

**New Milford Board of Education
 Special Meeting Minutes
 July 23, 2018
 Lillis Administration Building – Board Room**

Present:	Mr. David A. Lawson, Chairman Mrs. Angela C. Chastain Mr. Bill Dahl Mr. Joseph Failla Mrs. Wendy Faulenbach Mr. Brian McCauley Mrs. Tammy McInerney Mrs. Eileen P. Monaghan Mr. J.T. Schemm
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NEW MILFORD, CT

Also Present:	Ms. Ellamae Baldelli, Human Resources Director
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1.	Call to Order A. Pledge of Allegiance The special meeting of the New Milford Board of Education was called to order at 7:00 p.m. by Mr. Lawson. The Pledge of Allegiance and a moment of silence immediately followed the call to order.	Call to Order A. Pledge of Allegiance
2.	Public Comment <ul style="list-style-type: none"> • There was none. 	Public Comment
3.	Discussion A. Superintendent transition process and steps moving forward B. Update from the Director of Human Resources regarding Interim Superintendent search process C. Formulation of Ad Hoc Personnel Search Committee re: Interim Superintendent Search <ul style="list-style-type: none"> • Mr. Lawson said the agenda items were all intertwined. He said he is looking for Board member input for the process. He asked Ms. Baldelli for an update. 	Discussion A. Superintendent transition process and steps moving forward B. Update from the Director of Human Resources regarding Interim Superintendent search process C. Formulation of Ad Hoc Personnel Search Committee re: Interim Superintendent Search

	<ul style="list-style-type: none">• Ms. Baldelli said the district had reached out to CAPSS (CT Association of Public School Superintendents) who keeps a list of retired members who are interested in an interim assignment.• Mrs. Faulenbach asked what the typical assignment length is and Ms. Baldelli said it depends on the needs of the individual district, and can vary from a few months to a year.• Ms. Baldelli said the next step would be to vet names, confirm interest, and bring names for consideration. She said it could be a quick process.• Mrs. Chastain asked how many names were on the list. Ms. Baldelli said she thought about 12 but she knows some already have assignments, so the pool would be smaller.• Mr. Schemm asked Ms. Baldelli to confirm that it is a legal requirement that the district have a superintendent and Ms. Baldelli said it is.• Mr. Schemm asked if there are current staff in the district that have the required 093 certification, and he said if so that should be considered as well. Ms. Baldelli said she thought there were one or two.• Mr. Lawson said they needed to determine the scope of an ad hoc committee.• Mrs. Faulenbach said she thought it would be helpful for the ad hoc committee to have suggested salary and per diem rates available.• Ms. Baldelli said the 45% rule applies to superintendent pension.• Mr. Lawson asked if an interim is usually involved in the search for the permanent superintendent. Ms. Baldelli said it varies from district to district.• Mrs. McInerney asked if the 45% rule applies to the calendar year. Ms. Baldelli said it does. She said the actual work terms could be negotiated. If the length needed to be extended over a period of months, the number of days worked in a week or within a month might be adjusted.• Mr. Schemm said it was suggested at the Board workshop that the Board have Bob Rader from CABA speak to the full Board on what to look	
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for in the full superintendent search. He suggested this might be helpful in the interim process too.

- Mr. Lawson asked for a motion to form and appoint an ad hoc committee.

Mrs. Monaghan moved to form and appoint members to be determined this evening to an Ad Hoc Personnel Search Committee for the purpose of screening and interviewing candidates, and making a recommendation for, the position of Interim Superintendent of Schools, seconded by Mrs. Faulenbach and passed unanimously.

- Mr. Lawson said he would like to speak to the motion. He said after speaking to the Board, consensus was to use a three member ad hoc committee to move this process forward.
- Mrs. McInerney asked what the committee's meeting guidelines would be.
- Mrs. Faulenbach said in the past the committee met to vet names and brought a few candidates in for consideration and recommendation to the Board. She said she thought it would be important to have legal sign off on the final piece.
- Mrs. McInerney asked if it was thought that the process would move quickly and Mr. Lawson said yes, hopefully by mid-September.
- Mr. Lawson said the ad hoc committee is set at three members. He is allowed to appoint those members, but would prefer to ask for volunteers. If more than three Board members were interested, he would pull names from a hat.
- Mrs. Faulenbach said she would hope the committee would reach out to the rest of the Board regarding progress as they go along.
- Mrs. McInerney asked for confirmation that the ad hoc committee was just for the interim search and Mr. Lawson said it was.
- Mr. Schemm said last time the entire Board served as the personnel search committee for the superintendent.
- Mrs. Faulenbach asked if the ad hoc committee would need minutes. Because they are being

Motion made and passed unanimously to form and appoint members to be determined this evening to an Ad Hoc Personnel Search Committee for the purpose of screening and interviewing candidates, and making a recommendation for, the position of Interim Superintendent of Schools.

	<p>appointed as an ad hoc personnel search committee, they would not.</p> <ul style="list-style-type: none"> • Mrs. Faulenbach, Mrs. Monaghan, and Mrs. Chastain volunteered to serve on the ad hoc committee. Mr. Lawson made the official appointment. • Mrs. Faulenbach suggested the committee meet briefly with Ms. Baldelli following the meeting to set the path going forward. • Mrs. Chastain suggested an alternate be assigned. In keeping with sub-committee structure, two alternates were appointed. Mr. Schemm will serve as first alternate. Mr. McCauley will serve as second alternate. • Mr. Schemm asked if the interim search process would determine the timeline for Mr. Smith leaving. Mr. Lawson said it would. • Mrs. Faulenbach agreed, saying the interim position needed to be filled before determining a timeline. • Mr. Schemm said the contract stipulates 90 day notice, which in this case is from July 13, 2018. • Ms. Baldelli said that the contract also allows for earlier release by mutual agreement. 	
<p>4.</p>	<p>Adjourn</p> <p>Mrs. Faulenbach moved to adjourn the meeting at 7:19 p.m., seconded by Mr. McCauley and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 7:19 p.m.</p>

Respectfully submitted:



Angela C. Chastain
Secretary
New Milford Board of Education