

**Willington Board of Education
September 11, 2018 7:00 p.m.
Town Office Building, Lower Level Meeting Room**

Audio Recording: yes

Notes Taken: yes

Members Present at Meeting:

Herb Arico

Tracey Anderson

Chiara Bambara

Michelle Doucette Cunningham

Ann Grosjean

Stephanie Summers

Elena Testa

Also present: Superintendent of Schools Phil Stevens

1. Call to Order: at 7:04 pm M. Doucette Cunningham.

2. Present to Speak: None

3. Communications:

P. Stevens received a letter from a middle school student who reviewed the facilities study as part of a classroom assignment last year. It was very well done and will be shared with the members of the board.

4. Board of Education Chairman's Report

There is a training being offered through Connecticut Conference of Municipalities (CMM) and encouraged other board members to attend. M. Doucette Cunningham shared that there does not appear to be any advertisements associated with the video recordings of the BOE meetings taken and posted on YouTube by the private citizen. Discussion to be continued under old business.

5. Superintendent Reports

P. Stevens met with a realtor in town. Realtors are not allowed to promote particular school districts. Other towns have provided informational flyers for realtors to hand out and P. Stevens will work on developing a flyer for Willington.

There was a great opening at both schools. The meet and greet was well attended. The schools are fully staffed. P. Stevens welcomed Mrs. Moyer as the interim principal at Center School. Hiring for the position will re-open in the fall.

P. Stevens recently attended a meeting with state officials to get approval for the oil tank. He is hoping to receive approval soon. The contractor that the school was planning to hire for the oil tank process are currently booked through December. P. Stevens is looking into a new timeline for the project. April vacation is being considered as an option for the oil tank replacement as it will be at the end of the heating season and a temporary tank for heating, an added cost, would be unnecessary.

Currently there are 89 EduTrak users and we have received 32 payments as of 9/7/18. A fee of \$2.50 is charged for every transaction. P. Stevens is planning to wait about a month to collect data to review the program. He will work with the town treasurer to review the data on payments and fees before making decisions regarding the fee structure. The BOE discussed briefly. There was some concern about that the fee structure will have a disproportionate impact on families who can least afford it.

There will be a BOE retreat on October 2nd. The agenda will be based upon needs. At the retreat the BOE will get professional development, work on goal setting and long term planning.

6. Financial Report

A lot of money for special education has not been encumbered yet because it is a large line item and we don't receive the bills right away. The money that has been encumbered represents the goals of the district. There are no concerns at this point. It looks like we are where we should be.

7. Committee Reports

- A. Policy Committee:** The policy committee met today to review the policy. Will report under new business.

8. New Business

A. Approve minutes of August 14, 2018

H. Arico made a motion to approve the minutes of the August 14, 2018 meeting.

Motion seconded by A. Grosjean.

VOTE:	Yes	No	Abstain
Herb Arico	--X--	----	----
Tracey Anderson	----	----	--X--
Chiara Bambara	--X--	----	----
Michelle Doucette Cunningham	--X--	----	----
Ann Grosjean	--X--	----	----
Stephanie Summers	----	----	--X--
Elena Testa	--X--	----	----

Motion passes.

B. Discussion on HMS clubs

There are 15 clubs offered during the school day at HMS as part of the STEAM block. Students get to choose one club for each day. Band and chorus both take up two blocks, so students that participate in both would only get to choose one additional club. After school clubs are also offered, primarily in the spring for 12 weeks, meeting once a week. Transportation is available for students that participate. The BOE briefly discussed the types of clubs that are offered, the cost associated with clubs, and the process for having non-staff run a club. E. Testa, S. Summers, and M. Doucette Cunningham will work together as a subcommittee to discuss more.

C. Food Services Review

Food services is a separate entity under the BOE's review. P. Stevens shared data on the number of meals served at the schools last year. Every three years the state does an audit of the food services program. It is a significant undertaking for the food services director. The food services program received excellent feedback and P. Stevens thanked them for their work.

D. First reading of Series 6000 Policies, Instruction

The policy committee has been working through the policies for several months. The committee asked for feedback from the rest of the board, especially in the sections regarding field trips, class size, and homework.

E. Medicaid participation

The program allows the school to be reimbursed for the cost of related services provided to students with an IEP or 504. Parental consent is required for the reimbursement. The documentation requirements are extensive and time consuming. Districts with less than 1,000 students can complete a cost-benefit analysis and opt out of the program. The BOE discussed the program. There was concern about documentation requirements taking service time away from students and that the cost would likely outweighing the benefit. The BOE asked P. Stevens to work on the waiver process.

F. Approval of Administrators' Contract 2019-2020

The administrator's contract is for a period of 1 year and has a 2% salary increase. The length of the contract was intentional, so that the administrators can negotiate next year with the new elementary principal included in the negotiations.

E. Testa made a motion to approve the administrators' contract for 2019-2020.

T. Anderson seconded the motion.

VOTE:	Yes	No	Abstain
Herb Arico	--x--	----	----
Tracey Anderson	--x--	----	----
Chiara Bambara	--x--	----	----
Michelle Doucette Cunningham	--x--	----	----

Ann Grosjean	--X--	----	----
Stephanie Summers	---X--	----	----
Elena Testa	--X--	----	----

Motion passes.

9. Old Business

A. Recording of BOE meetings

The audio recordings of the BOE minutes have been posted online on the Willington Public Schools website. M. Doucette Cunningham will ask about records retention at the CCM training. The BOE discussed video recordings. The cost is not currently in the budget. Records retention would need to be considered.

B. WPS Food Service Financial Review

P. Stevens spoke with several local towns to get an estimated hourly salary for their food service director. Increasing the food service director's salary by 4% would bring the Willington salary closer to the salaries in the other towns. Willington would still be the lowest of the group. The food services account has the money to cover the raise. The other food services staff have salaries that are on par with other towns. W. Knight would be very difficult to replace. A. Grosjean would like to continue to look at the food service director's salary over the next couple of years to get in more on level with peers.

S. Summers made a motion to raise the food service director salary by 4%.

E. Testa seconded the motion.

VOTE:	Yes	No	Abstain
Herb Arico	--X--	----	----
Tracey Anderson	--X--	----	----
Chiara Bambara	--X--	----	----
Michelle Doucette Cunningham	--X--	----	----
Ann Grosjean	--X--	----	----
Stephanie Summers	---X--	----	----
Elena Testa	--X--	----	----

Motion passes.

10. Present to Speak

Mike Cioe, teacher at HMS, thanked Katie Rchylng for her work to get ready for the school year. K. Craig did a great job opening the school. This was the best school opening in recent memory. The new entryway looks great thanks to the facilities people.

11. Board Comments

Herb Arico: Thanks to P. Stevens for his reports on food service and clubs. Thanks to everyone for their work to put the meeting together. The opening day for staff at the school was exciting. Everyone was enthused and ready to go. The Superintendent gave an inspiring introduction speech.

Tracey Anderson: Thanks to the administrators and staff for a good opening, especially with the extreme heat. Thanks to the policy committee for their work.

Chiara Bambara: Thanks to K. Craig for his post on the HMS facebook page explaining the curriculum changes.

Michelle Doucette Cunningham: Congratulations to everyone on fully staffing at the last minute. It makes us proud to be a part of the Willington Public Schools system.

Ann Grosjean: Thanks to W. Knight and her staff for the great job they did with auditing.

Stephanie Summers: The meeting was well organized and she was happy to be a participant.

Elena Testa: No comments.

12. Executive Session

M. Doucette Cunningham made a motion to move to executive session at 8:46 pm to discuss a staff resignation and invited the Superintendent to join.

A Grosjean seconded the motion.

VOTE:	Yes	No	Abstain
Herb Arico	--x--	----	----
Tracey Anderson	--x--	----	----
Chiara Bambara	--x--	----	----
Michelle Doucette Cunningham	--x--	----	----
Ann Grosjean	--x--	----	----
Stephanie Summers	---x--	----	----
Elena Testa	--x--	----	----
Motion passes.			

Exited executive session at 9:06 p.m.

13. Adjournment

Respectfully submitted,
Bekah Rupert
Recording Secretary