

**WESTBROOK BOARD OF EDUCATION**  
**EDUCATE, CHALLENGE, & INSPIRE**

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<b>WESTBROOK BOARD OF EDUCATION</b> <b>Wednesday, April 29, 2020 @ 4:30 pm</b> <b>Superintendent Search Sub Committee Meeting</b>
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**MINUTES**

Present: Christine Kuehlewind, Kim Walker, Mike Esposito

Also Present: Don Perreault, First Selectman, Noel Bishop; Attorney Anne Littlefield,  
Ben Russell, IT Specialist; Tony Cozza;

- I. Call the meeting to order: The Superintendent Search Sub-Committee was called to order at 4:31 p.m. by Christine Kuehlewind, Chair.
  
- II. Approval of Minutes: April 24, 2020 - Moved by Kim Walker and seconded by Mike Esposito to approve the minutes of April 24, 2020. Vote unanimous.
  
- III. Preview and Finalize RFP: Christine presented the RFP draft for discussion. Attorney Anne Littlefield made a suggestion to be consistent in using the term “vendor” in place of the word “contractor”. Kim Walker suggested posting the RFP on the State of CT portal – Attorney Littlefield did not research that to save expense; however, said it could be submitted and if deemed appropriate they would post it.  
Mike Esposito suggested use of email instead of the paper process listed in the draft. He was of the opinion that vendors would be offended to be asked for ten copies. Kim Walker commented that in the state of affairs when everyone is working remotely it may be the current protocol. Mike suggested changing the wording to “email” and to send as an attachment – which would be kept in a secured email inbox and opened at the same time. This would be accessible to Board members through a link created by Ben Russell, IT Specialist.  
  
Noel Bishop suggested placing the RFP on the Town website as well. He suggested sending it to his email address and he will see that it is posted.  
  
Attorney Littlefield brought attention to a typo: The word “discretion” and also a correction in the Westbrook Public Schools website address. Also, the use of the word “competent” was addressed. Attorney Littlefield suggested striking that word as it may come across as offensive to consultants.  
  
Kim Walker commended Christine on creating a sound document – Christine reciprocated her appreciation to Kim and Mike.  
  
There was discussion on redundancy in the document, but it was agreed that it was needed for clarity.  
  
Kim Walker will get addresses/email addresses for firms.  
Moved by Mike Esposito and seconded by Kim Walker to approve the RFP as corrected, including typos and to include change to “email” proposals and to post the RFP on the town and school websites. Vote unanimous.
  
- IV. Adjourn: Moved by Kim Walker and seconded by Mike Esposito to adjourn at 4:57 p.m. Vote unanimous.