

**Greenfield School Committee
Superintendent Search Steering Sub-Committee
Meeting Minutes - October 23, 2025**

1. Roll Call/Call to Order:

Present: Stacey Sexton (SS – Chair), Mayor Virginia DeSorgher (VD), Ann Childs (AC)

The meeting was called to order at 1:04 p.m.

2. Public Comment:

There were no community members present for comment.

3. Discuss Status of Community Needs Assessment Planning and Outreach:

On a motion by AC, 2nd by VD, this sub-committee voted to suspend Robert's Rules in order to conduct an open meeting. The roll call vote was unanimous.

A review and discussion relative to the draft focus group schedule ensued, including choice of dates, venues, etc.:

- Discussion on scheduling a focus group meeting on election day, November 4
- Discussion relative to scheduling the high school as a venue for a focus group meeting on election day, November 4
- Option for childcare support by NHS students for the parent focus group meeting

As a result of the discussion relative to scheduling focus group meetings on election day, November 4, the following revisions were made to the draft calendar:

- Faculty focus groups scheduled after school on Monday, November 3
- Parent focus group scheduled on Monday, November 3 from 6:00 p.m. – 7:30 p.m.
- Administrative staff focus group is scheduled on Wednesday, November 5
- Student focus group is scheduled after school on Wednesday, November 5
- Community focus group is scheduled for 6:00 p.m. on Wednesday, November 5

The suggestion would be that each sub-committee member commit to the outreach for one or more of these focus groups. AC volunteered to create a flyer template to advertise each focus group meeting as a means to generate interest for each. The flyers will be included on our social media outlets, within our schools, sent out to school and City groups, and throughout community buildings within the City.

Also discussed was consideration for translation and interpretation support when it comes time for requesting survey participation and feedback.

4. Discuss Status of Screening Committee Recruitment and Outreach:

As the composition of the screening committee has now been approved by the full School Committee, we now need to begin the outreach process:

- A Google form has been created as a format for which candidates can use to submit their letter of interest to serve on the screening committee
- Once letters of interest have been submitted and collected, this sub-committee will then review and put forward nominations to the full School Committee for appointment at their November 12 meeting

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A screening committee letter of invitation has been created, including a brief role description, composition goal, available seats, and outline of the selection process.

It was noted that these screening committee meetings will be held in executive session, as are all meetings discussing people or personnel.

The screening committee invitation letter will be sent out via the same channels used to send out the information for focus group participation.

We will require nominated screening committee candidates be available for all scheduled interviews in order to participate. Also, there will be the need for a strict time commitment during the weeks of December 3-18 for training and to review superintendent applications. Their role on the committee will conclude at the time the finalists are forwarded to the full School Committee, which will be just before the Christmas holiday, followed by finalist interviews in January.

It is our goal to have the full School Committee vote to appoint a new superintendent at their regular February meeting.

5. Discuss Status of Application Outreach:

Our assigned NESDEC representative was not able to join this meeting. Discussion on this topic will be postponed to a later date.

6. Review of Timeline and Upcoming Decision Points

A review of the timeline and upcoming decision points ensued. It was determined we are on track with the current timeline. Next steps:

- Ensure changes to the date/time/venue for the parent and community focus groups are completed, per earlier discussion at this meeting
- Confirm the availability to offer food and childcare for the meetings, when applicable
- Send out the screening committee text invitation to obtain participation

7. Adjournment:

On a motion by VD, 2nd by AC, the sub-committee adjourned the meeting at 2:06 p.m. The roll call vote was unanimous.

Approved: