

Green Township Board of Education Special Meeting

Minutes

7:27pm

Green Hills Library

Call to Order @ 7:27pm

Flag Salute √

OPMA Announcement √

Mrs. Bilik placed a motion before the Board: Motion to approve Dr. Lydia Furnari as Board Secretary for the Board of Education meeting held on 11/25/19.

Motion – Mrs. Bilik Second - Mr. Haiduc-Dale

Motion passed with an all in favor vote: 6 Aye 0 Nay

Roll Call √

Name	Present	Absent
Bilik	√	
Cooke		√
Ernst		√
Fox		√
Guzzo	√	
Haiduc-Dale	√	
Kelly-Jones	√	
Post	√	
Rose		√
Furnari	√	
McCarty		√

Mission Statement √

NJSBA Superintendent Search Forum Presentation √

Kathleen Helewa

- Mrs. Bi8lik introduced Ms. Helewa who described the process and outcomes of each of the three sessions (administrator session, staff session, parent & community session), held on 11/18/19. She indicated that a written summary memo was sent to the BOE prior to this evening's BOE meeting.
- All 3 administrators all participated. There were approximately 25 staff members participants and between 22-23 parent/community participants.

- Ms. Helewa also said that due to the inclement weather, the turnout for the parent & community session was not as robust as it could have been, suggesting that the Board may want to send a survey out asking the same questions asked during the face-to-face sessions.

Board Discussion Superintendent Search Process ✓

- Ms. Helewa asked if the Board saw anything that stood out to them in the summary.
 - Teachers are honored and grounded in the district. There is stability amongst the staff.
- Mrs. Bilik said that the information provided in the summary would help the Board to create interview questions.
- Mr. Guzzo asked “What do we do with the results?” and Ms. Helewa indicated that the blue text indicated common themes or topics that could help the Board in their deliberations and creation of the advertisement. Ms. Helewa also indicated that the summary would help the Board to determine priorities and “Where you spend your time.”
- Mr. Haiduc-Dale asked how the Board should use the varied information in the formulation of interview questions. Mrs. Bilik suggested that some of the wording from the summary be included in the advertisement.
- Mrs. Bilik asked about the number of questions NJSBA recommends for the first round interviews. Ms. Helewa said 8-10 questions is typical.
- Ms. Helewa indicated that the advertisement should be concise, and not overwhelming or “pompous sounding.” She referred the Board to the samples provided in their packets from a previous meeting.
- The Board discussed the need for confidentiality, for consistency in the type and delivery of interview questions and the fact that varying questions could be perceived as giving some candidates an unequal experience that could be misconstrued after the fact. (uneven advantage or disadvantage)
- The Board began to discuss the level of experience desired in the candidate pool. Mrs. Kelly-Jones asked why any district would consider an inexperienced superintendent. Ms. Helewa, Mrs. Bilik and others gave input as to the potential for success of new superintendents.
- Ms. Bilik pointed out the Ms. Helewa would also help the Board to hone their interviewing skills and practices throughout the process, and that the interviewing question depth and breadth changes in the 2nd round as the Board narrows the field of candidates.
- The Board began to prioritize topics such as community involvement, climate and regionalization.
- Mr. Guzzo asked how many candidates are typically interviewed. Ms. Helewa did not provide a number, indicating that it would be determined by the pool of applicants, rather than having a fixed number in mind.
- Ms. Helewa and Mrs. Bilik also encouraged the Board to include site visits for the finalist candidate(s).
- Ms. Helewa passed out the calendar for the search process (see handout) and the Board talked about dates and activities. Mrs. Bilik indicated that the date for review of applicants was set for

Saturday, January 25th (open in public session and move immediately into closed session) and that there was no requirement for Dr. Furnari or the Business Administrator to attend.

- Ms. Helewa will send a summary of the types of applicants (no names only quantity) that can be posted on the District website.
 - Ms. Bilik stressed the need for confidentiality.
 - A question was raised about including candidate availability in the ad. It was recommended that this be addressed during 2nd round interviews.
- Ms. Helewa then moved on to the crafting of the advertisement itself. The Board discussed language to be included such as:
 - Involved community
 - Active participation
 - Progressive
 - Innovative
 - Engaging
 - Dynamic
- Mr. Haiduc-Dale asked how we get at the notion of support and communication
- As the process moved forward, Mrs. Bilik recommended that the advertisement include a description of the community and aspects of the mission statement.
- Dr. Furnari asked that the Board consider mentioning the District's involvement as a send/receive and PS Choice district.
- Ms. Helewa indicated that she would reach out to Ms. McCarty for the operating budget and total number of staff.
 - Operating budget = \$12,791,647
 - Total number of staff = 88 employees
- Discussion continued:
 - CSA certification or Certificate of Eligibility for CSA
 - Superintendent should be able to cross over to other roles when needed
 - Demonstrated expertise and success in community engagement
 - Strongly preferred, preferred or required debate
 - Administrative experience (Superintendent or Assistant Superintendent)
 - Teaching experience (Elementary and/or middle school and number of years?)
 - Central office experience (Remove)
 - Principal experience (number of years?)
 - Ms. Helewa handed out a list of administrative and educational leadership experiences. The Board prioritized these.
 - Salary language (commensurate with...) as well as items to be submitted such as resume, certification, credentials, transcripts, cover letter, etc., were discussed.
 - Ms. Helewa will send the Board a final draft for consideration. Once BOE ok's the language, the advertisement will be posted, hopefully from 12/1/19 through 1/7/20. There will be no print ad, only NJSBA website

- Another question about the inclusion of communication as a topic in the advertisement.
It was stated that the topic will be part of the interview process.
- Mrs. Bilik asked the Board whether internal applicants would automatically receive an interview, or only if they meet the established criteria. Ms. Helewa indicated that some agreements include language about this. Mrs. Bilik did not think the GTEA agreement contained such a clause.
- The Board also discussed the process calendar asking is there was flexibility. Mrs. Bilik said there was some flexibility in the later portion of the calendar based on stages of progress.
- This discussion ended with a re-reading of the advertisement language at the request of Mrs. Kelly-Jones. Ms. Helewa re-read the language.

Mrs. Bilik read the OPMA statement for public participation.

Public Participation on Any Topic √

Name	Address	Topic
Holly Roller	Creek Road	Hope that the candidates will be child-centered and focused on education (priority) and that this focus will be part of the interview process.
Mrs. Bilik asked if Mrs. Raffey (Green Township Council member) had any comments		It is good that the district is casting a wide net.

Closed Meeting _____

Motion _____ Second _____

Reconvene _____

Motion _____ Second _____

Adjournment √

Motion: Mrs. Kelly-Jones Second: Mrs. Post

Meeting adjourned at 9:20pm

Respectfully submitted by: Dr. Lydia E. Furnari on 11/26/19