

**New Milford Board of Education  
Special Meeting Minutes  
February 9, 2016  
Sarah Noble Intermediate School Library Media Center**

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NEW MILFORD, CT

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Present:	Mr. David A. Lawson, Chairperson Mrs. Angela C. Chastain Mr. Robert Coppola Mr. Dave Littlefield Mr. Brian McCauley (arrived at 7:15 p.m.) Mrs. Tammy McInerney Mr. J.T. Schemm
Absent:	Mr. Bill Dahl Mrs. Wendy Faulenbach

Also Present:	Mr. Joshua Smith, Interim Superintendent of Schools Ms. Ellamae Baldelli, Director of Human Resources Ms. Roberta Pratt, Director of Technology Mr. Kevin Munrett, Facilities Manager Mrs. Laura Olson, Director of Pupil Personnel and Special Services Mrs. Anne Bilko, Principal, Sarah Noble Intermediate School
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<b>1.</b>	<b>Call to Order</b>	<b>Call to Order</b>
<b>A.</b>	<b>Pledge of Allegiance</b> The special meeting of the New Milford Board of Education was called to order at 7:00 p.m. The Pledge of Allegiance immediately followed the call to order.	<b>A. Pledge of Allegiance</b>
<b>2.</b>	<b>Public Comment</b>  There was none.	<b>Public Comment</b>
<b>3.</b>	<b>Discussion and Possible Action</b>	<b>Discussion and Possible Action</b>
<b>A.</b>	<b>Presentation of New Milford Public Schools 2016 Superintendent Search Leadership Profile Report</b> <ul style="list-style-type: none"> <li>James Ritchie from the consulting firm of Cooperative Educational Services was present to discuss the Superintendent Search Leadership Profile Report. He noted that they conducted six focus groups with 40 participants in total and an on-line survey with 338 respondents.</li> <li>Mr. Ritchie presented the executive summary of the general themes of what people are looking for in their next Superintendent. These</li> </ul>	<b>A. Presentation of New Milford Public Schools 2016 Superintendent Search Leadership Profile Report</b>

include a well experienced educator, central office leadership experience, a demonstrated ability to improve student achievement, ability to create a climate of trust, a strategic thinker, no doctorate is needed but is preferred, the ability to address significant challenges, and having strong ethical values.

- The report shows the demographics of respondents including how many non-parent residents, parent residents, students, school staff, and town officials responded.
- The report also shows the number of respondents per the top eight issues and top challenges.
- The Appendix attached provides detail of what each focus group said in terms of wishes for professional experience, achievement, educational background, challenges, personal characteristics, and other important issues.
- Mr. Coppola asked what the common themes were and Mr. Ritchie noted they were the items listed in the executive summary including the well-being of students, collaboration with the community, and concern over the budget in the context of decreasing enrollment.
- Mr. Lawson asked if the search firm was confident that there would be candidates to fill the position per this leadership profile and Mr. Ritchie said yes, that they were already receiving paperwork from applicants.
- Mr. Littlefield asked how the focus groups were formed and Mr. Ritchie said the high school students were chosen by the administrators and guidance counselors; teachers, staff and administrators were advised and invited to attend; a School Messenger notice and press release were used for parents and the community as well as notice on the district website; and they reached out to the Mayor and other town leaders.
- Mr. Schemm asked how the survey and focus groups compared with other communities and Mr. Ritchie said typically, these days, more people are doing things on-line than going out

	<p>to meetings and focus groups.</p> <p>Mr. McCauley arrived at 7:15 p.m.</p> <ul style="list-style-type: none"><li>• Mrs. McInerney asked what communications vehicle was used because she heard people were not aware of the focus groups and Mr. Lawson said the communication was the Board's responsibility.</li><li>• Mr. Coppola asked for the timetable and Mr. Ritchie said applications were due back on the 12<sup>th</sup> of February and it is planned that the Board would get together with the consultants on the 17<sup>th</sup> for first review.</li></ul> <p><b>Mr. Coppola moved that the Board of Education adopt the New Milford Public Schools 2016 Superintendent Search Leadership Profile Report as presented, seconded by Mrs. McInerney and passed unanimously.</b></p>	<p><b>Motion made and passed unanimously that the Board of Education adopt the New Milford Public Schools 2016 Superintendent Search Leadership Profile Report as presented.</b></p>
4.	<p><b>Adjourn</b></p> <p><b>Mr. Littlefield moved to adjourn the meeting at 7:22 p.m., seconded by Mr. Coppola and passed unanimously.</b></p>	<p><b>Adjourn</b></p> <p><b>Motion made and passed unanimously to adjourn the meeting at 7:22 p.m.</b></p>

Respectfully submitted:

  
Tammy McInerney  
Assistant Secretary  
New Milford Board of Education