

*Note: Per C.G.S. 10 – 218, Board of Education meeting minutes are provided in a draft format within 48 hours of the date the meeting was held. With the exception of motions and votes recorded, these minutes are unofficial until they have been read and approved by a majority vote of the Board. Should edits be necessary, they will be made at the next regularly scheduled meeting, noted in the meeting minutes, and voted upon.*

**SCOTLAND BOARD OF EDUCATION**  
**Scotland, Connecticut**  
**Remote Meeting Minutes**  
**June 2, 2020**

Chairperson Brynn Lipstreu called the meeting to order at 7:01 PM. Present were Board members Sherry Smardon, Steven Kurcinik, Cassidy Martin, Scott Sears, Rod Perry and Bill Trudelle. Administrators present were Superintendent Dr. Francis Baran, Principal Dr. Catherine Pinsonneault and Finance Coordinator Tim Smith. Others present was Technician Michael D’Amato.

2. **WRITTEN COMMUNICATIONS:** None

3. **ADDITIONS TO AGENDA: ADDITIONAL BUSINESS MAY BE CONSIDERED AT A REGULAR MEETING UPON A 2/3 VOTE OF THOSE MEMBERS OF THE BOARD PRESENT AND VOTING, PER STATE STATUTE:**

*#1-19/20 Motion to add to agenda FY 2020-21 Budget (Action Anticipated) as Item #9A, was made by Sherry Smardon, seconded by Cassidy Martin and carried unanimously.*

*#2-19/20 Motion to add to agenda End of Year Purchases (Action Anticipated) as Item #8H, was made by Rod Perry, seconded by Scott Sears and carried unanimously.*

*#3-19/20 Motion to add to agenda Communication with Audience as Item #3A, was made by Sherry Smardon, seconded by Cassidy Martin and carried unanimously.*

A. **Communication with the Audience:** None

4. **APPROVAL OF MINUTES:**

*#4-19/20 Motion to approve the regular meeting minutes from May 5, 2020, was made by Sherry Smardon with the following correction: item #5C should read - Sherry Smardon asked for a copy of the last state approved Scotland Teacher Evaluation Plan. **The motion was seconded by Rod Perry and carried with one abstention by Brynn Lipstreu.***

*#5-19/20 Motion to approve the special meeting minutes from May 19, 2020, was made by Sherry Smardon, seconded by Steve Kurcinik and carried unanimously.*

*#6-19/20 Motion to approve the special budget meeting minutes from May 26, 2020, was made by Sherry Smardon with the following correction: Motion to adjourn (6:00 PM) was made by Steve Kurcinik. **The motion was seconded by Scott Sears and carried unanimously.***

5. **APPROVAL/RATIFICATION OF MAY 26, 2020 BOARD VOTE ON FISCAL YEAR 2020-21 BUDGET (ACTION ANTICIPATED):**

Action Anticipated was not on the agenda for the budget vote at the May 26, 2020 meeting.

*#7-19/20 Motion to approve the Board vote at the May 26, 2020 meeting to ratify the FY 2020-21 Budget with Scenario #4 (leaves the one day reduction of the Speech and Language Pathology position in place, increases the School Counselor position from 3 to 4 days and increases the 3% reduction budget by \$6,266 resulting in a budget of \$2,325,356 or an overall reduction from the 2019-2020 budget of 2.73%) from the*

***Budget Consideration List, was made by Steve Kurcinik, seconded by Rod Perry and carried with the following vote:***

***YES: B. Trudelle, S. Kurcinik, R. Perry, B. Lipstreu, S. Sears.***

***NO: S. Smardon, C. Martin.***

**6. FINANCE COORDINATOR REPORT:**

**A. Financial Report:**

The Financial Reports were reviewed. Rod Perry asked about payments for Public School tuition to the STEM School. Tim Smith reported that no more payments are anticipated and will verify the number of students since the line is under budget. Sherry Smardon asked why most of the heating oil was expended and expressed concerns with pupil transportation to Savino that is being paid in full when buses aren't being used (such as fuel and insurance). Dr. Baran reported that the tanks were topped off due to being down to about 800 gallons and that the transportation contract was being honored as long as Savino didn't lay off his staff. Rod Perry reported that EASTCONN has suspended all insurance on their buses for cost savings. Sherry Smardon requested a breakdown and further clarification for what is being paid in the bus contract. Brynn Lipstreu asked about Other Professional Services that is under budget. Dr. Baran reported PPT Services and Speech and Language are under budget due to COVID 19 closure. Sherry Smardon asked why Group Insurance was under budget. Dr. Baran reported that 5 people dropped the insurance.

**B. Approval of Financial Statement:**

***#8-19/20 Motion to approve the Financial Statement dated May 28, 2020, was made by Sherry Smardon, seconded by Steve Kurcinik and carried unanimously.***

**7. SUPERINTENDENT REPORT:**

**A. 2019-2020 Calendar Update:**

The last day of school remains the same with June 16<sup>th</sup> for students and June 17<sup>th</sup> for staff with staff consensus to continue distance learning to the end of the school year.

**B. Food Service Update:**

The staff is still working with a slight change last week for Memorial Day. 1,950 meals (breakfast and lunch) were distributed for the month of May.

**C. Distance Learning Status Update:**

Principal Dr. Pinsonneault reported that this is the last week for new materials followed by next week for makeup work to finish up. A Zoom Step up Day with new teachers will be held on June 15<sup>th</sup> and final class meetings will be held on June 16<sup>th</sup> to say goodbye.

**D. Green Skies Update:**

The solar panels produced 26,240 kW hours in April. Invoices continue to be billed through Green Skies.

**E. Other:**

A letter of resignation was received from full-time PreK Para educator Mrs. Dinsmore.

**8. NEW BUSINESS:**

**A. Choose Recipient of the Rose Khourie Scholarship (Action Anticipated):**

There were three applicants for the Rose Khourie Scholarship that was originally setup for applicants pursuing a career in the health field. Brynn Lipstreu and Deb Wright are working on written document with details for the scholarship. Brynn Lipstreu expressed her pride in the accomplishments of the three applicants from a small town. Sherry Smardon will present the award in person at the Parish Hill Graduation.

***#9-19/20 Motion to award the Rose Khourie Scholarship to Brooke Benedict who will be pursuing a career as a Nurse Practitioner, was made by Rod Perry, seconded by Cassidy Martin and carried unanimously.***

**B. Facilities Use Rate for FY 20-21 (Action Anticipated):**

The current Facilities Use Rate is \$25 per hour.

***#10-19/20 Motion to maintain the current Facilities Use Rate of \$25 per hour for FY 20-21, was made by Sherry Smardon, seconded by Steve Kurcinik and carried unanimously.***

**C. Tuition Rate for FY 20-21 (Action Anticipated):**

The current tuition rate is \$7,450.

***#11-19/20 Motion to maintain the current Tuition Rate of \$7,450 for FY 20-21, was made by Rod Perry, seconded by Sherry Smardon and carried unanimously.***

**D. Authorize the Superintendent with the assistance of the Finance Coordinator to balance the FY 19-20 individual line items (Action Anticipated):**

Sherry Smardon requested a detailed report on the budget line item transfers that is usually presented at the June meeting.

***#12-19/20 Motion to authorize the Superintendent with the assistance of the Finance Coordinator to balance the FY 19-20 individual line items, with a full written report to be given to the Board at the earliest possible date, was made by Scott Sears, seconded by Steve Kurcinik and carried with the following vote:***

***YES: S. Sears, B. Lipstreu, C. Martin, R. Perry, B. Trudelle, S. Kurcinik.***

***NO: S. Smardon.***

**E. Accept resignation of part-time Special Education Teacher (Action Anticipated):**

***#13-19/20 Motion to accept resignation of part-time Special Education Teacher, was made by Sherry Smardon, seconded by Bill Trudelle and carried unanimously.***

**F. Re-instatement of Non-Tenured Teacher pending final approval of the town budget (Action Anticipated):**

The School Counselor position has been changed from 5 days to 4 days.

***#14-19/20 Motion for reinstatement of Non-Tenured School Counselor with position changed from 5 days to 4 days, pending final approval of the Town budget, was made by Scott Sears, seconded by Cassidy Martin and carried unanimously.***

**G. Superintendent Evaluation (Action Anticipated):**

Brynn Lipstreu recommended an in person special meeting for the Superintendent Evaluation (meetings can now be held with up to 10 people per Executive Order by the Governor).

***#15-19/20 Motion to postpone the Superintendent Evaluation for a special meeting date to be set in June or early July, was made by Sherry Smardon, seconded by Scott Sears and carried unanimously.***

#### **H. End of Year Purchases (Action Anticipated):**

Discussion was held regarding end of year purchases with regard to technology. Brynn Lipstreu recommended Chromebooks needed for the incoming 1<sup>st</sup> grade, replacement for damaged units and some extras that can't be determined until the current units are evaluated. The 6<sup>th</sup> grade Chromebooks are recycled for parts. Dr. Baran reported that PPE (personal protection equipment) and other devices will be needed when school reopens. The Emergency Defense Coordinator will be providing some PPE (masks, gloves, sanitizers) through grant funds. Rod Perry reported that the state provided specific guidelines for Summer School that may help with the school reopening in the fall. Sherry Smardon recommended that Chromebooks should be the priority and suggested looking at grant funds and donations from local non-profits. She also asked about desks in the classroom and eating lunch in the cafeteria. Dr. Baran reported that the custodians set up a classroom with 15 desks that met social distancing. The cafeteria may need to go to alternate scheduling. Discussion was held regarding concerns with purchases made at the end of the fiscal year (goes back to the days of the previous Finance Coordinator). The number of Chromebooks needed cannot be determined until they are evaluated upon their return at the end of the school year.

***#16-19/20 Motion to allocate funds for the purchase of Chromebooks as needed once the current units are evaluated upon their return, was made by Sherry Smardon, seconded by Scott Sears and carried unanimously.***

***#17-19/20 Motion to allocate funds for the 2019-20 school year to purchase as needed supplies and equipment related to the corona pandemic for Summer School and the return to school in the fall, was made by Sherry Smardon, seconded by Rod Perry and carried unanimously.***

#### **9. OLD BUSINESS:**

**A. FY 2020-21 Budget (Action Anticipated):** No discussion necessary at this time.

#### **10. NEXT STEP HOMEWORK ASSIGNMENTS:**

- Brynn Lipstreu will contact Savino Transportation regarding clarification of the bus contract and follow up on written details for the Rose Khourie Scholarship.
- Dr. Baran will provide the Board with detailed report on line item transfers to balance the budget
- The Board will set a special meeting date for the Superintendent Evaluation.

#### **11. NEXT MEETING AGENDA ITEMS:**

- Line Item Transfers Report
- End of Year Purchases
- Transportation Contract
- School Reentry Plan
- Audience for Citizens
- Action Items at the end of the agenda

A virtual Town meeting will be held Thursday, June 4<sup>th</sup> at 7pm. All Board members are asked to attend. 6<sup>th</sup> Grade Graduation will be held on June 11<sup>th</sup> at 6:30 PM.

#### **12. ADJOURNMENT:**

***#18-19/20 Motion to adjourn (8:27 PM) was made by Sherry Smardon, seconded by Steve Kurcinik and carried unanimously.***

***Respectfully submitted by Kathleen Scott  
Recording Clerk***