

BOE Superintendent Search Comm  
August 31, 2016

**Town of Preston  
Board of Education  
Search Committee  
Special Meeting  
Wednesday, August 31, 2016  
PVMS Conference Room  
6:30 pm**

**1. Call to Order**

Chairman Nugent called the meeting to order at 6:31 pm.

Sean Nugent (SN)  
Cindy Luty (CL)  
Charles Raymond (CR)  
Melissa Lennon (ML)

**Guests**

Heather Helwig (HH)

**2. Community Member**

SN indicated that a variety of different media venues had been used to solicit interest for individuals from the community at-large to become part of this working group. Only one person, Heather Helwig, expressed interest. After providing her background and reason for wishing to be a part of this group, **a motion was made by CL and seconded by ML to add Heather to this group. All in favor. Motion carries.**

**3. Process**

We engaged in a rich discussion regarding key elements/concerns related to the process. We agreed that a consultant firm was required to support this effort and that this needed to be the first action for the group. We also agreed that the teachers and principals needed to be involved in the process but that we would look to the consultant to provide the clear direction in terms of timing and methodology. Lastly, we also agreed that we need to get the consultant on-board quickly but that we need to identify both the proposal criteria (see below) and selection criteria we will use for this. Lastly, we agreed that we will perform the journeyman's work but would bring recommendations to the full board for discussion and final decision-making.

We discussed meeting scheduling and agreed that for now we would meet on the following dates 9/7, 9/21, 10/5, and 10/19. Once we have selected a consultant (via board approval) we may need to modify our meeting schedule to align with the process and timeline they will be driving for us.

**4. Consultants:**

We agreed that the following response criteria is to be included/addressed in any proposal we receive:

- a Superintendent Selection Criteria.
- b Recruitment & Screening of Applicants.
- c A description of the process and elements required.
- d A description of the roles & responsibility of the consultant and the search committee,
- e The full timeline with key milestones identified,
- f The consultant cost and whether any phasing payments are expected,
- g The resource(s) to lead this project along with a description of their background and experience,
- h A Community Needs Assessment, and
- i An indication of other options that the Search Comm/Board might consider and what the costs of these would be.

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We developed the following potential consultants list and assigned one member to follow up with each. The list and member assignments are:

CABE	SN
NESDEC	ML
CES	CL
Herbert Williams Consulting	CR
NSBA	SN (are they linked to CABE?)
School Exec Connect	HH

We agreed to meet in one week (9/7) to get a quick read on these potential consultants and to determine if we need to make any changes to our proposal criteria and/or add other consultants to this list.

**5. Public Comment**

No Public comments.

**6. Adjournment**

A motion was made by CL and seconded by CR to adjourn the meeting at 7:05 pm.  
All in favor. Motion carries.

Respectfully submitted,

Sean Nugent