



New England School Development Council

28 Lord Road, Marlborough, MA 01752 ➤ Tel: 508-481-9444 ➤ www.nesdec.org

PARENTS AND COMMUNITY MEMBERS INVITATION

Dear Parents of the Rochester School District and Rochester Community Members,

The Rochester School Department has engaged the New England School Development Council (NESDEC) to assist them in the search process for a new Superintendent of Schools. In the next few weeks, the School Board intends to appoint a Screening Committee to assist in the superintendent search process. While the School Board has the sole authority to appoint the superintendent, we wish to have the benefit of input from a Screening Committee made up of various members of the community and schools. The Screening Committee will review applications, interview candidates and recommend several candidates to the School Board for further consideration.

The Rochester School Board invites a limited number of parents and community members to serve on the Screening Committee. If you are interested, you should be available to attend several evening meetings including all the candidate interview sessions, and you should understand that much of the business of the Screening Committee will require a high degree of confidentiality as potential candidates' names and application materials will be reviewed and discussed. **Please fill out the google form no later than 2/23 if you are interested in serving on the Screening Committee.** Please know that not all parents and community members that fill out the google form will be selected.

[Screening Committee Interest Google Form](#)

The first meeting of the Screening Committee is tentatively scheduled for March 14 from 2-430pm. A NESDEC search consultant will facilitate a training workshop. The consultant will also assist in reviewing applications, and in the selection of candidates the Screening Committee wishes to interview. The interview schedule, agenda, and questions will also be developed. As you can see, many tasks must be accomplished during the meetings so members should plan to be available for approximately three hours.

In subsequent meetings, it is anticipated the Screening Committee will interview a total of approximately 8-10 candidates who best meet the profile that has been established for the superintendent position. At the conclusion of the interviews, the Screening Committee will recommend 3-5 candidates for further consideration by the Rochester School Board.

Selecting a new Superintendent of Schools is an important activity for the entire community, and it requires an extraordinary commitment of time and energy. The School Board would greatly appreciate parent and community participation in the process. If you have any questions, please do not hesitate to contact me. I can be reached at s.downs@sau54.org.

Very truly yours,
Shane Downs, Rochester School Board Chair



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Timeline for Screening Committee Commitment

In order to serve on the Screening Committee, you **must** be available for all of these dates and times.

March 14 2:00-4:30pm

March 18 3:30-6:00pm

March 22 3:00-6:30pm

March 25 3:00-6:30pm

March 26 3:00-6:30pm

March 27 3:00-7:30pm