

**New Milford Board of Education
Special Meeting Minutes
January 8, 2019
Lillis Administration Building – Board Room**

Present:	Mr. David A. Lawson, Chairman Mrs. Angela C. Chastain Mr. Bill Dahl Mrs. Wendy Faulenbach Mr. Brian McCauley Mrs. Tammy McInerney Mrs. Eileen P. Monaghan	RECEIVED TOWN CLERK 2019 JAN 10 P 12:56
Absent:	Mr. Joseph Failla Mr. J.T. Schemm	

CT
NEW MILFORD, CT

1.	Call to Order A. Pledge of Allegiance The special meeting of the New Milford Board of Education was called to order at 6:30 p.m. The Pledge of Allegiance immediately followed the call to order.	Call to Order A. Pledge of Allegiance
2.	Public Comment Megan Byrd said she had spoken at budget time last year and the Board had expressed an interest in involving the public more. She suggested the Board consider adding public comment at both the beginning and end of each budget hearing in case members of the public had to leave early or came late.	Public Comment
3.	Discussion and Possible Action A. Orientation regarding superintendent search - HYA consultants Dwight Pfennig and Don Macrino presented information to the Board for discussion regarding the steps to complete the superintendent search. - The Board will be able to access all search materials via a confidential online portal. HYA will suggest a slate of candidates to interview,	Discussion and Possible Action A. Orientation regarding superintendent search

	but the Board will see all submissions and can request that candidates be added to the slate. • HYA consultants will plan to meet with all Board members individually to discuss three areas: district strengths, long and short term challenges, and characteristics desired in a new superintendent. These same questions will be asked of focus groups and considered in an online survey. All information will be presented as part of the Leadership Profile Report, which will identify trends and guide the search. • The consultants solicited Board input regarding the types of focus groups they wished to include. • Mr. Lawson suggested times should include both day and evening. • Mrs. Chastain said she would like support staff such as paraeducators, tutors, custodians and secretaries included. • Dr. Pfenning said they would plan to meet with both certified and non-certified staff. • Mrs. McInerney asked why they are separated. Dr. Pfenning said it is usually a question of logistics with working hours and buildings. • The Board suggested that parent groups such as the PTO, Band Parents, and Boosters be considered as one group. Mrs. Faulenbach said she thought that would work to encourage dialogue. • The group determined that 12 to 13 different focus groups, including staff, students and the general community, would be inclusive of the community as a whole and scheduling will take place over two days in January. • Mrs. Chastain said she would rather see an open student forum versus a handpicked group. Dr. Pfenning said he would work with the principals. • Dr. Pfenning said the search typically attracts 25 to 40 candidates and nets 6 to 10 candidates to be slated for presentation to the Board. If the	
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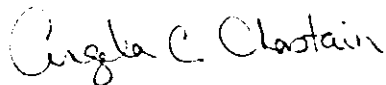
	number is below 6, the consultants usually consider additional recruiting. • Dr. Pfenning said the Board would need to determine whether or not they wished to cover candidate expenses for interviewing if they are coming from out of state. • Mr. Lawson noted the importance of CT certification for all candidates to be considered. • Advertising was discussed and agreed upon. Candidates who apply will do so through HYA. • Regarding candidate vetting, Dr. Pfenning said HYA does the initial screening. An outside agency is used if the Board wishes more thorough vetting of a finalist, with a due diligence background check. • Dr. Pfenning said it is helpful to have a salary range to reference for candidates. Mrs. Faulenbach said they could provide a copy of the last superintendent's contract, which is a public record. • The Board said there was no residency requirement within reason. • A timeline for the process was established. The online survey will open on January 18 and close on January 30. Focus groups will be scheduled for January 23 and 24. The Leadership Profile will be presented at a special Board meeting on February 12. Candidates will be interviewed during the months of April and May. • Mrs. McInerney asked if the schedule will allow the chosen candidate sufficient time to give notice for a July 1 start. Dr. Pfenning said contracts vary but typically require 30 to 90 days notice. • Mr. Lawson said it was important to work through the process thoroughly in order to hire the right person for New Milford.	
	Mrs. Chastain moved to appoint the Board of Education in its entirety as the Superintendent Search Committee, seconded by Mrs. Monaghan.	Motion made and passed unanimously to appoint the Board

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	Motion passed unanimously.	of Education in its entirety as the Superintendent Search Committee.
4.	Adjourn Mrs. Chastain moved to adjourn the meeting at 8:04 p.m., seconded by Mr. McCauley and passed unanimously.	Adjourn Motion made and passed unanimously to adjourn the meeting at 8:04 p.m.

Respectfully submitted:



Angela C. Chastain
Secretary
New Milford Board of Education