



ATHOL-ROYALSTON REGIONAL SCHOOL DISTRICT

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The Athol-Royalston Regional School District is committed to providing challenging educational experiences that inspire students to acquire the knowledge and skills to become responsible citizens in the global community.

February 5, 2021

Dear Staff, Parents, and Caregivers,

Lynn Bassett, last week, submitted her retirement papers for June 30, 2021. Lynn has done an outstanding job as our Business Manager. She has stayed on well past her original retirement date to ensure the district is in solid fiscal shape. Her tireless work has resulted in our district being able to ride the COVID wave. She has helped to find funds for new curriculum materials, HVAC repairs, new equipment for maintenance and the cafeteria. She has also found funds to put in supplemental services for our students in need. Lynn will truly be missed.

With her resignation, we are challenged with replacing this key leadership position. We are beginning the process of hiring. Below are the details:

1. A search committee will be chosen by 2/12/2021
2. The search committee will choose qualified applicants to interview and make three recommendations to the superintendent in rank order.
3. The superintendent and budget subcommittee will then interview each semi-finalist and select the person to be recommended to the school committee for final approval.

Activity	Date / Time	Location
Post Position	2/5/21	School Spring
Select Search Committee and Notify Members	2/12/21	Superintendent's Office
Search Committee meets to select candidates to interview and notify them of their interview date	2/22/21	Zoom Meeting to be posted
Interviews Take Place	2/25 and 3/1 Interviews	Zoom Meeting to be posted
Search Team Selects 3 Finalists	3/1/21	Zoom Meeting to be posted
Finalist Visit District	3/3/21 Interview with Budget Subcommittee and superintendent. Select finalist for approval to school committee	ARMS

New Business Manager Announced	3/17/21	Approval of Business Manager finalist at school committee meeting
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Search Committee Members will include:

2 School Committee Members	2 parents
2 District Principals	1 District Administrator
Payroll Clerk	2 ATA Members
Central Office Bookkeeper	

Anyone interested in being on the search committee must send an email to Jody Leazott at jeazott@arrsd.org or call her at 978-249-2400 by no later than 2/11/2021 by 3:00 PM