



North Canaan Board of Education
MEETING MINUTES
90 Pease Street, North Canaan, CT 06018

Received for Record
10/19/2026 3:55PM
Krystian Segalla
Town Clerk

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The North Canaan Board of Education virtually & in person at the school library at 6:30 pm on Tuesday, September 15, 2026.

A meeting was held: Lindsey Crane, Amy Dodge, Christopher Jacques, Brooke Riva, Gina Terwilliger, and Caitlin Tomko

Others present: Beth Johnson, Principal; Melony Brady-Shanley, Superintendent; Dr. Andrew Deacon, Assistant Superintendent

I. **Call to Order:** The meeting was called to order by Mrs. Dodge 6:30PM.

II. **Consent Agenda**

Mr. Jacques made a motion to approve the August 11, 2026 meeting minutes as written. Mrs. Crane seconded.

Vote: 6-yes Mrs. Crane, Mrs. Dodge, Mr. Jacques, Mrs. Riva, Mrs. Terwilliger, and Mrs. Tomko.

III. **Agenda Item Added-**

Mrs. Dodge made a motion to add an agenda item for the posting for a 2nd Grade Teacher.

Mr. Jacques seconded the motion.

Vote: 6-yes Mrs. Crane, Mrs. Dodge, Mr. Jacques, Mrs. Riva, Mrs. Terwilliger, and Mrs. Tomko.

IV. **Public Comment - None**

V. **Communications- Written**

A. A letter to the State Department of Education regarding financial audit, from Superintendent Bradey-Shanley

B. A letter to fill Board vacancy received by Amy Helminiak

VI. **Region 1 Report-** 10/5/2026 Meeting: There were no questions from the Board

VII. **All Boards Chair Report-** 9/23/2026: There were no questions from the Board

VIII. **Middle School Sports & Activities Committee-** No meeting scheduled last month

IX. **NCES Building Committee-** No Meeting this month

X. **Job Posting-** Additional 2nd Grade Teacher

Mrs. Dodge made a motion to open discussion regarding the job posting for an additional 2nd-grade teacher. Mr. Jacques seconded the motion.

Due to the increasing enrollment of additional students after the start of the school year, it was proposed that NCES hire an additional teacher and split the second grade class into 2 classes. At the beginning of the year, the class size was at 17 and 6 more have enrolled with another anticipated 2. For the children's educational and social emotional needs, a second class is necessary. Mrs Johnson answered questions and addressed any concerns from the board regarding all the options considered.

Mrs. Dodge made a motion to post the job for a 2nd Grade Teacher in order to split the 2nd Grade class, Mr. Jacques seconded.

Vote: 6-yes Mrs. Crane, Mrs. Dodge, Mr. Jacques, Mrs. Riva, Mrs. Terwilliger, and Mrs. Tomko.

XI. Board Policies- (First Reading) -

- A. Policies will be on the October board meeting agenda for action. **Policy 4118.232/4218.232 (Drug-Free Workplace):** Fully consolidated to replace the 2020 policy. It bans all marijuana use (medical and recreational) during Board business due to federal law, expands the policy scope to off-property Board business, creates a **25-foot smoke/vape buffer zone** from building openings, requires prescription drugs to be used only as prescribed, adds a supportive employee assistance section for rehab, and removes graduated smoking discipline and police chain-of-custody protocols.
- B. **Policy 4132.1 (Copyrights and Patents):** Establishes that any educational tools, curricula, or materials created by staff during their job duties are **jointly owned** by the creator and the Board.
- C. **Policy 4148 (Employee Protection):** Consolidates the old "4148/4248" designation under **Policy 4148** only. Key updates narrow the allowed use of force against minors, change assault reporting to an **internal-only process** (Principal/superior) rather than local police, and grant the Board **sole discretion** over providing legal counsel for general "proceedings." It also updates references from "State Board" to "State Department" of Education while keeping medical immunity and reimbursement unchanged..

XII. Action Anticipated

- A. Mrs. Dodge made a motion to approve the appointment of Amy Helminiak to fill the vacant seat on the North Canaan Elementary School Board of Education, Mr. Jacques seconded.

Vote: 6-yes Mrs. Crane, Mrs. Dodge, Mr. Jacques, Mrs. Riva, Mrs. Terwilliger, and Mrs. Tomko.

- B. Mrs. Dodge made a motion to recommend to the full board the approval of Policies:
#4000.1 Sexual Harassment/Title IX, #4000.1R Personnel - Sex Discrimination and Harassment in the Workplace Regulation, #4111Recruitment and Selection - Certified, #4111.1 Equal Employment Opportunity - Certified/Non-Certified, #4111.3 Minority Recruitment Plan - Certified, #4112.5 Security Check/Fingerprinting - Certified/Non-Certified, #4112.51 Reference Checks - Certified/Non-Certified, #4112.6/4212.6 Personnel Records, #4112.61 Use and Disclosure of Employee Medical Information (HIPAA) Certified/Non-Certified, #4112.8/4212.8 Nepotism: Employment of Relatives, #4113.12 Minimum Duty-Free Lunch Periods for Teachers, #4115 Educator and Support Program, #4115.3 Evaluation of Coaches, #4117.4 Non-Renewal/Suspension - Certified, #4118.11Nondiscrimination, #4118.112/4218.112 Sexual Harassment - Certified/Non-Certified, #4118.13/4218.13 Conflict of Interest - Certified/Non-Certified, #4118.14/4118.14 Nondiscrimination on the Basis of Disabilities - Certified/Non-Certified, #4118.2/4218.2 Code of Ethics, #4118.23 Conduct - Certified/Non-Certified, #4118.232/4218.232 Drug-Free Workplace, #4118.234 Psychotropic Drug Use (Students) - Certified/Non-Certified, # 4118.21 Academic Freedom - Certified, #4118.24/4218.24 Student/Staff Non-Fraternization Certified/Non-Certified, #4118.24R/4218.24R, Regulation: Student/Staff Non-Fraternization - Certified/Non-Certified, #4118.4 Electronic Mail - Certified/Non-Certified, # 4118.5/4218.5 Acceptable Computer Network Use - Certified/Non-Certified, #4118.51/4218.51 Rights, Responsibilities, and Duties - Social Networking, #4121Substitute Teachers, #4131Staff Development-Certified, #4134 Tutoring, #4152.6 Family and Medical Leave Act, #4212.42 Drug and Alcohol Testing for School Bus Drivers, #4215 Supervision and Evaluation - Non-Certified, #4217.4 Dismissal/Suspension, #4217.41R Regulation: Just Cause, #4222.1 Title I Paraprofessionals - Non-Certified. Mr. Jacques seconded.

Vote: 6-yes Mrs. Crane, Mrs. Dodge, Mr. Jacques, Mrs. Riva, Mrs. Terwilliger, and Mrs. Tomko.

- C. Mrs. Dodge recommended to the full board the approval of a draft version of a letter from Amy Dodge, on the BOE behalf, to the town. Re: Reconciliation of Financial Activity Between the North Canaan Board of Education and the Town of North Canaan. Mr. Jacques seconded.

Vote: 6-yes Mrs. Crane, Mrs. Dodge, Mr. Jacques, Mrs. Riva, Mrs. Terwilliger, and Mrs. Tomko.

- D. Mrs. Dodge recommended to the full board the approval of the payment of the last portion of Alarm Project Hull Alarms- Invoice \$15,146.30 out of DRIP Funds and the remaining, \$11,441.46 out of the Non-Lapsing Account, Mr. Jacques seconded.

Vote: 6-yes Mrs. Crane, Mrs. Dodge, Mr. Jacques, Mrs. Riva, Mrs. Terwilliger, and Mrs. Tomko.

- E. Mrs. Dodge recommended to the full board the nomination of Kelsey Thompson, paraprofessional at the Entry rate of \$19.66 per hour, with an increase to \$21.64 Job Rate - From the end of the first year of work (On 1st anniversary of hire date).Mr. Jacques seconded.

Vote: 6-yes Mrs. Crane, Mrs. Dodge, Mr. Jacques, Mrs. Riva, Mrs. Terwilliger, and Mrs. Tomko.

- F. Mrs. Dodge made a motion that the North Canaan Board of Education, pursuant to Connecticut General Statutes § 10-51(d)(2), authorize the transfer of up to two percent (2%), \$90,826.04 of the District's annual budget for the fiscal year ending June 30, 2026, from the estimated fiscal year-end surplus in operating funds to the Reserve Fund for Educational Expenditures, subject to the final audited fiscal year-end surplus and applicable statutory limitations. Mr. Jacques seconded.

Vote: 6-yes Mrs. Crane, Mrs. Dodge, Mr. Jacques, Mrs. Riva, Mrs. Terwilliger, and Mrs. Tomko.

XIII. **Administrative Reports-** The Administrative reports are linked on the September agenda. The Board did not have any questions.

XIV. **Public Comment-**

Mrs. Hinman expressed discontent regarding the addition of the agenda item- discussion of 2nd-grade teacher position posting with possible action. It was noted that the item was added in accordance with Robert's Rules of Order prior to Mrs. Hinman joining the virtual meeting.

XV. **Adjournment-** Mrs. Dodge made a motion to adjourn the meeting at 7:30 pm. Mr. Jacques seconded.

Vote: 6-yes Mrs. Crane, Mrs. Dodge, Mr. Jacques, Mrs. Riva, Mrs. Terwilliger, and Mrs. Tomko.

Respectfully submitted:

Stephannie Grant 10/19/2026