

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**  
**Meeting Minutes**  
**January 5, 2021**

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

The Board recited the Pledge of Allegiance.

**3. CELEBRATIONS/RECOGNITION:**

- The 4 weeks of remote learning was successful as was the return back to school. Sherry Smardon commended the Administration and staff for the great communication on the details with parents.

**4. WRITTEN COMMUNICATIONS:**

- A Happy Holidays card was received from EASTCONN.
- A letter of resignation was received from Finance Assistant Allison Belliveau with January 15<sup>th</sup> as her last day.

**5. COMMUNICATION WITH THE AUDIENCE: None**

**6. 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:**  
***#1-20/21 Motion to add to agenda as Item #12B Accept Resignation from Allison Belliveau, was made by Sherry Smardon, seconded by Bill Trudelle and carried unanimously.***

***#2-20/21 Motion to add to agenda as Item #13F Committee Assignments, was made by Sherry Smardon, seconded by Rod Perry and carried unanimously.***

**7. APPROVAL OF MINUTES:**

***#3-20/21 Motion to approve the minutes from December 1, 2020, was made by Sherry Smardon, seconded by Bill Trudelle and carried unanimously.***

**8. FINANCE COORDINATOR REPORT:**

**A. Financial Report:**

The Financial Reports were reviewed. The price for oil was locked in today for next year at \$2.19 gal (7 cents lower than last year). Dr. Baran responded to Sherry Smardon regarding bus fuel that there are savings with the school being shut down for 4 weeks. Tim Smith reported that propane will not be locked in at this time (will wait until the cost goes down).

**B. Approval of Financial Statement:**

***#4-20/21 Motion to approve Financial Statement dated December 28, 2020, was made by Sherry Smardon, seconded by Rod Perry and carried unanimously.***

**9. SUPERINTENDENT REPORT:**

**A. 2020-21 Calendar Update:**

There was a snow day on December 17<sup>th</sup> so the last day of school for students is Friday, June 11<sup>th</sup> and Monday, June 14<sup>th</sup> for staff.

**B. Solar Panel Update:**

There was some difficulty with the Eversource billing so they will look at the meters. An update will be emailed to the Board as soon as it is available.

**C. Lunch Program Update:**

Lunch and breakfast were not served due to school being closed. The Board was emailed a report on the meals to go distributed to families in the community (not limited to Scotland residents).

**D. Budget Timeline:**

A preliminary budget will be presented to the Board in February or March. The Board of Selectmen will set the town meetings at their meeting on Wednesday.

**E. Update on Afterschool Grant:**

The state still expects the afterschool program to be run. A meeting was held with staff to layout parameters. Different ideas will be considered, possibly remotely.

**F. Teacher Evaluation (TEVAL) Update:**

The process is on track with observations being done through Zoom.

**G. COVID-19 Expense Update:**

The Board was emailed a report on Covid 19 expenses. Dr. Baran responded to the following questions: are needed supplies being received (Rod Perry) – supplies are being received for the most part with some backorders, are batteries for the walkies a Covid expense (Sherry Smardon) – batteries are a Covid expense and listed in the Cares Grant (Dr. Pinsonneault reported that walkies are being used by all the Paras who are posted in several areas during arrival and dismissal), what are RN services (Brynn Lipstreu) – an additional nurse is needed for a special needs child, what are EASTCONN bus aide services (Brynn Lipstreu) – reimbursement to EASTCONN (initially provided bus monitors and not able to continue).

**H. COVID-19 Learning Environment Survey:**

Since school has been closed, the survey will be picked back up at the meeting tomorrow with the Scotland Education Association officers. Other issues being dealt with are when do students start remote learning. Protocols need to be revisited due to the constant changes as it is critical to keep everyone on the same page. Dr. Pinsonneault reported that there is some confusion between distance learning and remote learning.

**I. Other: None**

## 10. PRINCIPAL REPORT:

### A. Professional Development Opportunities:

PreK has finished their PD course. Paras are doing the NYAEC program via Zoom through EASTCONN who offers good and affordable programs (15 hours required annually in certain areas).

### B. Current Enrollment:

The Board was emailed current enrollment with the Principal Report.

### C. Other: None

## 11. FRIENDS OF SES REPORT: No Report

## 12. NEW BUSINESS:

### A. "How's It Going" Check-In:

Dr. Baran reported that with the changing direction from the State Department of Education and reports from Eastern Highland Health District on the positivity rate, things are going okay and the administration is working hard to keep students in school. The teachers are doing a good job balancing different teaching. Needed supplies are being kept through the Cares Grant to keep everyone safe. Sherry Smardon asked for a mental health check-in. Dr. Pinsonneault reported that the teachers are nervous that Covid has found Scotland. Nurse Charlene has been tracking different health regions for contact tracing. Dr. Pinsonneault reported the kids are happy to be in school but are missing the high fives and hugs. The touch piece is the hardest for everyone, kids and adults. Bill Trudelle and Brynn Lipstreu commended the teachers for the excellent job they are doing and are pleased the students are being engaged. Dr. Baran commended the teachers for being at school even with concerns of bringing the virus home to their families.

### B. Accept Resignation from Allison Belliveau:

***#5-20/21 Motion to accept with regret resignation from Allison Belliveau, was made by Sherry Smardon, seconded by Bill Trudelle and carried unanimously.***

## 13. OLD BUSINESS:

### A. Bus Contract:

Dr. Baran reported that Savino Transportation is still employing his bus drivers so the contract is being paid.

### B. Shared Services:

- Dr. Baran reported there will be a meeting next Thursday with the Superintendents from Hampton and Chaplin to discuss the possibility of sharing the cost for Special Education Assessments that are expensive and sharing the assessment materials back and forth.
- Brynn Lipstreu reported that she participated in preliminary conversations regarding sharing staff and services.

### C. Citizen's Advisory Committee:

The Committee was emailed regarding not needing a Chair and asked to provide the link for their next Zoom meeting so that a Scotland BOE member can attend.

**D. School Reentry Plan:**

Adjustments are being made as they go with remote learning. The changing scene of Covid 19 mandates staying flexible to deal with issues.

**E. Technology Update:**

The new IT provider has hired a new employee that is assigned to Scotland Elementary with all tickets responded to quickly. The new backup system shared with the town has been put into place.

**F. Committee Assignments:**

Committee Assignments will remain the same as there were no requests for changes.

**14. COMMITTEE REPORTS:**

**A. Tri-Town BOE meeting update:** No Report

**B. CABE/EASTCONN:** No December meeting

**C. Readiness Council Report:** No December meeting

**D. Policies Committee:** The next meeting will be held on January 21<sup>st</sup> to review Communication Policy.

**E. Personnel Committee:**

The Board needs to start negotiations as the Certified and Non-Certified contract expires in 2021.

**F. Technology Committee:** No Report

**15. SECOND AUDIENCE FOR CITIZENS:** None

**16. NEXT STEP HOMEWORK ASSIGNMENTS:** None

**17. NEXT MEETING AGENDA ITEMS:**

- “How’s It Going” check-in
- Items on this agenda from Old Business

**18. EXECUTIVE SESSION ANTICIPATED –**

**A. Discussion regarding Central Office Administrative Performance:**

**B. Principal’s Contract:**

***#6-20/21 Motion to enter into Executive Session (7:49 PM) for the purpose of discussing Scotland Elementary Administration Relations and the Principal’s Contract and invite the Superintendent and Principal to attend, was made by Sherry Smardon, seconded by Bill Trudelle and carried unanimously. The Board came out of Executive Session at 8:51 PM.***

**19. ADJOURNMENT:**

***#7-20/21 Motion to adjourn (8:51 PM) was made by Sherry Smardon, seconded by Cassidy Martin and carried unanimously.***

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