

**LEBANON BOARD OF EDUCATION
SUPERINTENDENT SEARCH SUBCOMMITTEE
SPECIAL MEETING
LEBANON MIDDLE SCHOOL LIBRARY MEDIA CENTER
August 12, 2014**

MINUTES

ATTENDANCE:

PRESENT: Bert Bosse, Chair
Albert Vertefeuille
Keith Wentworth
ABSENT: Lori Jahoda

I. CALL TO ORDER

The Superintendent Search Subcommittee meeting was called to order at 6:35 by Bert Bosse.

Keith Wentworth gave a brief history of prior search committee process. The past and present search committee roles were discussed.

II. Discuss Superintendent Search timeline

Bert Bosse discussed how to advertise for Superintendent. What consultant/service to hire will be recommended to full Board who will also negotiate salary and benefits. Keith Wentworth suggested a goal of October 1st to interview search consultant vendors. Al Vertefeuille noted the State has a web site for Superintendent vacancies. Steve Nelson will contact State BOE. Suggestion to develop an RFP for search consultant/service.

III. Discuss use of Search Committee

Bert Bosse led discussion of importance of hiring an outside consultant/service that will stress investigation of possible candidates. Discussed were concerns of how to solicit consultant and or proposals. Personal presentation by proposed consultants was discussed. Expectations of consultant were discussed. Agreement that consultant should be from the northeast area. Proposals already received were reviewed briefly. Bert Bosse will set up meetings to review proposals that are received. Will meet as soon as more proposals are received. Notice of meetings will need to be posted.

Motion by Keith Wentworth and seconded by Al Vertefeuille to solicit proposals for a search committee consultant/service. Motion passed unanimously.

IV. Adjournment

Motion by Keith Wentworth and seconded by Al Vertefeuille to adjourn the meeting at 6:58 p.m.. Motion passed unanimously.

Respectfully submitted,

Kathleen E. Chapman
Board Clerk