

**Suffield Board of Education
Special Meeting Minutes
Thursday, December 13, 2018 at 6:00 pm
Central Office Conference Room**

Attendees: Board members: Maureen Sattan, Susan Mercik Davis, Michael Sepko,
John Richter, Debra Dudack and Matthew Service (arrived at 6:05 pm).

Absent: Jamie Drzyzga, George Beiter

I. Call to Order: 6:00 pm

II. Discussion Item: Superintendent Search Firm Proposal

Board Chair Mercik Davis welcomed Elizabeth Osga, PhD to the meeting to present a proposal from her company, the New England School Development Council (NESDEC). Dr. Osga presented about the expected timeline for the process, which would take about 120 days. Dr. Osga also detailed the services NESDEC would provide as part of its contract. Such services would include national and regional publication of the opening, active recruitment of candidates, developing a successful candidate profile, and assistance with initial and finalist interviews, among other services. Optional services would include surveys and focus groups for administrators, teachers, parents and community members, among other options. Board members asked numerous questions related to the proposal and the process.

Board member Maureen Sattan left the meeting at 6:55 pm.

Board member Michael Sepko left the meeting at 6:56 pm.

III. Adjournment

Mercik Davis moved, Service seconded to adjourn the meeting at 7:25 pm. Motion carried 4 - 0.