

**New Milford Board of Education
 Special Meeting Minutes
 December 17, 2015
 Sarah Noble Intermediate School Library Media Center**

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 NEW MILFORD, CT

Present:	Mr. David A. Lawson, Chairperson Mrs. Angela C. Chastain Mr. Robert Coppola Mr. Bill Dahl Mrs. Wendy Faulenbach Mr. Brian McCauley Mrs. Tammy McInerney
Absent:	Mr. Dave Littlefield Mr. J.T. Schemm

Also Present:	Ms. Ellamae Baldelli, Director of Human Resources
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1.	<p>Call to Order A. Pledge of Allegiance</p> <p>The special meeting of the New Milford Board of Education was called to order at 7:00 p.m. The Pledge of Allegiance and a moment of silence immediately followed the call to order.</p>	<p>Call to Order A. Pledge of Allegiance</p>
2.	<p>Items for Discussion</p> <p>A. A presentation by Cooperative Educational Services (CES) regarding superintendent search consulting services followed by a question and answer period.</p> <p>B. A presentation by Connecticut Association of Boards of Education (CABE) regarding superintendent search consulting services followed by a question and answer period.</p> <p>C. A presentation by New England School Development Council (NESDEC) regarding superintendent search consulting services followed by a question and answer period.</p> <ul style="list-style-type: none"> • Mr. Lawson said the Board would hear three presentations this evening, each with a question and answer period, followed by discussion and possible action. 	<p>Items for Discussion</p> <p>A. A presentation by Cooperative Educational Services (CES) regarding superintendent search consulting services followed by a question and answer period.</p> <p>B. A presentation by Connecticut Association of Boards of Education (CABE) regarding superintendent search consulting services followed by a question and answer period.</p> <p>C. A presentation by New England School Development Council (NESDEC) regarding superintendent search consulting services followed by a question and answer period.</p>

- Dr. James Ritchie and Mr. Tom Jokubaitis presented information about the superintendent search services of Cooperative Educational Services (CES).
- Mrs. McInerney noted that CES is involved in several searches throughout the state presently and asked if they run into any conflict of interest in trying to place candidates. Mr. Jokubaitis said no because each search process is unique. CES works carefully in each search to match candidates skill sets with the specific desires and needs of the community; there is no general pool that is used for all.
- Mr. Dahl asked if only candidates with 093 certification are considered. Dr. Ritchie said they also include candidates who are considered “certifiable” by the state of Connecticut, meaning they are within a year of receiving 093 certification. This is often the case for example with candidates from out of state who have their certification in the state from which they are coming but need to complete a required class in Connecticut.
- Mr. Dahl asked if the search committee could include more than the Board of Education members. Mr. Jokubaitis said yes but that they would advise against that due to issues that might arise with confidentiality. Dr. Ritchie suggested other parties would be better included in the focus group phase of the process.
- Mr. Coppola asked if CES would provide support to the newly hired superintendent. Mr. Jokubaitis said the contract does include a transition/mentoring period.
- Mrs. Faulenbach asked if the fee covers all outside advertising and Mr. Jokubaitis said it is all inclusive. He also said the agreement states that if the newly hired superintendent leaves within the first year CES will do the search again at no cost. He said this was not typically needed.
- Mr. Coppola said he was aware that CES has other consultants and asked if Mr. Jokubaitis and Dr. Ritchie would be the consultants for

	<p>New Milford. Mr. Jokubaitis said yes.</p> <ul style="list-style-type: none">• Dr. Mary Broderick presented information about the superintendent search services of Connecticut Association of Boards of Education (CABE) Search Services.• Mrs. Chastain asked if the use of a second consultant was included in the cost of the proposal and Dr. Broderick said yes and she would be assisted, as needed, in the search process.• Mr. Coppola asked if CABE Search Services would be providing transition services as part of the agreement. Dr. Broderick said they would and that the district would also be able to use general CABE resources as well.• Mrs. McInerney asked if a regional or national search was suggested. Dr. Broderick said that determination would be made after the first planning meeting with the Board but she said the greatest successes in placement tend to be regional.• Dr. Broderick said she believes that CABE Search Services offers a nice balance of personnel with Board and superintendent experience. <p>The Board recessed at 7:55 p.m. and returned to public session at 8:00 p.m.</p> <ul style="list-style-type: none">• Mr. James Connelly presented information about the superintendent search services of the New England School Development Council (NESDEC). <p>Mrs. Faulenbach left the meeting at 8:23 p.m.</p> <ul style="list-style-type: none">• Mrs. McInerney asked if NESDEC warrantied their services and Mr. Connelly said yes if the hire did not work out after two years they would reopen the search and charge expenses only. He said this was not typically needed.• Mr. Coppola asked if a transition/mentoring phase was included in the agreement. Mr. Connelly said the consultant would help with	
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	<p>this.</p> <ul style="list-style-type: none"> Mr. Dahl asked if the focus groups would be open to anyone interested and Mr. Connelly said they would. He said an effort should be made to hold the groups at different times, possibly different locations, to make them as inviting as possible. He said an on-line survey would also be offered. <p>The Board recessed at 8:41 p.m. and returned to public session at 8:45 p.m.</p>	
<p>3.</p>	<p>Public Comment</p> <ul style="list-style-type: none"> There was none. 	<p>Public Comment</p>
<p>4.</p> <p>A.</p>	<p>Discussion and Possible Action</p> <p>Retention of superintendent search firm.</p> <ul style="list-style-type: none"> Mr. Lawson said the search timeline is tight and opened discussion for retention of a superintendent search firm. Mr. Coppola said he thought all the firms would do a good job and basically had many of the same attributes. He was impressed with the emphasis CABA Search Services placed on listening. Mr. Lawson agreed that all the firms would serve the Board well. He said he appreciated CES' sensitivity to the timeline needed, appreciated that they had already prepared a mock up advertisement for New Milford and that they have a broad range of resources in Connecticut. Mr. Dahl said he liked NESDEC's emphasis on the timeline for financial agreements. He had also received positive feedback informally on the CABA consultant in this area. Mrs. Chastain said she thought all the firms had plus's and minus's and that if there was something that the Board specifically liked about one, they could ask the others to do that as well when negotiating the agreement. She said she feels it comes down to which firm the 	<p>Discussion and Possible Action</p> <p>A. Retention of superintendent search firm.</p>

<p>Board feels they would work best with.</p> <p>Mr. Coppola made a motion to use CABA Search Services for the superintendent search, seconded by Mr. Dahl.</p> <ul style="list-style-type: none">• Mr. Lawson said he feels that CABA Search Services are subcontractors.• Mr. McCauley said the materials provided by CABA Search Services do not show many superintendent searches; they show more for other administrative positions.• Mrs. McInerney said CABA was more expensive and she did not see what they offered that was different to justify the higher cost. She said she liked CES the best, with NESDEC coming in second. <p>The motion failed 2-4. Aye: Mr. Coppola, Mr. Dahl No: Mrs. Chastain, Mr. Lawson, Mr. McCauley, Mrs. McInerney</p> <p>Mr. Dahl made a motion to use CES for the superintendent search, seconded by Mrs. McInerney.</p> <ul style="list-style-type: none">• Mr. Coppola said he is involved with the Education Connection search that CES is facilitating and he has been impressed with how quickly they have moved the process along.• Mr. McCauley likes that CES has and is doing many searches in surrounding towns so are very familiar with the area. <p>The motion passed unanimously.</p> <p>Motion made by Mrs. Chastain to authorize the Board Chair and Legal Counsel to negotiate the terms of the agreement with Cooperative Educational Services to provide consulting services for the superintendent search and to further authorize the Board Chair to sign the agreement pending legal review.</p>	<p>Motion made to use CABA Search Services for the superintendent search.</p> <p>The motion failed 2-4.</p> <p>Motion made and passed unanimously to use CES for the superintendent search.</p> <p>Motion made and passed unanimously to authorize the Board Chair and Legal Counsel to negotiate the terms of the agreement with Cooperative Educational Services to provide consulting services for the superintendent search and to</p>
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	Motion seconded by Mr. Coppola. Motion passed unanimously.	further authorize the Board Chair to sign the agreement pending legal review.
5.	Adjourn Mr. Dahl moved to adjourn the meeting at 8:54 p.m., seconded by Mrs. McInerney and passed unanimously.	Adjourn Motion made and passed unanimously to adjourn the meeting at 8:54 p.m.

Respectfully submitted:



David A. Lawson
Chairperson
New Milford Board of Education