

WESTBROOK BOARD OF EDUCATION
EDUCATE, CHALLENGE, & INSPIRE

<p>WESTBROOK BOARD OF EDUCATION Friday, April 24, 2020 @ 4:30 pm Superintendent Search Sub Committee Meeting</p>

The Superintendent Search Subcommittee met via “google meet” on Friday, April 24, 2020 at 4:30 p.m.

MINUTES

Members Present: Christine Kuehlewind, Kim Walker, Mike Esposito
Also Present: Lee Bridgewater, Zach Hayden, Don Perreault, First Selectman Noel Bishop, Attorney Anne Littlefield, Shipman & Goodwin and Tony Cozza, Ben Russell, IT Specialist

- I. Call the meeting to order: The “Google meet” was called to order at 4:34 pm by Kim Walker.

- II. Appoint a sub committee chairperson: A motion was made to nominate Christine Kuehlewind as Chairperson of the Superintendent Search Subcommittee by Kim Walker and seconded by Mike Esposito. Vote unanimous.

- III. Discuss search firms/consultants: The Superintendent Search Subcommittee discussed several search firm options to reach out to including CABE, CES, NESDEC, Herbert William Consultants and Dr. Joseph Erardi, a private consultant. Christine mentioned that in 2012, the district used CES, represented by Kaye Griffin. Kim Walker reviewed the timeline from the previous search, noting that the RFP’s were done in July with presentations to the Board in August and a search firm was appointed at the end of August. The search firm assisted in forming focus groups and drafted a brochure in September.

- IV. Review RFP details: Christine requested the Committee’s suggestion as to the number of RFP’s the Committee should seek and present to the full Board. The committee agreed on 5 and the discussion concluded that it was their preference to reach out to firms that would be familiar with our area; and to not include national firms. Moved by Mike Esposito and seconded by Kim Walker to request RFP’s to include five firms (CABE, CES, NESDEC and two private) Vote unanimous. Attorney Anne Littlefield offered to assist. RFP’s will be accessible through the school’s website. Attorney Littlefield noted the compressed timeline with the issue of the pandemic and suggested provisions to bidders on seeking an Interim Superintendent as well. She also commented that the Board does not have to use a search firm and the Board as a whole will decide and review RFP’s and decide what to do about an Interim. The timeline should be a Board decision. She did provide a sample RFP and suggested

getting it out to the marketplace as soon as possible. She said it would take a search firm at least two weeks to respond.

The Committee agreed to meet on Wednesday, April 29th at 4:30 p.m. via Google meet. Attorney Littlefield will assist with the agenda and RFP's if needed. Mike Esposito requested documents to be copied to him and Kim Walker prior to the meeting.

Attorney Littlefield commented that when Christine uploads the RFP document to Google Docs/Drop box then the Sub-committee should be cautious how they respond to each other within the comments of the online document.

V. *Discussion of attorney client privileged written memorandum (legal advice regarding subcommittee questions) – The Committee did not have a need to meet in Executive Session.

VI. Adjourn - Moved by Kim Walker and seconded by Mike Esposito to adjourn at 4:57 p.m.

* Proposed for executive session

Respectfully submitted,