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.