

**Board of Education
Special Meeting Minutes
Dr. Alfred B. Tychsen Administration Building
Conference Room B
311 Hunting Hill Avenue, Middletown CT
Thursday, December 4, 2025 5:30 PM
DRAFT**

Board Members Present: Kelly Bee, Chris Cardella, Chairwoman Sheila Daniels, Dean Krupa, Susan Owens (6:34), Harold Panciera (6:00) and Kim Riordan (remote participation)

Others Present: Superintendent Dr. Alan Addley, Assistant Superintendent Jennifer Cannata, Patrice McCarthy CABA, Executive Assistant to the Superintendent Joyce Carey, and 0 visitors

I. Call to Order

Board Chair Sheila Daniels called the meeting to order at 5:35 PM.

II. New Board Member Training

Dr. Addley thanked Patrice McCarthy for her leadership and participation in the meeting this evening. Ms. McCarthy explained the State legislation regarding new board member training. She explained that the main role of the Board of Education is to set policies, which includes the budget. She reviewed civility and how the public views the Board of Education. Guidance regarding social media risks and also rules regarding what constitutes a meeting were reviewed. Executive Session rules and confidentiality were also discussed. Participation by the public and responding during board meetings guidelines were given. Ms. McCarthy shared the resources that CABA offers to the Board of Education members and encouraged them to take advantage of the support that they provide. Board members were given the opportunity to ask follow up questions.

III. Board of Education Roles, Goals and Next Steps

Dr. Addley reviewed the next steps in the search for the next Superintendent. Next steps include setting up the search committee, posting the position, form an interview committee and complete the selection process. He spoke of communication and collaboration between the board and Superintendent. Dr. Addley will present his key initiatives at the Board meeting. He encouraged the Board to develop goals. He reviewed the guidelines for visiting schools and staff.

IV. Discussion of confidential attorney-client communications regarding former Superintendent Dr. Alberto Vázquez Matos (proposed for executive session)

MOTION: Motion to enter Executive Session for the purpose of discussion of confidential attorney-client communications regarding former Superintendent Dr. Alberto Vázquez Matos was made by Ms. Daniels and a second by Mr. Cardella.

V. Adjournment

MOTION: Motion to adjourn was made by Ms. Daniels and a second by Ms. Bee at 8:42 PM.