



**THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK /
ALBANY, NY 12234**

James P. Dexter, District Superintendent
Sole Supervisory District of Washington-Saratoga-Warren-Hamilton-Essex Counties
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TO: Hudson Falls CSD Parents and Community Members
FROM: James P. Dexter, District Superintendent
DATE: January 11, 2021
RE: Advisory Committees for Superintendent Search

The Board of Education is currently in the process of soliciting candidates for the position of Superintendent of Schools. I anticipate inviting semi-finalists to Hudson Falls Central School District in early March for extensive interviews with two advisory committees composed of multiple stakeholders. Each Advisory Committee will have the following composition: two members from the Administrative Association, two members from the Teachers' Association, two members from the Teacher Aides and Teaching Assistants Unit, two members from the School Related Personnel Association, as well as two parents, two community members, and two students for a total of 28 individuals; 14 per each Advisory Committee.

If you are interested in being a member of the Advisory Committee, please submit your name to **Kelli Henzel by Friday, February 5, 2021 at 5:00 PM**. Ms. Henzel may be reached at khenzel@hfcsd.org or by phone at (518) 747-2121, Ext. 4124. When responding to Ms. Henzel please state the group you are associated with, parent or community member, and include your email address and phone number. Parents - please indicate the grade level of your child(ren). In the event that there are more than four parents and four community members who volunteer to serve on the Advisory Committees, participants will be chosen by lottery.

Please review both the charge to the Advisory Committee and the meeting schedule to be sure that you will be able to fulfill the obligation. The charge to each Advisory Committee is to:

- appoint co-chairs;
- interview all semi-finalists;
- assess the strengths and weaknesses of each of the candidates and report back to the Board verbally and in writing.

The two Advisory Committees are scheduled to meet on the following dates:

- Monday, March 1, 2021 from 5:00 PM to 8:00 PM with my Deputy District Superintendent, Tony Muller, to go over interview protocol and tasks.
- Tuesday, March 2, 2021 beginning at 9:00 AM until approximately 2:00 PM to interview semi-finalists.
- The evening of Wednesday, March 3, 2021, with the Board of Education to report the committees' findings to the Board of Education.

You will have the option of attending the meetings in-person at the high school or virtually. Please be advised that attendance at these sessions is mandatory (whether in-person or virtual) to ensure a consistent and fair interview for the selected candidates.

If you have any questions regarding any part of this process, please feel free to contact my office at (518) 746-3310, Ext. 8.

*Cc: Hudson Falls Central School District Board of Education
Kelli Henzel, Superintendent Secretary, Hudson Falls CSD
Tony Muller, Deputy District Superintendent, WSWHE BOCES*