MASCONOMET REGIONAL DISTRICT SCHOOL COMMITTEE
Superintendent Search Subcommittee Meeting Minutes

October 8, 2025 – 5pm

MEMBERS' PRESENT: A. Heaphy-Tenney, Topsfield, Chair C. Bolzan, Boxford
M. Ogden, Topsfield L. MacInnis, Middleton

MEMBERS ABSENT: E. Clements

OTHERS PRESENT: Zillie Theodorou Bhuju

Call to Order: Oct. 8th, 5:10pm via Zoom

Comments from the Audience: Zille Theodorou Bhuju expressed support for the subcommittee's efforts and offered her mentorship as someone who had previously been involved in a search.

Discussion

Draft Charter

- Initial draft of the charter was based on commentary from the School Committee Chair with refinement from the Vice Chair and brought to the subcommittee for consideration and iteration.
- Subcommittee is aligned on roles, responsibilities and timeline.
    - Takeaway: Timeline is ambitious but a solid target to start.
- Discussion around stakeholder engagement and formation of a Community Advisory Committee
    - Community engagement will be a critical factor in selection; subcommittee is aligned on formalizing details to ensure there is a thoughtful and thorough approach.
    - Decision: Prioritize this as an agenda item for next weeks' meeting to formalize socialization approach, selection guidelines and roles/responsibilities.
- Discussion re: securing support from recruitment firms or Mass. Assoc. Of School Committees
    - Pros: Less of a lift for the subcommittee
    - Cons:
        - Services can be expensive
        - Timeline would be impacted negatively
        - Previous experiences across the subcommittee were neutral to negative with services like these
    - Decision: Proceed without services but secure details on discretionary funds available and administrative support for ad hoc needs.

Draft Job Description

- Initial draft of the job description was consolidated through various sources including current job description and other job postings/descriptions from similar districts.
- Discussion around edits to refine the job description
    - Add call out for:
        - Portrait of a Learner with a link to detail
        - Collaboration with TriTown Union Superintendent
        - Creative problem solving and communications to characteristics
    - Tweaks throughout to add "state and local officials" language to reflect partnership with TriTown officials, State Representatives, Senator, etc.
    - Pull specific call out for familiarity with North Shore to avoid potential national candidates from self-selecting out; Will be included in guidelines for selection

A motion was made by Christine Bolzan to adopt the draft charter and job description for presentation to the full school committee for approval. Seconded by Melissa Ogden and unanimously approved by a roll call vote.

Communication Planning: *Updates, Recommendations & Requests*

- School Committee
    - Update: Working meeting summary to committee 10/8
    - Recommend: Draft charter and job description for approval vote
- Subcommittees: Socialize request for material creation support with Community Relations (CR)
- Community: None yet - to be discussed at next meeting
- Other: Socialize admin support request once details are finalized

Task Assignment / Next Steps

- Socialize support requests with the CR subcommittee and admin office
- Revise charter and job description for full school committee review/approval

Forward Planning: Weekly meeting on Wednesdays at 5pm with Fridays at 12pm as a second option

Adjournment: The Meeting was adjourned at 6:00 pm on a Motion by Lisa MacInnis, seconded by Melissa Ogden and unanimously approved by a roll call vote.

NB: School Committee meeting minutes are not intended to be a transcription of the meeting. All meeting agendas, minutes and materials are posted on-line.

Per the Massachusetts Open Meeting Law, this is a list of documents that were either distributed to the Committee before the meeting, in the packet, or at the meeting.:

- Draft Masco Superintendent job description revised by subcommittee
- Draft Superintendent Search Subcommittee Charter revised by subcommittee