

April 4, 2018

*Strategic Goals: (1) Ensure that Vermont's public education system operates within the framework of high expectations for every learner and ensure that there is equity in opportunity for all.  
(2) Ensure that the public education system is stable, efficient, and responsive to changes and ever-changing population needs, economic and 21st century issues.*

**State Board of Education  
Special Meeting  
Secretary Search Committee  
Draft Minutes**

**Present:**

**State Board of Education Group Members:** Krista Huling, William Mathis, John Carroll, Mark Perrin, Peter Peltz

**Agency of Education (AOE):** Maureen Gaidys

**Others:** April McCullum, Burlington Free Press

**Items A: Call to Order, Roll Call**

The meeting was called to order at 2:03 p.m.

**Item B: Sign in for Guests/Callers**

Chair Huling called roll call. April McCullum was identified as present; no other callers identified themselves.

**Item C: Amendments to Agenda**

There were no amendments to the agenda.

**Item D: Qualifications Sought for Secretary Position**

Huling asked Carroll to walk through the document that he had drafted. Carroll explained that it was an outline of the qualifications and the process. It is at least a 2- stage process. The candidate needs to meet the statutory qualifications; the second stage would be to evaluate candidates against preferred qualifications, which were discussed on Monday, with a few additional items, diversity of educational experiences and background. Carroll left this out; Huling thought it should be included. The document strives to make it clear that the Board is only recommending three candidates and then the Governor will have his screening process. There is clarifying language that the chosen candidate will be a member of the Governor's Cabinet, serve at the pleasure of the Governor and serve as a non-voting member of the Board. The backside of the document lists prominent duties and responsibilities. Huling spoke about combining what is in statue and what is preferred and asked for questions on the preferred qualifications. Perrin thought it was important to respond to some of the Governor's requests, especially large organizational effectiveness. Huling added that this was also

addressed under #3 – experience in private sector government and leadership. There was discussion on what diverse educational experience and background means, different levels of teaching or an administrator role, cradle to career experience, leaving this generalized and open, using the word “driving,” that leaders “drive” change and performance, the intentionality of using this strong word, the ambiguity of this word. There was continued discussion on how to change the wording to something all agreed upon. Huling thanked Carroll for his work on this and commented that the whole picture of what is being sought was captured well.

Mathis asked if there was an end date for accepting applications. Huling asked about the status of Mathis’ backside of work and suggested pointing folks to statute for responsibilities/duties. Mathis commented that there is a huge difference in grain size. Huling polled the will of the committee on whether to pull out the important items or provide a full laundry list. Perrin opted for having a direction. Carroll opted for referring them to statute and added that the Governor might want to see some reference to alignment with the Governor’s vision. Huling stated that the will of the committee would be to point to statute and not editorialize statute. Carroll offered to cite the statute, and other relevant statutes at the bottom of the page. The committee concurred with this idea. Peltz concurred with this and questioned if the salary was staying the same and said this will likely come up in the process; Peltz said he had heard two conflicting numbers for salary. Huling suggested referring this to the Governor’s office and said she would inquire of the range and report back to the committee. Carroll suggested having some human resource information available: work location, benefits, vacation time, etc. Huling said she would inquire with the Governor’s Office. Carroll asked about the statement on Equal Employment Opportunity and including that in the memorandum and that the logical action would be to put this after the first paragraph. The committee agreed. Huling praised Carroll for being so good at keeping it to one page. There was continued discussion on editing the document. Huling added that Johnson-Aten had added that Agency of Education should be added to avoid getting secretarial applicants.

#### **Item E: Advertising for Secretary Position**

Huling spoke with Emily Byrne and reported that for the first search, the Board spent over \$11,000 and for the last search about \$6,000 was spent for advertising. Huling was hoping for a press release for Monday and shared that she had already received two resumes and cover letters and at least one other inquiry; one was out of state and two were in state. Huling suggested using the New York Times and Education Week and then press releases through various organizations. Mathis suggested the Boston Globe if the New York Times was cost-prohibitive. Peltz asked if there were days that were better to advertise than others for exposure and suggested considering this. Huling offered to start pursuing rates. She suggested starting with a wish list and then the board can address what is in the budget. Perrin asked if SchoolSpring was included. Huling said last time the position was posted in both VT-HR, SchoolSpring and press releases for agencies. Carroll offered that the Wall Street Journal be considered and said that print journalism is passé and suggested online job sites for the field of education that might be more affordable. There was discussion on SchoolSpring, responding to interested applicants, including where applications should be sent and by what date. Huling said she would speak with Sprague and Gaidys around getting the SchoolSpring application started. Huling asked if they wanted applications received by next meeting. Carroll asked for two weeks after all advertisements are posted. Mathis suggested April 30. There was discussion on not necessarily

tying this to the next Board meeting, needing time to filter and for applicants to fully evaluate, and that the Governor's office asked them to move expeditiously. All agreed with the April 30 deadline.

Huling suggested scheduling interview times for the committee in advance and saving possible dates for reviewing resumes. There was discussion on various dates, whether one day of interviews would suffice, reference checking and the importance and labor-intensiveness of this, adding this to a special meeting in June, adding interviews to May 7, meeting on 5/14, having an executive session on May 16, then proceeding with reference checks, having a special meeting on May 30. The committee decided to review resumes on May 2, schedule interviews for May 7 and May 9, a debrief on May 14, an executive session on May 16 to review provisional names, reference checking and final schedule with the SBE on May 30. It was suggested that a meeting be scheduled late the week of May 21. A May 25 meeting was suggested as a phone conference to review reference checks. There was discussion on having in-person meetings, virtual interviews, money available for travel expenses, members being present and not participating virtually, Governor's Office paying for travel expenses, and budget restrictions.

#### **Item F: Strategizing for Next Steps**

Huling said she knows the full Board would like an update and it will be discussed at the next full Board meeting. The May 2, May 9 and May 14 meetings are physical meetings with physical space. The meeting on May 14 is undecided at this time. Carroll asked if his one pager should say applications should be received no later than 5:00 p.m. on April 30. Huling asked for the committee's permission to move forward with this and work with Sprague and Gaidys on getting this process started with SchoolSpring and then moving forward with other print options. Perrin questioned using Agency staff as support for this search and noted that had not been done in the past. Huling responded that the reason for this in the past was that the current Secretary was applying for the position, thus there was a decision to not involve her staff. This is not the situation this time. It was suggested that the Acting Secretary might be a candidate. Huling said that she would check with Bachman. Mathis stressed confidentiality. Huling said press releases would be released to all the education organizations (VSA, VT-NEA, NASBE, AASA and CCSSO).

#### **Item G: Other**

Mathis suggested speaking with the Governor's office and asking for an appropriation that does not come out of the regular budget. Carroll opposed this. Perrin suggested waiting on this. Huling offered that the Governor's Office has offered support and good will and that there is \$4,000 in the budget for advertising and perhaps we should wait and see if the budget is exhausted before making a request of the Governor's office. Carroll commended the Chair on how hard she was working on this in addition to working on the next Board meeting. Huling thanked the committee for their hard work on putting forth a document of what they need and want in a Secretary.

#### **Item H: Adjourn**

Carroll moved to adjourn, Mathis seconded. Motion passed.  
The meeting adjourned at 3:03 p.m.

Minutes recorded and prepared by Maureen Gaidys.