

**New Milford Board of Education
Ad-Hoc Committee Special Meeting Minutes
April 24, 2017
Lillis Administration Building, Board Room**

Present: Mr. Robert Coppola, Acting as Chairperson
Mr. Bill Dahl (arrived at 12:35 p.m.)
Mrs. Tammy McInerney

Also Present: Mr. Joshua Smith, Superintendent of Schools

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1.	Call to Order The special meeting of the New Milford Board of Education Ad-Hoc Committee was called to order at 12:30 p.m. by Mr. Coppola, acting as Chairperson.	Call to Order
2.	Public Comment There was none.	Public Comment
3.	Discussion and Possible Action A. Superintendent Evaluation Process - Mr. Coppola recapped that the committee had agreed the current policy which calls for an annual review of the performance of the superintendent did not need to be changed and that they would be focusing on the regulation process instead. - Mr. Smith said that the Board does not need to approve regulations but that the process should be collaborative and agreeable to the Board. - Mr. Coppola said the first step was to review the timeline. He referred to a discussion draft of the Superintendent Evaluation Process (Handout #2B) and asked if the committee was comfortable with adopting this timeline. - Mr. Smith said this new timeline provides for goal setting in the summer, as well as a mid-year review of goals that is not present in the current timeline. The process starts with goal setting in the summer leading to district and school improvement plans which may have budget implications. The mid-year review is an opportunity for the Board and superintendent to review and make adjustments if needed. In the	Discussion and Possible Action A. Superintendent Evaluation Process

	current set up, there is no opportunity for feedback prior to the April self-reflection. • Mr. Coppola said he would like to see the mid-year review since it would provide an opportunity for the full Board to weigh in as a group. • Mrs. McInerney suggested the mid-year review be broadened to say January/February to provide additional flexibility. • Mr. Coppola said technically the committee and Board will not vote on the regulation adopted but suggested motions be taken of the work for clarity. Mrs. McInerney moved that the committee adopt the timeline from Handout #2B as amended to say January/February, seconded by Mr. Dahl and passed unanimously. • Mr. Smith said he would incorporate any changes to the process into the actual regulation and bring it to the Policy Committee as an Item of Information when the committee's work is complete. • Mr. Smith referred to pages 2 and 3 of the document and asked if the committee would like to use this format for review of performance expectations. • Mr. Coppola said he would prefer a rating scale. • Mr. Smith suggested Handout #2A, CT Superintendent Leadership Competency Framework Rubric for Use in the Superintendent Evaluation Process, for discussion as this provides a scale for competencies: beginning, emergent, functional, exemplary. • Mr. Coppola said he liked the breakdown of levels, but prefers different titles. • After further discussion, the consensus of the committee was to use: fails to meet standard, emergent, accomplished, exemplary for titles. • Mr. Smith said the next step was to determine what criteria to use. The committee reviewed documents from CAPSS, CAFE, LEAD CT,	Motion made and passed unanimously to adopt the timeline from Handout #2B as amended to say January/February.
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	and the CT State Department of Education. • Mr. Coppola suggested using the checklist provided in Handout #1A, Success Strategies for Leadership Team Evaluation: Board of Education and Superintendent of Schools, which has been approved by CABA and CAPSS with assistance from LEAD CT and the CT State Department of Education. He liked that the document also provides room for comment under each domain. • Mr. Dahl agreed and said he liked the specificity the document provides. • Mrs. McInerney said she appreciates the comment section as comments can help with overall clarity of meaning. Mrs. McInerney moved that the committee adopt the structure of Handout #1A for the superintendent evaluation, seconded by Mr. Dahl and passed unanimously. • Mr. Smith said he would create a draft and bring it to the next Ad-Hoc meeting for review. • The committee agreed to meet next on May 8, 2017 at 12:30 p.m. • Mr. Smith distributed sample district improvement plans for the committee to review.	Motion made and passed unanimously that the committee adopt the structure of Handout #1A for the superintendent evaluation.
4.	Adjourn Mr. Dahl moved to adjourn the meeting at 1:58 p.m., seconded by Mrs. McInerney and passed unanimously.	Adjourn Motion made and passed unanimously to adjourn the meeting at 1:58 p.m.

Respectfully submitted:



Robert Coppola, Acting Chairperson
Ad-Hoc Committee