

State Board of Education

Virtual via Microsoft Teams
Call in Number: 1-802-552-8456
Conference ID: 957 997 676#
[Meeting Link](#)

Secretary Search Committee Draft Meeting Minutes

Date: September 21, 2023

Present:

State Board Members (SBE): Jennifer Samuelson, Chair; Lyle Jepson, Jenna O'Farrell

Agency of Education (AOE): Suzanne Sprague

Others: Steven Berbeco

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

Chair Samuelson called the meeting to order at 1:03 p.m. and introduced members. There were no amendments to the agenda.

Approval of Draft Meeting Minutes from September 1, 2023

Jepson moved to approve the [meeting minutes from September 1, 2023](#). O'Farrell seconded. The motion carried.

Item B: Public to be Heard

None.

Item C: Discussion of Potential Interview Topics to be Asked of Interested Candidates

Chair Samuelson mentioned that the [Guide to Interviewing and Reference Checking](#) is a great resource. It includes information on duties, requirements, interview questions and structuring of interviews. She asked the subcommittee members to focus on broad topics and not specific questions during the meeting in order to not give any potential candidates an unfair advantage. Specific interview questions will be developed in a future meeting that will occur in executive session per 1 V.S.A. § 313(a)(3), since they pertain to the appointment or employment or evaluation of a public officer or employee. Chair Samuelson will confirm with the Attorney General's Office to make certain it is appropriate.

Discussion occurred regarding holding a public hearing on Monday, October 2, from 5:30 p.m. – 6:30 p.m. for the purpose of seeking public input on qualities and attributes of the next Secretary of Education. Sprague will connect Chair Samuelson and Ted Fisher, AOE Director of Communications and Legislative Affairs, about the possibility of promoting the public hearing in a press release.

Discussion occurred regarding interview topics to be considered when developing the interview questions. Topics discussed were education, seeking input from the Governor's office to define job duties, prior work experience, asking situational questions and behavioral situation questions, work-life balance, and leadership style.

Jepson advised that applications are being received. He will respond and acknowledge receipt. He will not forward the applications to committee members until Chair Samuelson determines how this can be done without breaking the Open Meeting Law.

The next Secretary Search Committee Meeting is scheduled for Thursday, October 5, from 3:30 p.m. – 5:00 p.m. to determine interview questions in executive session. A subsequent meeting is scheduled for Wednesday, October 11, from 12:30 p.m. – 3:30 p.m. to review submitted applications in executive session.

Chair Samuelson will check with the Attorney General's Office regarding executive session, work with the AOE regarding a press release for the public hearing, and research and determine how to disseminate the applicant packages to Board members.

Item E: Public to be Heard

None.

Adjourn

O'Farrell moved to adjourn; Samuelson seconded. There was no discussion. The motion carried. The meeting was adjourned at 1:42 p.m.

Minutes prepared by Suzanne Sprague