viewed the Student Art Exhibit at the Mechanicville Library on 6/18
- Attended Baseball and Softball Banquet on 6/18
- Attended Principal Marra's retirement party on 6/22
- Attended Senior Awards Night on 6/24
- Attended Graduation on 6/29
- Attended the Board of Education Organizational Meeting on 7/2

### Meeting with Faculty and Staff

- Individual meetings with all District Administrators and Directors on 5/28, 6/11, 6/21
- Met with Elementary Faculty on 6/7
- Met with MS & HS Faculty on 6/11
- Met with MTA and CSEA leadership on 6/21
- Hosted focus group with 27 members of the Mechanicville Teachers Association on 6/24

### Hiring Key Staff

- Participated in finalist interviews for School Business Manager with Board of Education on 5/29
  - Mrs. Jodi Birch was appointed at the 6/6 BOE meeting she began with the district on 7/1
    - Mrs. Birch is an experienced Business Manager, most recently at Whitehall CSD
- Posted for MS Principal position on 6/2

- Selected 12 of 69 applicants as first round interviews on 6/30
- Screened 12 first round applicants on 7/2
- Conducted Committee Interviews for 4 semi-finalists on 7/8
- Interviewed 2 finalists with Board of Education on 7/9
- Appoint Mr. Michael Mitchell at tonight's Board of Education Meeting and he will begin on 8/15
  - Mr. Mitchell has been a principal for 5 ½ years, the last 3 as Principal of Cairo-Durham Middle School

#### Engaging with our students

- Participated in focus group with the Middle School Principal's Advisory Group on 6/21
  - The meeting topic and conversation focused on:
    - What is great about our Middle School
    - What could be better about our Middle School
    - Qualities and characteristics they'd like to have in their next principal
    - Additional activities they'd like to have at school

Moving forward, I will be participating in key workshops which will determine our vision, district goals, core values, and anchor strategies:

- Board of Education Retreat on 7/25
- High School Focus Group on 7/29
- Elementary School Focus Group on 7/31
- Middle School Focus Group TBD
- CSEA Focus Groups TBD
- Administrative Retreat on 8/1

I am so excited to really dig into the work. Developing a positive culture to support a Community of Learners is Job One! I look forward to meeting all of you, working with you, and making our school district great. Please follow me on Twitter @RedRaiderSupt, I plan on using this platform to provide you with real time updates of district business as well as sharing the great work being done by our staff and the wonderful accomplishments of our amazing students.

My best,



Bruce