

Dartmouth Youth Commission  
January 13, 2015, 6:30 PM  
**Executive Session Minutes**  
Room 118 Town Hall

**Present by roll call vote: Jamie Jacquart, Gale Shultz, Debbie Brejcha, Rozzy Glaser-Bernstein**

**Time:** 7:10 PM

**Stated Purpose:** To inform Youth Commission members of Kevin Lee's upcoming retirement within the calendar year and to discuss likely timelines for informing clients and parents in the months ahead.

**Youth Advocate's Report in Executive Session:**

- A tentative date of retirement is **September 24, 2015**.
- This timeline allows time for the Youth Commission and the Personnel Administrator to post and advertise the position prior to the new school year beginning in September of 2015.
- This timeline provides time for Kevin and Youth Commission members to help the new Youth Advocate adjust to the position and to meet colleagues and ongoing clients, etc.
- This timeline allows for the Youth Commission to begin a new Fiscal Year on July 1, 2015, so that appropriated funds would be available to cover the overlap of personnel for 2-4 weeks, ideally. (Such an overlap would be subject to Select Board and Finance Committee approval.)
- I recommend that the Executive Session Minutes of today's meeting not be approved and released to the public until **May 1, 2015**, so that I can have time to notify all parents in writing by **April 27, 2015**.
- I request that Youth Commission members keep this information confidential so that I can plan for the most appropriate time to inform individual clients and support Group members. This would likely begin on **Monday, May 4, 2015**.

**Youth Commission Discussion:**

- Commissioners expressed both understanding and sadness to hear that Kevin planned to retire in the fall of 2015
- Discussion was held on the next steps that the Youth Commission needed to do with timelines for job posting, etc.
- Commission members approved the timelines that Kevin suggested for informing clients and parents.

**A roll call vote to adjourn Executive Session must be held: Jamie Jacquart, Gale Shultz, Debbie Brejcha, Rozzy Glaser-Bernstein**

**Time:** 8:35 PM