

Potterville Public Schools Preliminary Superintendent Posting

The Board of Education for Potterville Public Schools is in search of a new superintendent. This is only the preliminary posting; a detailed timeline and profile of the ideal candidate will be added March 7. We encourage interested applicants to refrain from applying until that profile is posted.

Location –Situated in Eaton County just south of Lansing, Potterville allows residents to enjoy a quieter, more affordable residential setting while remaining close to major employers, higher education institutions, healthcare systems, shopping, and cultural amenities found throughout the Lansing–East Lansing metro area. Equally important is Potterville’s strong sense of community and neighborly culture, which has earned it the nickname “the City of Helping Hands.” With a population of just over 3,000 residents, the city is known for being friendly, safe, and family-oriented, where neighbors know one another and community involvement is part of daily life. Volunteerism, local events, and support for schools and civic projects help reinforce a close-knit atmosphere that many residents find increasingly rare. This social fabric is especially appealing to families and individuals seeking a place where they can feel connected and invested in their community.

District – Potterville Public Schools is a small, single-campus public school serving students from ECC through grade 12. Class sizes are small, with a student–teacher ratio of approximately ~16:1 allowing for more individualized attention and stronger relationships between students and staff. Students have access to post-secondary preparation opportunities, including dual-enrollment partnerships with Lansing Community College. Much of Potterville’s pride centers on its close-knit culture, strong relationships, and community involvement. The district emphasizes a whole-child philosophy that supports students academically, socially, and emotionally, reinforced by its recognition as a National Showcase District for the Capturing Kids’ Hearts program, a distinction held by only a small number of districts nationwide. High levels of teacher certification—over 96% of teachers are fully licensed—and strong staff retention further support the district’s reputation for stability and personal attention to students. Longstanding traditions, such as the Viking Hall of Fame honoring alumni and community contributors, reinforce a sense of shared identity and loyalty that is closely tied to Potterville Public Schools.

District Data:

- Enrollment: 748
- Teachers: 48
- Administrators: 11
- Counselors/social workers: 1
- Paraprofessionals: 15
- Office Staff: 4
- Support Staff/Other Staff: 23
- School buildings: 2 (ECC/EL & MS/HS)
- Foundation grant per pupil: \$10,500
- Annual operating budget
 - Revenue: \$12,627,953
 - Expense: \$12,614,388
- Projected fund balance: (246,788)

Board of Education and Terms of Office

Jonathan McNett, Secretary	Term of office ends 12/31/2028
Meghan Snider, Vice President	Term of office ends 12/31/2026
Sarah Vandenboss, President	Term of office ends 12/31/2028
Loren Smalley, Trustee	Term of office ends 12/31/2026
Thomas Marciniak, Trustee	Term of office ends 12/31/2026
Sara McDonald, Treasurer	Term of office ends 12/31/2028
Katherine Bussard, Trustee	Term of office ends 12/31/2026

Salary and Contract Information

The Board will offer a comprehensive, multi-year contract. Compensation will be commensurate with experience of the successful candidate and requirements of the position. A preliminary salary range of \$130,000 to \$150,000 has been established.

Application Procedure

Interested candidates should complete and submit an online application found at

Completed online applications must be submitted no later than 4:00 pm on Monday, March 23. No "hard copy," fax or emailed copies accepted. If requested by the candidate, materials will be treated confidentially through the screening process. Candidate names will become public at the time an interview is scheduled.

Candidates are asked to not contact board members directly. All questions regarding the search should be directed to Kevin Kelly, Assistant Director of Executive Search Services, Michigan Association of School Boards, at 734-263-6272 or kkelly@masb.org

Search Timeline

Action	Date
Application deadline	March 23 – 4 PM
Selection of candidates to interview	April 8
First round interviews	April 20 & 21
Second round interviews/First Opportunity for Board Selection of Superintendent	April 27
Second Opportunity for Board Selection of Superintendent	TBD if Necessary
Start date	July 1, 2026