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SHAWSHEEN VALLEY REGIONAL VOCATIONAL/TECHNICAL SCHOOL DISTRICT

Search Subcommittee Meeting

Minutes

September 8, 2021

The Search Subcommittee meeting was called to order at 4:33 p.m. by Chairman Peterson with Ms. Bartolone and Mr. Fusco present.

Also present were Superintendent-Director Jackson and Howard Greenspan, Attorney.

The meeting began by discussing the logistics for the survey being sent to staff, and separately to parents, looking for input into the search for the next superintendent. A cover letter from Mr. Peterson will be attached to each survey. Surveys will be sent out by September 17, 2021 with a return date of October 1, 2021. Letters to staff/parents from Bedford and Burlington will be sent out the week of September 13 soliciting interest in becoming one of the final four members of the Search Subcommittee with a due date of September 24. The final members of the Subcommittee will be determined at the next meeting on September 28.

Discussion turned to the Open Meeting Law and posting of Search Subcommittee meetings. Mr. Greenspan summarized the steps to be conducted and will send a memo to the Subcommittee outlining general rules for these meetings.

Mr. Peterson then moved to the timelines for the search. After discussion among the group, it was determined that the entire subcommittee would meet on October 12, 19 and 26 to go through the surveys to formulate questions, finalize the posting and to update the brochure. The position of Superintendent-Director will be posted on November 19, 2021 with all applicant information due on January 7, 2022. The Subcommittee will review applications here at Shawsheen during the week of January 10-14 with all application materials remaining here at Shawsheen in a locked, safe environment to ensure confidentiality. Screening meetings will be held on January 18 and 20 and preliminary interviews by the Subcommittee will be held on January 31, February 1, 2, and 3. Finalist interviews by the entire committee will be conducted with the dates to be determined, and the process completed by the end of February.

Motion made by Mr. Fusco, seconded by Ms. Bartolone, to adjourn at 5:58 p.m.

Respectfully submitted,

Robert G. Peterson, Esq.
Sub-Committee Chairman

Karen Faiola
Recording Secretary