



## Torrington Board of Education

JOSEPH L. CAMPOLIETA  
DIRECTOR OF HUMAN RESOURCES

LYNDA T. REITMAN  
INTERIM SUPERINTENDENT

### Personnel Committee Meeting Wednesday, January 19, 2016 (postponed January 13, 2016) 355 Migeon Avenue

#### *MINUTES*

**Members Present:** Daniel Thibault, Committee Chair; Jim Lamoin

**Also Attending:** Board of Education: Joanne Brogis, Fiona Cappabianca, Ellen Hoehne, Jessica Richardson, Ken Traub, Peter Vergaro (arrived at 6:25 PM)

Administration: Joseph Campolieta-Director of Human Resources, Lynda T. Reitman-Interim Superintendent of Schools

1. Mr. Thibault called the meeting to order at 6:00 p.m.
2. Roll Call was taken.
3. Mr. Thibault moved to approve the minutes of the meeting of December 9, 2015. The motion was seconded by Mr. Lamoin. All in favor.
4. December Staffing Reports were reviewed. It was noted that the report included the Winter Break which showed a spike in administration absences due to administrators taking vacation days that week. Mr. Thibault noted that there has been a positive trend in teacher absences as well as lower budget numbers compared to last year's reports. Mr. Thibault also noted that there was a slight uptick in para absences for the month of December. Mrs. Brogis stated that there was a spike in Friday and Monday absences as tracked in the report. Mrs. Brogis asked if there is a process to address staff if there is a pattern of Friday and Monday absences. Mrs. Reitman stated that if administration sees a pattern of abuse in Friday and Monday absences by a staff member it is addressed by administration. Mrs. Reitman also noted that barring a staff member going over the number of their contracted sick days there isn't much else administration can do. Motion was made by Mr. Thibault to send the December staffing report to the full BOE and was seconded by Mr. Lamoin. All in favor.
5. Superintendent Search Recommendation was discussed. Mr. Thibault noted that the last time the BOE conducted a search for a Superintendent of Schools it was done in-house. It was further noted that at other times the BOE had also hired executive search firms when conducting a search for a Superintendent. Mr. Thibault distributed a brochure that was developed by an executive search firm hired by the New Milford School District to conduct their Superintendent search. Mr. Thibault stated that in this case the executive search firm is offering turnkey service with advertisement of the position, pre-qualifying applicants and assisting the New Milford search committee as needed. Mrs. Brogis asked about an estimated cost to hire an executive search firm for this type of service. Mr. Traub stated the costs typically range from \$65,000.00 to as much as \$80,000 for a full service search and for partial services approximately \$40,000.00. Mr. Traub further stated that the BOE utilized CAFE for the search for Mr. Leone and the cost at that time was approximately \$30,000.00. Mrs. Brogis asked if it was feasible for the BOE to conduct the search on its own without a search firm.

6. Mr. Traub noted that when Mr. Kloczko was hired as Superintendent the BOE did conduct the search in-house. Mr. Traub noted that when applications were collected it was difficult to gather BOE members to review the applications and in one case no BOE members were present to review the applications. Mrs. Brogis asked if the BOE had ever used CAS for a search. Mrs. Brogis expressed the concern over the expense of hiring a firm especially given the budget constraints faced by the district. Mr. Traub expressed the concern that if the search stays in-house not all the BOE members participate and the bulk of the work could fall to just a few members. Mr. Thibault noted that time is becoming short to find a suitable candidate given Superintendent openings that exist in Darien and Newtown which are reaching their conclusion so the pool of available candidates may be shrinking. A discussion centered on gaining community input and its value in the search. Motion was made by Mr. Lamoin to move the discussion to the full BOE, seconded by Mr. Thibault. All in favor.
7. Comments for the Good of the Order: Mr. Vergaro raised a concern over filling custodian positions that will be vacated in April due to retirements.
8. Topics for Future Meetings: Staffing reports, secondary education administrative structure
9. Motion to adjourn was made by Mr. Lamoin and seconded by Mr. Thibault. All in favor.
10. Meeting Adjourned: 6:34 p.m.