

State Board of Education

Virtual via Microsoft Teams
Call in Number: 1-802-552-8456
Conference ID: 181 827 915#

Secretary Search Committee Draft Meeting Minutes

Date: August 23, 2023

Present:

State Board Members (SBE): Jennifer Samuelson, Chair; Lyle Jepson, Jenna O'Farrell
Agency of Education (AOE): Suzanne Sprague

Others: Beth Fastiggi, Commissioner, Department of Human Resources (DHR); Keisha Pollard, Talent Acquisition Specialist

Item A: Call to Order, Roll Call and Amendments to the Agenda

Chair Samuelson called the meeting to order at 2:17 p.m. and asked for a roll call. There were no amendments to the agenda.

Item B: Public to be Heard

None

Item C: Executive Session

Election of Chair

O'Farrell nominated Samuelson for chair. Jepson seconded. No discussion. The vote passed naming Samuelson as chair of the committee.

Determine Qualities for Secretary of Education

Chair Samuelson began the discussion by reviewing the meeting materials that included: [3 V.S.A. § 2702](#), [16 V.S.A. § 212](#), [AOE Secretary Job Posting and Salary](#) and [Information for candidates for the position of Secretary of Education](#). Discussion followed regarding being unable to change statutory requirements, modifying the advertisement that was created in 2018 and that DHR was not involved in the prior searches.

Pollard gave an overview of how the state recruitment system, Success Factors, works. She explained the benefits of using the system and how the system is connected with various other advertising resources. One person should be designated to receive the applications and to answer any questions from applicants. She reviewed the [Marketing Only Job Posting Request Form](#). It is the information required for the job posting and recruitment.

Discussion followed regarding a formal job description, exempt position job descriptions, following the statutory process, Search Committee's responsibility to determine the job qualifications and create the job description for DHR review, minimum requirements are

stated in statute, preferred qualifications are crafted by the Search Committee, applicant materials are confidential, Jepson will receive the resumes and materials, compensation is public information, preference that the successful candidate lives in or is willing to relocate to Vermont, some remote work is possible, modest stipend for moving expenses, available funds for advertising, committee member travel expenses to conduct interviews will be reimbursed out of SBE budget, benefits package, virtual screenings/first round interviews, including field work and telework in the job description, and the exempt employee handbook. Pollard will send examples of wording for exempt employee job postings and benefits and what the Attorney General's Office uses for its postings.

Further discussion continued regarding crafting an overview, job description and preferred qualifications. Topics included experience required, managing complex issues, diversity of educational experience and background, 3 V.S.A. § 2702 (c), 16 V.S.A. § 212 and independent schools, needing an additional meeting to complete the work and the importance of the candidate understanding the uniqueness of Vermont. The committee continued to wordsmith the language for the minimum requirements. Additional topics discussed were the timeline and process, blocking time in late October for interviews, interviewing while the job posting is still open, posting the position for 3 weeks and extending it if needed, communicating timeline with candidates and setting expectations, Search Committee performs the reference checks and logistics of second round in-person interviews.

The next meeting of the Search Committee will be Friday, September 1. Pollard will prioritize the job posting once received. Potential dates for virtual first round interviews would occur in the last week in September and first week in October. Potential second round in-person interview dates include October 24 and 26.

Develop and decide where to advertise the job posting

The Search Committee agreed to advertise in Success Factors, School Spring, Ed Week, via AOE press release and to share it with education partners. Pollard suggested sponsoring a job posting on Indeed which would cost approximately \$250 - \$500. She suggested that people with a LinkedIn account share the posting on their personal page. Sprague will research the cost and budget for advertising in Ed Week and School Spring.

Search Committee members will individually work on the overview, description and preferred qualifications over the coming week and then discuss and finalize the language when they meet at the next meeting.

Prepare interview questions

Not discussed.

Item E: Public to be Heard

None

Adjourn

O'Farrell moved to adjourn; Jepson seconded. There was no discussion. The motion passed. The meeting was adjourned at 4:01 p.m.

Minutes prepared by Suzanne Sprague