

**New Milford Board of Education  
Policy Sub-Committee Special Meeting Minutes  
October 25, 2016  
Lillis Administration Building, Room 2**

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NEW MILFORD, CT

Present: Mr. J.T. Schemm, Chairperson  
Mrs. Wendy Faulenbach  
Mr. Dave Littlefield  
Mrs. Tammy McInerney

Also Present: Mr. Joshua Smith, Superintendent  
Ms. Alisha DiCorpo, Assistant Superintendent

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                       |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| 1. | <b>Call to Order</b><br><br>The special meeting of the New Milford Board of Education Policy Sub-Committee was called to order at 6:45 p.m. by Mr. Schemm.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Call to Order</b>                                                                                                                  |
| 2. | <b>Public Comment</b><br><br><ul style="list-style-type: none"> <li>Bob Coppola said the Board of Education has been discussing changing the scheduled day for the monthly Board meeting and sub-committees. He suggests leaving the Board meeting as the second Tuesday of the month and Facilities and Operations as the first Tuesday but changing Policy and COL to the fourth Tuesday so their items could be closer to the Board meeting. He said he also supported the idea of a Board member being able to take an agenda item directly to the Board meeting without having to go to sub-committee. He said this was a sensitive topic for him as he had been burned on this in the past when the Board turned JPS back to the town in his absence due to a family emergency.</li> </ul> | <b>Public Comment</b>                                                                                                                 |
| 3. | <b>Discussion</b><br><br><b>A. Policies/Regulations for Discussion</b><br><br><b>1. 2400 Evaluation of the Superintendent/Process</b><br><br><ul style="list-style-type: none"> <li>Mr. Schemm said the policy and regulation</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Discussion</b><br><br><b>A. Policies/Regulations for Discussion</b><br><br><b>1. 2400 Evaluation of the Superintendent/Process</b> |

were both included for discussion as well as samples from CAFE.

- Mr. Smith said he would like to discuss a revamp of the regulation and connect it to Board goals and reflection. He would like to tie together measurable objectives for the evaluation piece.
- Mr. Schemm referenced the policy's evaluation timeline.
- Mr. Littlefield said he thought the timeline was fine but that he found the current evaluation rubric very limiting. He said they had been talking for a few years now about putting together a committee to rewrite it.
- Mrs. Faulenbach said she agrees that the rubric needs work but is concerned that the timeline will be off if they move to a new document now.
- Mr. Smith said the Board workshop on November 16<sup>th</sup> may guide some of this discussion. He suggested the rubric could be modified and used as a pilot this year with follow up at the end of the year to see what's working and what adjustments may need to be made.
- Mrs. McInerney said she would prefer not to switch midstream and instead start new at the beginning of next year. She would like to see an Ad-Hoc committee formed.
- Mrs. Faulenbach said she had requested this previously and that the Chair is responsible for convening the Ad-Hoc committee. She suggested that the topic be brought up at the next Board meeting under discussion.

## **2. 9130 Board Committees**

- Mrs. Faulenbach said she thinks the by-laws work well in general. She agrees it is best to start with agenda items in sub-committee but thinks we need checks and balances in the case where meetings are cancelled or for when a requested item does not make it on sub-committee agendas for whatever reason. Her

## **2. 9130 Board Committees**

concern is how to make sure that the voice of the minority is heard while business is still moved forward. She would like to see language added to 9130c #4 that says if three members make a written request for an agenda item, it automatically gets added to the full Board agenda.

- Mr. Littlefield agreed that he would like to see a clear path to get something on the agenda and he doesn't think it is clear right now.

### **3. 9320 Meetings of the Board**

- Mr. Schemm said this policy is back for second review by the committee and will be considered for second review at the next Board meeting.
- Mr. Smith said regarding the discussion of changing sub-committee dates a good example of why he would like to move Operations is this next month coming. The meeting is November 1<sup>st</sup> so the committee won't have full end of month reports to review since they will be run on Friday for distribution.
- Mr. Smith said he wanted to discuss 9320a #1 to provide clarification for transparency. Over time it has become the practice to provide all supporting materials to an extended list beyond Board members prior to the meetings. He said he thinks the Board should have the opportunity to review these materials first and have discussion at the meeting prior to the general public having discussion and making assumptions. He said it is his intention to adhere to the policy more tightly going forward and provide the full packet in advance to the Board only going forward with all others receiving the agenda as stipulated in the policy.
- Mrs. Faulenbach said she fully supports this and agrees that the Board should see and discuss the materials first. Once there is discussion, all materials will be made available to the community.
- Mr. Schemm asked if the FOIA rules are a

### **3. 9320 Meetings of the Board**

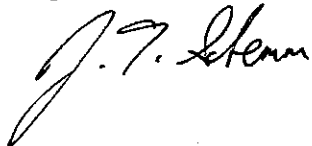
|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                              |
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|           | <p>factor and Mr. Smith said it would depend on the materials but even then there is a timeframe for response that would allow the Board to see them first.</p> <ul style="list-style-type: none"> <li>• Mr. Smith said regarding the proposed change to the third Tuesday a decision needs to be made so that it can be correctly posted in the annual calendar of dates given to the Town in January however the actual implementation of the change can be made whenever the Board wishes, including waiting to start until the next school year or new Board elections.</li> </ul> <p><b>4. 9323 Construction of the Agenda</b></p> <ul style="list-style-type: none"> <li>• Mrs. Faulenbach said she would like to see language added here similar to that requested in 9130 that three members requesting an item has it automatically added to the Board agenda. She said ideally items should go through sub-committees first but would like the leeway if it is a pressing issue.</li> <li>• Mr. Littlefield said he would like the language to be expanded to include a reference to sub-committee agendas.</li> <li>• Mr. Smith said he would add the requested language to both policies and bring them back for discussion at the next Policy meeting.</li> </ul> <p><b>5. 9324 Advance Delivery of Meeting Materials</b></p> <ul style="list-style-type: none"> <li>• Mr. Smith said this goes along with 9320 and that it is his intention going forward to continue to publicize the agenda to the community, with supporting material going only to Board members ahead of time.</li> </ul> | <p><b>4. 9323 Construction of the Agenda</b></p> <p><b>5. 9324 Advance Delivery of Meeting Materials</b></p> |
| <b>4.</b> | <b>Items of Information</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Items of Information</b>                                                                                  |
| <b>A.</b> | <b>CABE Sample Documents</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>A. CABE Sample Documents</b>                                                                              |
|           | <b>1. 2400 Evaluation of the Superintendent recommended process</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>1. 2400 Evaluation of the Superintendent recommended process</b>                                          |

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|           | <b>2. Superintendent Evaluation form</b> <ul style="list-style-type: none"><li>• Mr. Schemm said these materials are used by many districts as a starting template and he provides them here to foster discussion going forward.</li></ul> | <b>2. Superintendent Evaluation form</b>                                                            |
| <b>5.</b> | <b>Public Comment</b> <ul style="list-style-type: none"><li>• There was none.</li></ul>                                                                                                                                                    | <b>Public Comment</b>                                                                               |
| <b>6.</b> | <b>Adjourn</b> <p>Mr. Littlefield moved to adjourn the meeting at 7:32 p.m. seconded by Mrs. McInerney and passed unanimously.</p>                                                                                                         | <b>Adjourn</b> <p><b>Motion made and passed unanimously to adjourn the meeting at 7:32 p.m.</b></p> |

Respectfully submitted:



J.T. Schemm, Chairperson  
Policy Sub-Committee