River Valley Charter School

Search Committee Committee Meeting

Published on November 16, 2026 at 10:07 PM EST

Date and Time

Thursday November 19, 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			
	C. Approve Mintues	Approve Minutes	Tanya Murdy	1 m

		Purpose	Presenter	Time
	Approve minutes for Kick off meeting on November 10, 2026			
II.	**Search Committee**			**6:32 PM**
A.	ED Search Committee	Discuss	Kristin Levine	59 m
III.	**Closing Items**			**7:31 PM**
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

Approve Mintues

Section: I. Opening Items
Item: C. Approve Mintues
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Kick off meeting on November 10, 2026

APPROVED

River Valley Charter School

Minutes

Kick off meeting

Date and Time
Tuesday November 10, 2026 at 6:30 PM

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.

Committee Members Present
A. Salerno, B. Friedman, C. Getz, D. Candelario, J. Ellen, J. Nickerson, T. Murdy

Committee Members Absent
None

Guests Present
K. Levine (remote)

I. Opening Items

A.

Record Attendance

B. Call the Meeting to Order

T. Murdy called a meeting of the Search Committee Committee of River Valley Charter School to order on Tuesday Nov 10, 2026 at 6:34 PM.

II. Search Committee

A. ED Search Committee

Executive Director Search Committee Meeting Summary
The committee began with introductions and discussed the range of experience and perspectives represented in the group. Members bring experience from previous Executive Director searches at RVCS and other organizations, along with backgrounds in corporate leadership, governance, and education. Kristin also shared her teaching and administrative background and her experience leading school leadership searches, including searches for Montessori schools.
The purpose of the meeting was to review the information gathered from stakeholders and use it to finalize the leadership priorities, qualifications, and candidate profile for the next Executive Director.

Search Committee Responsibilities and Decision Rights
The committee reviewed its responsibilities and decision-making authority. The committee is authorized to support the search process, develop evaluation tools, analyze information, review candidates, and make recommendations to the full Board. The committee cannot make the final hiring decision, extend an employment offer, or materially change Board-approved selection criteria without further authorization.
The full Board retains responsibility for approving the candidate profile and job description, conducting the final candidate evaluation and deliberations, and selecting and appointing the next Executive Director.

The Board will remain informed through access to BoardOnTrack and regular updates at monthly Board meetings. Information appropriate for public release will remain publicly accessible. Candidate identities, application materials, interview notes, evaluations, and related information will remain confidential unless disclosure is required or the candidate advances to a stage at which public participation is appropriate.

Kristin will follow up with the community to thank stakeholders for their participation and explain how their feedback informed the search and final position materials.
Stakeholder Findings and Leadership Priorities

The committee reviewed input from 87 families and caregivers, 32 staff members, and 11 Board members. Families placed the greatest emphasis on trust and open communication. Staff emphasized school culture, organizational stability, staff

development and retention, and Montessori implementation. Board members placed greater emphasis on instructional quality, student achievement, organizational change, and clear organizational direction.

Based on these findings, the committee identified the following priorities for the next Executive Director:

- Rebuild trust and strengthen school culture through listening, transparent communication, collaboration, and reliable follow-through.
- Establish and communicate a clear educational vision that stakeholders can understand and support.
- Translate that vision into consistent instructional practices and measurable improvements in student outcomes.
- Lead organizational change collaboratively while maintaining stability, clarity, and accountability.
- Develop a capable leadership team with clear roles, decision rights, and sustainable organizational systems.
- Support, develop, evaluate, and retain excellent educators and school leaders.

The committee discussed how candidates could demonstrate these qualities through behavioral interview questions, reference checks, and potential performance tasks. Possible performance tasks could include responding to a leadership scenario, preparing a video message, or leading a mock staff meeting.

Candidate Qualifications
The committee agreed that previous Montessori experience should be preferred but not required. Candidates will need to demonstrate alignment with RVCS's Montessori philosophy and mission, along with a willingness to participate in appropriate Montessori learning or training.

Candidates should have meaningful schoolwide leadership experience and evidence that they have successfully led academic or organizational improvement. The committee did not recommend requiring a specific job title or minimum number of years. Instead, candidates should be assessed on the depth and relevance of their experience and the results they have achieved.

Massachusetts public school experience will be preferred, with Massachusetts public charter school experience particularly valued. Comparable experience in another public accountability environment may also be accepted.

The committee distinguished between capabilities that a candidate should already possess and knowledge that can reasonably be developed after hiring. Collaborative change leadership, trust building, communication, educational vision, and the ability to

lead through others are essential entering capabilities. Knowledge of specific Massachusetts charter school requirements may be learned with appropriate support.

The candidate profile should also emphasize empathy, compassion, active listening, transparency, staff development and retention, inclusive student services, and alignment with RVCS's 8Cs.

Executive Director Role and Leadership Structure
The committee discussed the importance of distributing responsibilities across the leadership team rather than expecting the Executive Director to personally possess every specialized skill.
The Director of Instruction can provide dedicated Montessori and instructional expertise. However, the Executive Director will remain accountable for setting and communicating the school's vision, leading the leadership team, supervising instructional leadership, and ensuring strong academic and organizational outcomes.

The Executive Director may not need formal Montessori training upon entry but must be able to protect RVCS's Montessori identity, align the organization around its educational philosophy, and support measurable academic improvement.

Recruiting and Location Considerations
The position announcement will include the compensation range. The extended application or phone-screen process will also assess a candidate's willingness and likelihood to relocate to the area, recognizing that the local cost of living may affect interest from candidates outside the region.

The committee discussed placing particular emphasis on strong local and regional recruitment while maintaining a broader search so that the candidate pool is not unnecessarily limited.

Decisions and Next Steps
The committee affirmed the overall direction of the leadership priorities, candidate qualifications, and ideal candidate profile.

Kristin will incorporate the committee's decisions into the job description, ideal candidate profile, and public-facing position announcement. Final versions will be circulated to the committee for review before the position is posted.

The public posting should be concise and accessible to potential applicants. The more detailed job description may be retained as the internal hiring and accountability document.

The committee will continue developing consistent, evidence-based evaluation tools for the résumé review, extended application, phone screen, performance task, reference

checks, and final interviews. Kristin will also send a community communication thanking stakeholders, summarizing the findings reviewed by the committee, and sharing the finalized job posting.

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:53 PM.

Respectfully Submitted,
T. Murdy

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>
</table>

	<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.

<table>
<tr>
<td></td>
<td>
Proposed targeted refinements to candidate profile:
<table>
<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?

</td>
</tr>
<tr>
<td>(8 min) Authorize finalization and posting</td>
<td>
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)
</td>
</tr>
</table>

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