

**Greenfield School Committee  
 Superintendent Search Steering Sub-Committee  
 Meeting Minutes – November 20, 2025**

---

1. Call to Order:

The meeting was called to order at 12:32 p.m.

2. Roll Call of Members:

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

Chair SS read the statement relative to the recording of this meeting, including the request for any other persons present and recording this meeting to notify this chairperson at this time.

3. Public Comment:

There were no community members physically present in the room for comment; however, Judy Paolucci (JP), our NESDEC representative was present online.

4. Approval of Sub-Committee minutes:

- October 30, 2025
- November 6, 2025
- November 10, 2025

On a motion by VD, 2<sup>nd</sup> by AC, the minutes were approved as presented. The vote was unanimous.

5. Timeline review for key screening committee and applicant dates:

On a motion by AC, 2<sup>nd</sup> by VD, the sub-committee voted to suspend Robert’s Rules of Order as to conduct an informal, open discussion. The vote was unanimous.

A review and discussion relative to the following timeline ensued:

<b>Begin Review of Applications – (Application Deadline)</b>	New England School Development Council	<b>December 1, 2025</b>
<b>Complete/Organize Applicant Files</b>	New England School Development Council	<b>December 2-3, 2025</b>
<b>1<sup>st</sup> Interview/Selection Workshop with Screening Committee (2-3 hrs.)</b>	New England School Development Council & 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 (New England School Development Council will set up interviews and notify candidates)	<b>December 15 – 18, 2025</b>
<b>Determine Candidates to Recommend to School Committee by Date Noted</b>	SCREENING COMMITTEE candidates listed alphabetically	<b>December 18, 2025</b>

**Greenfield School Committee**  
**Superintendent Search Steering Sub-Committee**  
**Meeting Minutes – November 20, 2025**  
**Page 2**

Also included in the discussion was determining the time of these meetings, as well as whether the meetings would be conducted in-person or hybrid.

6. Generate and assign tasks for coordination of screening committee meetings:
  - Send email/calendar invitations out to the screening committee for scheduled meetings (AC will draft the email and SS will send it out to the screening committee)
  - Reserve the venue for said meetings (SS will coordinate this task)
  - Order food, with dietary restrictions in mind (SS will coordinate this task)

Relative to the interview process:

- JP suggested the candidate interviews be conducted in person, unless they choose to interview a candidate that lived quite a distance away
- Select an individual outside the screening committee to greet candidates upon arrival to the interview, making sure the candidate leaving goes out a different door than the person coming in, etc.
- JP will review how to conduct the interviews with the committee, including what questions to avoid
- JP will review suggestions for closing the interviews with the committee
- JP suggested collecting any written notes taken by committee members after the interviews
- Confidentiality is of utmost importance
- Review acceptable internet sources relative to a candidate
- No communication with the media or colleagues relative to the search
- JP suggested that if the screening committee reviews the candidate profiles and selects candidates, based on the general themes as the outcome of the focus group meetings, then they can be provided with sample questions that same evening and come to the second meeting prepared to write the actual candidate questions
- JP reviewed the materials that will be included in the screening committee folder and provided electronically to each committee member, prior to their December 3 meeting

VD left the meeting at 1:19 p.m.

7. Adjournment:  
On a motion by AC, 2<sup>nd</sup> by SS, the sub-committee adjourned the meeting at 1:30 p.m. The vote was unanimous.

Approved: