

Heidi Simmons, Board Secretary called the special meeting of October 28, 2021 to order in the District Office Board of Education Meeting Room, Pawcatuck, CT at 7:00p.m. Members present were Farouk Rajab, Jack Morehouse, and Craig Esposito. Members Absent: Frank Todisco, Board Chair, Gordon Lord, and Alisa Morrison. Also present were Ana de Oliveira, Recording Secretary, members of the administrative staff and interested citizens.

**Discussion Regarding Superintendent's Resignation**

Heidi Simmons, Board Secretary opened the meeting by noting she was called by Chair Todisco to chair the special meeting in his absence in her roll of secretary. She explained only members of the Board will be part of the discussion and no motions for action will be taken. Mrs. Simmons noted the discussion would focus on the process of the search for a superintendent. Farouk Rajab shared a list of firms that conduct superintendent searches with each Board member present. He explained that part of the process is to identify a firm if that is the way the Board wishes to go. Mrs. Simmons asked what the process is for choosing a firm. Mr. Rajab explained that the firms are called and a request for proposal is received. The Board reviews and identifies which one they want to use. Craig Esposito agreed to contact the list of firms. He noted that they usually have a standard package they send. The firm typically interviews staff and the Board and usually conducts a survey to find out what the people want. He explained every firm is different and has a different level of sophistication and a standard approach to get information. Jack Morehouse asked if we identify areas we feel need improvement. He added he has read that in this process some districts might go and hire a complete opposite. Heidi Simmons suggested sending out a questionnaire to the community and noted that some community members have approached her to be on the search committee already. Craig Esposito explained how the process was done nine years ago. He noted Paul Smotas, ran the search and was the interim as well. He added he did a good search but a streamlined one with less community engagement. Farouk Rajab noted he likes the idea of a survey to staff and the community so they feel part of the process. He suggested having the Board and three community members be part of the committee but only the Board having the ability to vote.

Heidi Simmons announced a break in the Special Meeting at 7:22pm

Heidi Simmons reconvened the Special Meeting again at 7:35pm

Heidi Simmons asked Farouk Rajab to summarize the action plan. Mr. Rajab summarized by suggesting the Board reach out to the firms and get an RFP and then call for a special meeting to review. Heidi Simmons would like to keep as many Board members involved as possible and have the community have a say in this process. Jack Morehouse agreed with the suggestions. Craig Esposito agreed to call each firm. Jack Morehouse commented the goal of the survey is to come up with where we want to improve. It is important to define where we want to be and the focus.

**Adjournment**

The meeting adjourned at 7:41pm

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Heidi Simmons, Secretary