

**DANBURY BOARD OF EDUCATION
ADHOC SUB-COMMITTEE MEETING MINUTES
OCTOBER 22, 2019**

Present: Rachel Chaleski, Frederick Karrat, Amy Spallino
Absent: Emanuela Palmares
Also Present: Kate Conetta

The Adhoc Sub-committee Chair, A. Spallino, called the meeting to order at 6:07 p.m. The committee discussed new board member orientation materials. In addition to New Board Member Orientation information and materials set forth by Board Bylaw 1-3, the following materials for new board members will include:

- CAFE New Board Member Packet
- Printed copy of the current Board Bylaws
- List of Board Committees and Board/PTO Liaisons
- List of upcoming CAFE and CCM workshops and trainings

A New Board Member Orientation by the Adhoc Subcommittee and separate of the orientation by Administration will be held on the evening of Thursday, December 5 for the purpose of explaining and answering questions about Board processes and procedures, including but not limited to:

- Basic board function
- Proper chain of command
- Committee meeting structure
- Contract negotiations process
- Interview and hiring process
- Expulsion hearings
- School visits
- Ensure each member is on the CAFE distribution list

It is the strong recommendation of the committee that new board members attend the CAFE New Board Member Orientation on December 10.

A Board Workshop on Roles and Responsibilities facilitated by a CAFE representative will be held on January 15 at 5:30 p.m. to 7 p.m. for all board members.

F. Karrat moved, seconded by R. Chaleski, to adjourn the October 22 Adhoc Sub-Committee Meeting. The motion passed and the meeting adjourned at 6:52 p.m.

Rachel Chaleski