

WESTBROOK BOARD OF EDUCATION
EDUCATE, CHALLENGE, & INSPIRE

<p>WESTBROOK BOARD OF EDUCATION Wednesday, May 20, 2020 @ 4:30 p.m. Special Board of Education Meeting Google Meet</p>
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MINUTES

BOE Members Present: Lee Bridgewater, Sally Greaves, Zachary Hayden, Mary Ella Luft, Michelle Palumbo, Kim Walker, Don Perreault , Christine Kuehlewind, Mike Esposito

Also Present : Superintendent Patricia A. Ciccone; Business Manager, Lesley Wysocki, Attorney Anne Littlefield, Shipman & Goodwin; IT Specialist Ben Russell

I. CALL TO ORDER – The Special BOE meeting of May 20, 2020 was called to order at 4:34 p.m.

II. PUBLIC COMMENT – No comments

III. REVIEW AND DISCUSSION OF SEARCH FIRM PROPOSALS – Christine Kuehlewind, Superintendent Search Subcommittee Chair reported that six firms submitted proposals: CABE, CES, JE Consulting, Drannek Consulting,, Harvard Group International and NESDEC. Board members viewed the proposals simultaneously and Chair, Lee Bridgewater gave each board member an opportunity to comment on each of the proposals.

Board members commented on several points involving each of the proposals: Considerations were given to timeframes; small school district experience, inclusion of Interim Superintendent search, Cost of Superintendent Search including add-ons, experience of consulting firm, national or local exposure with familiarity of our location, understanding of the needs of the Westbrook community, inclusion of Focus Groups and arrangement of Focus Groups.

Attorney Littlefield suggested the Board members review the RFP for guidance on how to proceed noting cost alone not being the guiding factor; responsiveness of the proposal, nature of the vendor, quality of performance, other contracts, location of vendor, successful performance, etc. should also be review factors.

There was some discussion as to having formal oral presentations. It was noted that presentations of proposals were done in person in the last superintendent search

process. There was also concern about the timeframe at this point and the need to move forward.

It was the consensus of the Board to eliminate two of the proposals as being cost prohibitive and a preference of keeping with a more localized firm. Thus, Harvard Group and Drannek were eliminated.

Of the remaining four, each Board member commented on their respective preference(s) and the reasons why. CAFE and NESDEC emerged as the two firms that would most meet the needs of WPS in the search of a Superintendent. Ultimately, the Board was in agreement that CAFE, given the location and experience in this district became the favored firm. The Chair asked for a vote from the Board to confirm their preference of CAFE: AYES: Z. Hayden, M. Luft, M. Palumbo S. Greaves, K. Walker, C. Kuehlewind, M. Esposito, D. Perreault, L. Bridgewater

There was discussion as to the person to be authorized on behalf of the Board to reach out to CAFE to secure a contract which will be approved by the full Board. It was determined that L. Bridgewater, Chair would take on that responsibility.

The Board plans to have a special meeting next week to review the terms of the contract with CAFE.

IV. SELECTION OF SEARCH FIRM FOR SUPERINTENDENT SEARCH

MOTION: by M. Palumbo and seconded by M. Luft, to approve that the Board of Education authorizes the Chair, Lee Bridgewater, to communicate with CAFE for the purpose of developing draft terms and conditions for the Board's engagement of CAFE for the Superintendent Search Firm. Such terms shall be subject to Board approval. Further, the Board authorizes its Chair to enlist the services of Shipman & Goodwin with respect to such negotiations with CAFE and waives any conflict of interest associated with same.

M. Esposito commented that he was uncomfortable with the second part of the motion.

AYES: Z. Hayden, M. Luft, M. Palumbo, S. Greaves, K. Walker, D. Perreault, C. Kuehlewind, L. Bridgewater

NAYS: M. Esposito

ABSTAIN: None

MOTION CARRIED: 8-1

Attorney Anne Littlefield informed the Board that she will also communicate with CABA regarding waiving any conflict of interest. Should CABA not agree to waive the conflict of interest, she will inform the Board and action will need to be taken.

C. Kuehlewind will notify each firm of the results on the May 29th date in the RFP.

M. Esposito brought up the topic of Administrative Structure and an Interim Superintendent. It was noted that the Search Firm will address the needs of the district with the Board at the appropriate time.

Z. Hayden expressed appreciation to C. Kuehlewind, K. Walker, and M. Esposito for their work on the Superintendent Search Subcommittee.

V. ADJOURN: Moved by M. Palumbo and seconded by C. Kuehlewind at 6:35. p.m. Vote unanimous.

Respectfully submitted,

Kim Walker, Board Secretary

Cecilia S. Lester, Board Recording Clerk