

Vermont State Board of Education

Report of the Secretary Search Committee

November 15, 2023

State Board of Education (SBE) Secretary Search Committee

Jennifer Deck Samuelson, Chair

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Overview of Committee Meetings

- ❖ Committee met 11 times over past 2 ½ months
- ❖ Steps in the Process:
 - *Establish a framework*
 - *Develop and advertise job posting*
 - *Draft questions and create scoring rubric*
 - *Review applications and interview selected candidates*
 - *Debrief after interviews*
- ❖ Objective: Recommend at least three candidates to Governor for his consideration

Establish the Framework

- ❖ What are the qualities and attributes we seek?
 - Governor's Letter to the Chair:
<https://education.vermont.gov/sites/aoe/files/documents/edu-sbe-gov-sec-search-request-07-26-23.pdf>
 - General duties listed at 16 V.S.A. §212:
<https://legislature.vermont.gov/statutes/section/16/005/00212>
 - What else?
- ❖ How to craft Overview, Job Description, and Preferred Qualifications?
- ❖ Where to advertise?
- ❖ Guidance from the Department of Human Resources

Develop and Advertise Job Posting

- ❖ Support from Department of Human Resources
- ❖ Review by Office of Racial Equity
- ❖ Job posting here:
<https://education.vermont.gov/sites/aoe/files/documents/edu-state-board-item-e-09-20-2023.pdf>
- ❖ Position advertised in SuccessFactors, SchoolSpring, Education Week, Facebook, LinkedIn, DiversityJobs, Indeed, Glassdoor, CareerBuilder, and AOE press release.
- ❖ Position open 9/13/23 - 10/12/23

Draft Questions and Create Scoring Rubric

- ❖ Public Comment at beginning of each Committee meeting
- ❖ Public Comment Hearing (10/02/2023)
 - Oral and written comments submitted from over two dozen members of the public
 - Vermont School Boards Association (VSBA)/Vermont Principals' Association (VPA)/Vermont Superintendents Association (VSA) submitted responses from almost 100 superintendents, principals, and teachers regarding the qualities and attributes they are seeking in the next Secretary of Education
- ❖ Committee discussed and selected 15 questions and developed scoring rubric based on information it hoped to gain from a candidate's answer

Review Applications and Interview Selected Candidates

- ❖ 19 applicants
- ❖ 7 interviews
- ❖ Interviews conducted during week of October 30th
- ❖ Each interview lasted one hour and 15 minutes
- ❖ Committee members asked their assigned questions, with time at end for candidate questions

Debrief after Interviews

- ❖ Committee has met in executive session
- ❖ Full Board will now meet in executive session, with the goal of recommending at least three candidates to the Governor for his consideration pursuant to 3 V.S.A. §2702.

Questions?