

Dear Greenfield Community,

Greenfield Public Schools has hired the New England School Development Council (NESDEC) to assist with the search for a new Superintendent of Schools.

In the next few weeks, the School Committee will be appointed a Screening Committee to assist in the superintendent search process. While the School Committee has the sole authority to appoint the superintendent, it wishes to have the benefit of input from a Screening Committee made up of various members of the community and schools. The Screening Committee will review applications, interview candidates and recommend several candidates to the School Committee for further consideration.

Greenfield Public Schools invites individuals to submit letters of interest to be considered for appointment to the Ad Hoc Superintendent Screening Committee. Interested persons should be available to attend several evening meetings including all the candidate interview sessions, and they should understand that much of the business of the Screening Committee will require a high degree of confidentiality as potential candidates' names and application materials will be reviewed and discussed. Additional information about the Superintendent Search, including a full timeline, can be found at <https://gpsk12.org/school-committee/superintendent-search/>.

**Submit a Letter of Interest Here:** <https://bit.ly/GPSScreeningCommInterestForm>

#### **Screening Committee Composition**

- 3 SC Members (Stacey Sexton, Ann Childs, Ginny DeSorgher)
- 3 School Staff (*3 seats available*)
- 3 Caregivers: representative across grades, student demographics (*3 seats available*)
- 2 Community Members (*2 seats available*)

#### **Selection Process**

- Interested persons submit a letter of interest (Due: November 5)
- Steering Committee reviews letters of interest individuals to put forward to the full committee (by November 6)
- Outreach to potential members to confirm availability (November 7-11)
- Full committee appoints Screening Committee members at November 12 meeting

#### **Time Commitment for Screening Committee Members**

The first meeting of the Screening Committee is tentatively scheduled for December 3rd at 6:30 p.m., location TBD, at which time a NESDEC search consultant will facilitate a training workshop. The consultant will also assist in reviewing applications, and in the selection of candidates the Screening Committee wishes to interview. The interview schedule, agenda and questions will also be developed. As you can see, many tasks must be accomplished during the meeting so members should plan to be available for approximately three hours.

In subsequent meetings, it is anticipated the Screening Committee will interview a total of approximately 8-10 candidates who best meet the profile that has been established for the superintendent position. At the conclusion of the interviews, the Screening Committee will recommend 3-5 candidates for further consideration by the Greenfield School Committee.

<b>Task</b>	<b>RESPONSIBILITIES</b>	<b>DATE(S)</b>
<b>1<sup>st</sup> Interview/Selection Workshop with Screening Committee (2-3 hrs)</b>	NESDEC & SCREENING COMMITTEE Meeting 1: Review procedures, develop questions, set interview schedule, distribute application packets	<b>December 3, 2025</b>
<b>2<sup>nd</sup> Screening Committee Workshop (2 hrs)</b>	Meeting 2: Review applications, affirm interview schedule	<b>December 9, 2025</b>
<b>Preliminary Interviews of Selected Applicants</b>	SCREENING COMMITTEE (NESDEC will set up interviews and notify candidates)	<b>December 15 – 18, 2025</b>
<b>Determine Candidates to Recommend to School Committee</b>	SCREENING COMMITTEE candidates listed alphabetically	<b>December 18, 2025</b>

Selecting a new Superintendent of Schools is an important activity for the entire community, and it requires an extraordinary commitment of time and energy. The School Committee would greatly appreciate the community's participation in the process. If you have any questions, please do not hesitate to contact me. I can be reached at [stasex1@gpsk12.org](mailto:stasex1@gpsk12.org) or via text at 662-607-3941

Very truly yours,

Stacey Sexton on behalf of the Ad Hoc Steering Committee  
 Chair Superintendent Search Ad Hoc Steering Committee  
 Vice Chair Greenfield School Committee