River Valley Charter School

Kick off meeting

Published on November 6, 2026 at 5:06 PM EST

Date and Time

Tuesday November 10, 2026 at 6:30 PM EST

Location

Middle School Great Room

River Valley Charter School welcomes your participation at Board meetings. The purpose of a public meeting of the Board of Trustees (“Board”) is to conduct the affairs of the organization in public. Your participation assures us of continuing community interest in our school and assists the Board in making the best decisions for our school. To assist you in the ease of speaking/participating in our meetings, guidelines are provided at the bottom of this agenda. All materials for all board and committee meetings, are available on our Board on track public portal found at rivervalleycharter.org.

Agenda

		Purpose	Presenter	Time
I.	**Opening Items**			**6:30 PM**
	A. Record Attendance			1 m
	B. Call the Meeting to Order			
II.	**Search Committee**			**6:31 PM**

		Purpose	Presenter	Time
A.	ED Search Committee	Discuss	Kristin Levine	59 m

III. Other Business

IV. Closing Items

A.	Adjourn Meeting	Vote

THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY The Board Chair reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

Coversheet

ED Search Committee

Section: II. Search Committee
Item: A. ED Search Committee
Purpose: Discuss
Submitted by:
Related Material: Agenda_Executive Director Search Working Group Meeting Notes.pdf

Executive Director Search Working Group
Launch Meeting: November 10, 2026, 6:30-7:30pm EST

<table>
<tr><th>Item</th><th>Notes</th></tr>
<tr><td>Meeting Pre-Work</td><td>In advance of our kickoff meeting, please review the executive director search working group charge to understand the responsibilities of this group. Also, READ this summary of stakeholder input and review the DRAFT executive director job description and ideal candidate profile. This way, our meeting time can focus mostly on leveraging this information to make well-informed decisions that will launch the search and hiring process.</td></tr>
<tr><td>(7 min) Introduction and Connection</td><td>Introduce yourself with one experience, strength, or perspective that you bring that you think will be valuable to this search.</td></tr>
<tr><td>(5 min) Opening and Outcomes</td><td>Establish purpose of meeting and review decision rights for working group and hiring process
Goal: By the end of today's meeting, we will have agreed on the essential leadership priorities, candidate qualifications, and refinements to the Executive Director role so that we can finalize and publish the position announcement immediately following the meeting.
Review Process and Decision Rights
October 2026 RVCS Board Meeting - Google Slides</td></tr>
<tr><td>(15 min) Stakeholder Findings and Leadership Priorities</td><td>Highlight three interesting findings:
Trust and culture: 77% of families prioritized trust and communication, while staff and Board members both identified staff culture and retention as important.
Academic improvement: 82% of Board respondents prioritized instructional quality, compared with 40% of families.
Montessori identity: Staff and families placed greater emphasis on Montessori or specialized-model experience than Board respondents did.
Decision: Affirm or refine the 3–4 most important outcomes the next Executive Director must be able to achieve.

Possible response for this:<table><tr><th>Priority</th><th>Success measure:</th></tr><tr><td>Rebuild trust and</td><td>Stronger relationships, transparent communication, and improved staff support and retention</td></tr></table></td></tr>
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	<table><tr><td>strengthen culture</td><td></td></tr><tr><td>Improve instructional quality and student outcomes</td><td>Consistent, high-quality Montessori instruction with measurable academic improvement</td></tr><tr><td>Lead organizational change</td><td>Clear priorities, effective decision-making, and successful implementation while maintaining stability</td></tr><tr><td>Strengthen executive leadership and systems</td><td>A capable leadership team, clear accountability, financial sustainability, and strong organizational operations</td></tr></table>
(15 min) Candidate Qualification	**Decision:** Establish which experiences and qualifications are required versus preferred, considering the proposed recommendations below. <table><tr><th>Decision needed</th><th>Suggestion based on input</th><th>Decision made by group</th></tr><tr><td>Montessori experience</td><td>Preferred; equivalent mission-aligned experience accepted</td><td></td></tr><tr><td>Academic improvement track record</td><td>Demonstrated improvement results required</td><td></td></tr><tr><td>Prior leadership level</td><td>Executive or school leader required</td><td></td></tr><tr><td>Massachusetts/charter experience</td><td>Comparable public accountability experience accepted</td><td></td></tr></table>
(10 min) Ideal candidate profile and job description	**Decision:** Confirm targeted refinements to ensure both documents reflect stakeholder priorities and the expectations of the role.

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Proposed targeted refinements to candidate profile:
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<tr><th>Area</th><th>Proposed refinement</th></tr>
<tr><td>Change leadership</td><td>Explicitly describe leading consequential change while building trust</td></tr>
<tr><td>Academic excellence</td><td>Emphasize demonstrated results, not simply a philosophy of instructional quality</td></tr>
<tr><td>Talent and culture</td><td>Strengthen the expectation to develop, support, evaluate, and retain excellent educators</td></tr>
<tr><td>Montessori mission</td><td>Make clear that the ED must protect Montessori identity while improving academic outcomes</td></tr>
<tr><td>Student services</td><td>Add explicit executive oversight of inclusive student services to the candidate profile</td></tr>
</table>
Job description questions:

Does the job description accurately represent the scope and accountability of the Executive Director role?
Is there anything materially missing or inaccurate that would prevent us from posting this position?

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<td>(8 min) Authorize finalization and posting</td>
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Decision: Confirm readiness to finalize and publish the Executive Director position announcement.

Affirm the decisions and refinements agreed upon during the meeting.
Authorize final editorial revisions to the Job Description, Ideal Candidate Profile, and public-facing posting.
Confirm any remaining approval requirements and who holds final approval authority.
Establish a target posting date.

Review timeline and meetings/calendar (below)
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Meeting Schedule and Timeline

- 11/11-11/12: Revisions and Post
- 11/13-11/19: First phase of sourcing, provide 4-5 archetypes
- 11/19: 5pm - Review Workbook and Tools, give input on rubrics to move initial candidates from resume screen to EXA
    - Compare a few profile types, get input on archetypes to further pursue
    - Authorize Kristin to move candidates from resume to EXA as they come through
- 11/20-12/4: Source + move candidates through EXA
- 12/1: 6:30pm - Review EXAs and Recommendations for Phone Screen + Phone Screen Rubric
- 12/9: 4:30pm - Review Phone Screen Notes and Recommendations for who moves to performance task + performance task rubric
- 12/11: Performance tasks go out, due back 12/18
- 12/21-1/1: Performance task review/holiday break
- 1/5: 4:30pm - Review performance tasks and recommendations to advance to final round interviews
- Hold dates for final interviews: 1/14 and 1/15
- 1/18-1/22: Reference checks, offer letter preparation