

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
December 1, 2020

Superintendent Dr. Francis Baran called the meeting to order at 7:00 PM. Present were Board members Brynn Lipstreu, Sherry Smardon, Steven Kurcinik, Cassidy Martin, Scott Sears, Rod Perry and Bill Trudelle. Administrators present were Principal Dr. Catherine Pinsonneault and Finance Coordinator Tim Smith. Others present was IT Technician John Guskowski.

2. ELECTION OF OFFICERS & REORGANIZATION OF COMMITTEE ASSIGNMENTS:

Superintendent Dr. Baran opened nominations.

#1-20/21 Rod Perry nominated Brynn Lipstreu for Board Chair, seconded by Sherry Smardon. The vote to elect Brynn Lipstreu for Board Chair carried unanimously.

#2-20/21 Sherry Smardon nominated Scott Sears for Board Vice-Chair, seconded by Rod Perry. The vote to elect Rod Perry for Board Vice-Chair carried unanimously.

#3-20/21 Sherry Smardon nominated Rod Perry for Board Secretary, seconded by Steve Kurcinik. The vote to elect Rod Perry for Board Secretary carried unanimously.

The Board was asked to email Brynn Lipstreu regarding serving on Committees.

3. PLEDGE OF ALLEGIANCE:

The Board recited the Pledge of Allegiance.

4. CELEBRATIONS/RECOGNITION:

- Brynn Lipstreu commended the entire staff for their quick work on the sudden shift to Distance Learning.
- Dr. Pinsonneault commended the staff on the first attempt at new virtual Parent/Teacher Conferences that went without a hitch. Parents were given the option of meeting via Zoom or by phone.
- Dr. Baran commended the staff for working hard to transition quickly to Distance Learning with special recognition to Mrs. Wright who didn't hesitate to organize and prepare materials for parents.

5. WRITTEN COMMUNICATIONS:

- An email was received from 1st Selectman Gary Greenburg regarding reviewing the bus contract for shutdown of school due to Covid beginning November 30th and recommends to continue paying Savino Transportation per contract. He also expressed the importance of setting a policy.
- An email was also received from Selectman Rob Keater agreeing to the same as the 1st Selectman.
- A letter of retirement was received from Speech Pathologist Linda Stefon effective the end of the 2020-21 school year.

6. COMMUNICATION WITH THE AUDIENCE: None

7. 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:

#4-20/21 Motion to add to agenda Retirement Letter from Speech Pathologist Linda Stefon effective the end of the 2020-21 School Year (Action Anticipated) as Item #13C, was made by Rod Perry, seconded by Sherry Smardon and carried unanimously.

#5-20/21 Motion to add to agenda Shared Services as Item #13D, was made by Cassidy Martin, seconded by Sherry Smardon and carried unanimously.

8. APPROVAL OF MINUTES:

#6-20/21 Motion to approve the regular meeting minutes from November 3, 2020, was made by Scott Sears, seconded by Sherry Smardon and carried with abstentions by Steve Kurcinik and Sherry Smardon.

9. FINANCE COORDINATOR REPORT:

A. Financial Report:

The Financial Reports were reviewed. Special Ed Instructional Aides is overbudget due to covering substitutes for PreK. Allison Belliveau was commended for her work meeting deadlines on the Cares Grant funding that is expected by the end of December to cover Covid expenses in the General Fund. Tim Smith responded to question from Rod Perry regarding funds for bus monitors that are listed in BOE Other Salaries.

B. Approval of Financial Statement:

#7-20/21 Motion to approve Financial Statement dated November 24, 2020, was made by Sherry Smardon, seconded by Scott Sears and carried unanimously.

10. SUPERINTENDENT REPORT:

A. 2020-21 Calendar Update:

School was closed on November 30th for students as staff prepared for two weeks of Distance Learning that started today. The last day of school for students is June 10th and last day for staff is June 11th.

B. 2021-22 Calendar Timeline:

EASTCONN has sent out their suggested yearly calendar. Dr. Baran will meet with the Superintendents from Hampton and Chaplin to create a first draft that will be presented to the Board in January or February.

C. Lunch Program Update:

The November average for breakfast was 25-26 (35 for October) and 60.2 for Lunch (61 for October).

D. Green Skies Update:

A report was emailed to the Board. The following formula is used to determine kilowatt usage: solar panel output minus sales to Eversource and add what they deliver to the school. Mrs. Belliveau contacted Eversource regarding the 2nd meter reading that was for the fire suppression system (pump was running longer than needed on the weekend) and not the outside light recently determined to be the responsibility of the town.

E. Teacher Evaluation (TEVAL) Update:

The process is up and running with the beginning of walkthroughs.

F. COVID-19 Expense Update:

The Board was emailed COVID-19 expenses. Any questions should be directed to Dr. Baran or Dr. Pinsonneault. Dr. Baran responded to question from Brynn Lipstreu regarding expending more than Cares Act covers which is expected in some areas.

G. COVID-19 Learning Environment Survey:

A meeting was held with the Executive Committee of the Scotland SEA to discuss MOU regarding moving forward. The SEA wishes to continue moving forward and will be discussing topics from the Learning Environment survey.

H. Playground Report:

The Board was emailed the Playground Inspection Report with no areas of concern.

I. Budget Timeline:

The goal is to present the first budget draft at the February meeting or March at the latest.

J. BOE meeting dates 2021:

The Board was emailed the 2021 regular meeting schedule for the Scotland BOE.

#8-20/21 Motion to approve the Scotland BOE regular meeting schedule for 2021 presented by Dr. Baran, was made by Sherry Smardon, seconded by Cassidy Martin and carried unanimously.

K. Other:

The Board was emailed the Safety Drill Report (Fire Drills, Lockdown Drills, Reverse Evacuations) for FY 2019-20 and FY 2020-21. Brynn Lipstreu is pleased with the different scenarios used for the drills.

11. PRINCIPAL REPORT:

A. Professional Development Opportunities:

The teachers are not hesitating for professional development opportunities that are virtual and more convenient. PreK is required to have 12 hours of PD every year in certain areas with three scheduled workshops. Training with Yale University has been completed and will be offered in the future.

B. Current Enrollment: No change

C. Other:

- Report Cards will go out on December 14th.
- Return to in-person learning on December 14th.

12. FRIENDS OF SES REPORT: No Report

13. NEW BUSINESS:

A. Scotland Education Association Distance Learning Request:

School will be held remotely for the next two weeks. Rod Perry commended Scotland Elementary for the great job in keeping the school safe with minimum risk at the elementary level. Sherry Smardon agrees with Rod Perry and asked why Chaplin only closed for one day with a COVID case and Scotland is closing for two weeks. Dr. Baran reported that the shutdown was required due to the person in contact with several staff members and a temperature taker. Brynn Lipstreu commented about a job well done and the need to be vigilant. Sherry Smardon commented that Scotland is small which gives the ability to react quickly. There would not be enough staff to keep school open due to required quarantine identified through contact tracing.

B. Bus Contract:

Brynn Lipstreu recommended paying the bus contract if the staff is kept on the payroll with verification from Mr. Savino in writing. Cassidy Martin expressed concerns with setting a policy and paying the full contract if school is shut down for the rest of the school year. Brynn Lipstreu suggested the Policies Committee work on language if there is a longer shutdown. Bill Trudelle asked when the contract ends and suggested putting a clause in the contract regarding school shutdowns. Dr. Baran reported that there is one more year on the contract with a 2-year extension if both parties agree on the contract.

C. Retirement Letter from Speech Pathologist Linda Stefon effective the end of the 2020-21 School Year (Action Anticipated):

#9-20/21 Motion to accept Retirement Letter from Linda Stefon with a heavy heart, effective the end of the 2020-21 School Year, was made by Sherry Smardon, seconded by Steve Kurcinik and carried unanimously.

The Board thanked Linda Stefon for her many years of service and wishes her the best of luck and relaxation in retirement.

D. Shared Services:

Cassidy Martin suggested working with the Central Office at RD11 for shared services (they share with Hampton and Chaplin) and find options for cooperative agreements and put on the agenda for discussion. Dr. Baran will discuss with the Superintendents from Hampton and Chaplin and report back to the Board for the next meeting.

14. OLD BUSINESS:

A. Second Read BOE Communication Plan:

Steve Kurcinik suggested adding the Communication Plan to the 9000 Policy series.

#10-20/21 Motion to approve Scotland BOE Communication Plan, was made by Sherry Smardon, seconded by Rod Perry and carried unanimously.

B. Citizen's Advisory Committee:

Two members of the Citizens Advisory Committee are still interested in continuing and will meet via Zoom. Brynn Lipstreu will reach out to the Committee and obtain the Zoom meeting link.

C. School Reentry Plan Update:

The custodians will be sanitizing the building during the two-week shutdown. Teachers have the option of conducting Distance Learning from school or home (4 teachers will be doing at school).

D. Transportation Committee:

The Board was emailed the Bus Contract Liability Report. Dr. Baran reported that the Scotland Liability requirement is not out of line and shared the information with Mr. Savino.

E. Technology Update:

The new IT provider, Savage Systems has been at the school to assess the technology. 23 tickets primarily pertaining to Smart Boards, Chromebooks and desktops have been addressed. A NAS device has been put into place that connects to the Town Hall and serves as each other's backup.

15. COMMITTEE REPORTS:

A. Tri-Town BOE meeting update: No Report

B. CABE/EASTCONN:

EASTCONN renegotiated the Paraprofessionals contract with a pay rate increase to make competitive and reduce the large turnover (qualified consistent staffing is needed).

C. Readiness Council Report:

The FY 2020-21 School Readiness Grant is expected to be the same rate. The Council discussed the severe drop in attendance that may result in combining the two programs from Scotland and Hampton into one program.

D. Communications Committee: Covered already

E. Policies Committee:

The Committee will meet to add the BOE Communication Plan.

F. Technology Committee: No Report

16. AUDIENCE FOR CITIZENS: None

17. NEXT STEP HOMEWORK ASSIGNMENTS:

- Dr. Baran will discuss shared services with Superintendents from Hampton and Chaplin and check on timeframe for Superintendent and Principal contracts.
- The Board is asked to email any changes to Board Committees.
- Brynn Lipstreu will reach out to the Citizens Advisory Committee for Zoom meeting link.

18. NEXT MEETING AGENDA ITEMS:

- Shared Services
- How's It Going

Rod Perry suggested surveying parents after recent switch to distance learning and compare now to shutdown done in March.

19. EXECUTIVE SESSION ANTICIPATED – DISCUSSION REGARDING SCOTLAND ELEMENTARY

ADMINISTRATION RELATIONS: None held

20. ADJOURNMENT:

#11-20/21 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***