Board of Education Special Meeting
Tuesday, October 6, 2026 2:30 PM
Central Office Board Room
401 South Pine Street
Valley, NE 68064-0378

1. **Call to Order**
2. **Approval of Agenda**
3. **New Business**

3.1. Approve the Retirement of Superintendent Poloncic 2

3.2. Discuss, Consider, and Approve Superintendent Search Firm 3

4. **Adjournment**

DC WEST Community Schools
Engage, Prepare, and Empower

October 6, 2026

DC West Board of Education,

I am notifying you of my retirement at the end of this school year, effective June 30, 2027. I feel profoundly blessed to have spent my career of 35 years in education doing what I love the most: helping students learn, grow, and thrive. Above all, finding a home here at DC West Community Schools has been one of the greatest honors of my life. Serving as your Superintendent for what will be 13 wonderful years by the end of this year has been an absolute privilege.

Our communities of Waterloo and Valley will always be home to my own family. It has been an incredible joy to watch students grow from their first days of elementary school to walking across the stage at graduation. The strong partnerships and support from our families have made this school district truly special.

I am extremely grateful for a Board that has always been focused on our students. We should be proud of the work we have done in partnership. Sharing my plans now will ensure you have ample time to conduct a thorough search process to select a Superintendent to lead DC West into its next chapter.

I continue to have passionate dedication to the present work as we have a full and exciting school year ahead and I plan to be an active participant in our best one yet! Thank you for entrusting me with the privilege of serving the students and communities of DC West.

In gratitude,

Dr. Melissa Poloncic

Superintendent

NRCSA Search Options

NRCSA FULL SEARCH

Planning Phase Services: Two meetings.

**Comprehensive search plan and timeline.

**Develop district/candidate profile following Board, staff, community meetings. On-line survey available.

**Develop Staff/Community engagement plan.

**Research comparable compensation packages.

**Review Superintendent contract language.

**Develop NRCSA Vacancy Announcement.

Recruiting/Screening Phase:

**Widely distribute NRCSA Vacancy Announcement.

**Advertise in free media and paid media, if desired.

**E-mail/personal contacts with potential candidates.

**Compile/analyze applicant data including NRCSA application form, recommendation letters, proof of certification/endorsement, background questions.

Extensive reference check calls; **2 consultants.

**Categorize candidates for Board consideration based on fit to the district/ candidate profile.

Finalist Selection/Pre-Interview: One meeting.

**Meet with Board to review all applicant files.

**Recommend potential finalists to Board.

**Arrange for One Source background checks for finalists at NRCSA Expense.

**Apprise Board of open meetings/open records law

**Assist Board, staff and community committees in developing interview questions and procedures.

**Provide Board rubric to evaluate finalists.

**Contact finalists to arrange interviews.

Interview Phase: Consultants monitor in person.

**Schedule finalist interviews with all groups.

**Develop and copy interview packets.

**Develop interview procedures checklist

**Attend all Interview Day(s) to facilitate process

**Monitor and assist in selection process in person, if desired.

Cost: $5,500 for NRCSA member districts, $6,500 for non-member districts plus advertising costs & reimbursement for travel to meetings. NRCSA member dues are $850 per district annually.

Staff: Two NRCSA consultants .

Transition Phase: One meeting.

**Meet with Board and new Superintendent to plan successful transition. The Superintendent-Elect and the Board President will be invited to the NRCSA Spring Conference with registration fees waived.

Warranty: Two years if Superintendent leaves for dissatisfaction or if Board initiates non-renewal or resignation. Follow up search done for expenses only. Must participate Transition Phase.

NRCSA DISCOUNTED SEARCH

Planning Phase Services: One meeting.

**Similar to Full Search option except the meetings with faculty/ staff and community committees are eliminated and profile developed with Board only. On-line survey available.

**Review of Superintendent contract language eliminated.

Recruiting/Screening Phase:

**Same as Full Search option. A second consultant assists with reference calls.

Finalist Selection/Pre-Interview: One meeting

**Similar to Full Search option except One Source background checks are billed to the client.

**One pre-interview meeting is held with faculty/staff and community committees to develop interview questions and procedures.

Interview Phase: Consultants monitor by phone.

**Unlike the Full Search option, NRCSA consultants will not attend the Interview Day(s) but will be available by phone.

**Client asked to copy and distribute finalist materials and interview packets.

**Consultants available by phone to assist Board in selection process.

Cost: $3,000 for NRCSA member districts, $4000 for non-member districts plus advertising costs & reimbursement for travel to meetings. NRCSA member dues are $850 per district annually.

Staff: One NRCSA consultant plus assistance on reference checks.

Transition Phase:

**Not offered.

The Superintendent-Elect and the Board President will be invited to the NRCSA Spring Conference with registration fees waived.

Warranty:

**Not offered.