

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

December 6, 2022

Superintendent Valerie Bruneau called the meeting to order at 7:00 PM. Present were Board members Cassidy Martin, Sherry Smardon, Rod Perry, Clark Stearns, Gracie Martin and Lisa LaBelle. Administrators present were Principal Ann Knowles, Special Ed Director Susan Costa (online) and Finance Coordinator Tim Smith (online). Others present was First Selectman Gary Greenberg.

The Board recited the Pledge of Allegiance.

2. COMMENTS FROM THE PUBLIC: None

3. COMMUNICATIONS TO THE BOARD:

Letters of intent were received from Kaitlyn Shafer and Britney Santiago who would like to be considered for the Board vacancy.

4. NOMINATION OF BOE CHAIR:

Nominations were opened for Election of Officers.

#1-22/23 Sherry Smardon nominated Cassidy Martin for Board Chair, seconded by Gracie Martin. The vote to elect Cassidy Martin for Board Chair carried unanimously.

NOMINATION FOR BOE VICE-CHAIR:

#2-22/23 Sherry Smardon nominated Lisa Labelle for Board Vice-Chair, seconded by Gracie Martin. The vote to elect Lisa Labelle for Board Vice-Chair carried unanimously.

NOMINATION FOR BOE SECRETARY:

#3-22/23 Sherry Smardon nominated Rod Perry for Board Secretary, seconded by Gracie Martin. The vote to elect Rod Perry for Board Secretary carried unanimously.

5. APPROVAL OF MINUTES

• Regular Meeting of November 1, 2022:

#4-22/23 Motion to approve the regular meeting minutes from November 1, 2022, made by Sherry Smardon with the follow correction: Item #6 – correct the spelling for Business Manager Ron Melnik. The motion was seconded by Gracie Martin and carried with abstention by Sherry Smardon.

6. OPPORTUNITY TO ADD OR DELETE AGENDA ITEMS:

#5-22/23 Motion to change Item under Board Business to Enrollment, Enumeration, EV Charging Station (Discussion), made by Sherry Smardon, seconded by Lisa Labelle and carried unanimously.

7. CELEBRATIONS:

- The 1st Annual Community Dinner held at the school went very well with about 50 in attendance and great conversations with families and some community members who did not have kids in school.
- The Board was thanked with poinsettias for the wonderful attention to the kids, staff and the school.

8. REPORTS

A. Chairperson’s Oral Report - CABE Conference:

Sessions attended by the Board at the CABE Conference included: Collective Bargaining (trends in the state), Board Chairs check-in, Advocacy issues (Special Ed funding is a big issue), White Spaces (adding culture), the Arts (importance for schools), Dealing with the Media in schools (should have a policy).

B. Superintendent’s Report:

- The Board was thanked for their commitment to PD by attending the CABE Conference.
- Signs are on both sides of the bench thanking Scott Sears who made it.
- Working on the budget with the Business Manager, Principal and Special Ed Director.
- Enrollment is down with individual family decisions to travel and homeschool (will return in the spring).
- The Business Manager is working on contracts (reviewing existing contracts to see if they could be handled by new tech service).
- Watching oil prices and looking at working cooperatively with other towns (in consortium or using Dime) to lock in price for next year.

C. Principal’s Report (include tech and PD Updates:

- Enrollment is at 95 students.
- The Hot Lunch program has about the same number of students (61%) and Breakfast (36%-40%).
- Curriculum training continues with 30-minute individual session available for each teacher (one teacher has responded).
- Getting ready for SBAC that will be held in May.
- PD will be held in January after return from vacation.
- A Music Concert will be held the day before vacation with parents invited to attend.
- There has been a lot of sickness going through the school with mostly students out.
- The Community Dinner was wonderful as a great kickoff to the holiday and a great opportunity for Student Council members to serve the community.

D. Special Education Report:

- Special Ed teachers are working on progress reports for students with individual goals and objectives to go out with the report cards.
- The identification rate for the district has gone up with 5 students identified in the younger grades that will be provided with early intervention services. Total population is about 25.

E. Financial Report and Contract Updates:

Rod Perry asked if Special Ed Transportation to Green Valley School will continue (student is no longer attending) and Maintenance that usually goes overbudget (40% expended so far for routine maintenance). The Food Service contract is paid for the entire year (should not be any other expenses).

#6-22/23 Motion to approve Financial Report dated 11/28/22, made by Rod Perry, seconded by Gracie Martin and carried unanimously.

F. PTO Report:

Britney Santiago presented the PTO report. The Town Tree Lighting with the Rec Department and Fire Department went really well after being postponed. The gaga ball pit was ordered for the Gym teacher. The Popcorn/Cotton Candy Fundraiser is done and went out. A Winter Movie Night is scheduled for January 13th. Will reach out to the Rec Department to make some events (like the Easter Egg Hunt) more community-wide to include homeschooled kids and others not in school yet.

G. Shared Services Updates:

Valerie Bruneau has talked to extended towns about ways to plan for shared services and is making progress charting possible open positions and part-time staff who want full-time to share with other

towns (some part-time staff already work in 2 towns). Lisa Labelle asked about sharing Food Services (would need to have full-time employee with dual role or work with another town - CES and Parish Hill are not in a position to go with other towns) and if any steps are being taken for sharing Central Office (could look at if Administration positions become open for 2 of the 4 entities).

H. Committee Reports:

CABE/EASTCONN, Readiness Council, Policy Committee, Personnel Committee, Technology, Finance, Facilities, and Climate Survey Committee

EASTCONN – EASTCONN is offering free auditing of K-3 Literacy on December 22nd (new legislation on 6 Reading programs was approved by the state with no state waiver out yet).

CABE – Rod Perry suggested inviting Nick Caruso from CABE in February for new Board members.

School Readiness – Working with the liaison from EASTCONN on policies and getting ready for NEAYC accreditation.

9. BOARD BUSINESS

I. Items for Discussion & Actions

1. Vote/appoint new member to fill vacancy (Action Anticipated):

#7-22/23 Motion to consider Kaitlyn Shafer and Britney Santiago to fill the Board vacancy, made by Clark Stearns, seconded by Lisa Labelle. Britney Santiago was selected by the following vote by paper ballot:

Kaitlyn Shafer: Clark Stearns.

Britney Santiago: Cassidy Martin, Sherry Smardon, Lisa Labelle, Gracie Martin, Rod Perry.

Rod Perry expressed thanks for having two excellent candidates.

#8-22/23 Motion to appoint Britney Santiago to fill the Board vacancy, made by Sherry Smardon, seconded by Gracie Martin and carried unanimously.

2. Subcommittee vs. Liaison Assignment (Discussion):

Valerie Bruneau has found Liaison Assignments to be successful. Each Board member would meet with the Superintendent and Principal on selected topic (choose from Curriculum & Administration, Policy, Community Relations, Finance, Infrastructure Health & Safety, Technology, Regional Issues Special Programs) and report back to the Board. Lisa Labelle would like to add advocacy (Legislators meet in January to set policies with Special Ed funding a big issue) and suggested writing letters to state legislators (Mae Flexer, Doug Dubitsky, Pat Boyd).

3. Vote to accept review of 2000's policies (Action Anticipated):

#9-22/23 Motion to accept review of 2000's policies, made by Clark Stearns, seconded by Gracie Martin and carried with abstention by Sherry Smardon.

9000's Policies will be presented next month for review.

4. Vote to approve Capital Expenses (Action Anticipated):

The Board was asked whether to take 2 Capital Expenses (\$1,249 for snowblower, \$3,960 for Well Panel) out of the General Fund or the CNR Fund. Clark Stearns expressed concerns about transferring CNR funds now and suggested waiting until April to see how the budget is. Gary Greenberg expressed concerns about the heating system not having active alerts and recommends adding active alerts that would send text alerts to people involved (Valerie will get written explanation for remote notifications of the alarm system for the water and heat). The Town approved the Board to revisit using CNR Funds to cover paid Capital Expenses for a snowblower and panel before the end of the current fiscal year.

5. Enrollment, Enumeration, EV Charging Station (Discussion):

Gary Greenberg asked if enumeration is being done (BOE function per state statute) to verify enrollment and make sure there aren't any school aged children not being accounted for (Valerie reported the school is in compliance with verifying children in Scotland, homeschooled children require a letter of intent - current total is 20). Sherry Smardon suggested contacting UCONN or EASTCONN to do enumeration as a student project (Gary suggested contacting CAFE).
EV Charging Station – Eversource has proposed installing an EV Charging Station (will cover all installation and half the cost of the device with net cost to the town about \$3,500). The school and library were identified as good places for installation and would be available for anyone to use (proposing a pole in front of the school sign with the charging station in a parking space out front). Gary Greenberg will move forward with the project and bring proposal for approval at the next meeting.

6. Calendar for BOE meetings for 2023 (Vote Anticipated):

The Board was presented with 2023 Meeting Dates. Meetings are held on the first Tuesday of the month in the SES Library at 7pm.

#10-22/23 Motion to approve proposed BOE Meeting Schedule for 2023, made by Sherry Smardon, seconded by Lisa Labelle and carried unanimously.

J. Old Business Updates: Town Resolution (Gary Greenberg):

Discussion was held regarding Town Resolution for Capital Non-Recurring Fund (overseen by the town). There is concern about reference to the statute for percentage of surplus that can be used (will look into removing it). Gary Greenberg recommends the Board have a Procurement Policy (with a bidding process that needs to comply with CHRO requirements) and a 5-year Capital Plan.

10. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS:

Lisa Labelle would like to send a notice out to the public to help them understand the budget process (Gary suggested a special meeting to give the public the opportunity to ask questions).

11. OTHER ACTION ITEMS: None

12. UPCOMING MEETINGS

- **Regular Board Meeting January 10, 2023**
- **Items for Next Meeting and Assignments:** Capital Procurement Policy, Liaisons, Charging Station, Schedule Nick Caruso from CAFE for February, Advocacy, 9000's Policies

13. ADJOURNMENT:

#11-22/23 Motion to adjourn (9:20 PM) made by Sherry Smardon, seconded by Gracie Martin and carried unanimously.

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

**SCOTLAND BOARD OF EDUCATION
Board Policy**

Administration

Concept, Goals and Rules in Administration

Within the guidelines established by Board of Education policy, law and employee agreements, the superintendent shall direct and coordinate the administrative staff in implementing the educational philosophy, and achieving the goals and general objectives of the board of education. The Board of Education expects the administration to demonstrate leadership in addressing problems which may arise both inside the school system and in its relations with the community. The administration is expected to foster good working relationships with the community for the achievement of common goals.

SCOTLAND BOARD OF EDUCATION
Board Policy

Administration

Board-Superintendent Relationship

The Superintendent shall be the Chief Executive Officer of the Board of Education and shall be responsible for the professional leadership and possess the skill necessary to translate the will of the Board into administrative action.

The Superintendent shall be responsible for all aspects of school operation and for such duties and powers pertaining thereto as the Board may direct or delegate. The Superintendent may delegate responsibility and the authority necessary to discharge it to other officials and so develop such procedures and regulations as she/he considers necessary to ensure efficient operation of the school.

The Board assumes that the Superintendent is professionally able and possesses outstanding qualities of leadership, vision, and administrative skills, and that the Superintendent will implement all policies of the Board in good faith.

The Board extends to the Superintendent full responsibility for implementation of Board policy decisions. It is incumbent on the Superintendent to recognize policy implications of administrative problems which arise. In order that the Superintendent may provide effective leadership, the Board will delegate to the Superintendent those powers which it considers advisable to do so. The Superintendent can expect the Board to support the Superintendent's decisions and administration of the school system.

SCOTLAND BOARD OF EDUCATION
Board Policy

Administration

Administrative Staff Organization

The Superintendent shall organize the staff of the school system to achieve its purposes. The Superintendent shall be the executive responsible to the Board of Education and shall identify lines of responsibility for all employees.

SCOTLAND BOARD OF EDUCATION
Board Policy

Administration

Professional Development

The Board of Education recognizes the importance of professional development opportunities for new and experienced administrators. Administrators should provide positive role models for other staff and students by adopting the dual roles of teacher and learner. Formal acknowledgement of the importance of these reciprocal roles and responsibilities will lead to sustained professional growth and learning among administrative staff, which will, in turn, benefit the school community.

A philosophy that promotes continued learning for all educators should permeate professional development programs and practices. The philosophy should specifically support different learning needs, based on experience, and an investment in the professional growth of future school leaders:

1. Innovative programs should be developed and established for teachers who aspire to administrative positions.
2. For new administrators, a comprehensive orientation should include broad-based exposure to district practices and resources, provision of mentor support from experienced administrators, and development of an individualized professional growth plan that targets priority learning needs.
3. For experienced administrators, flexible professional development opportunities should be entertained, allowing for career advancement support and long-term areas of professional pursuit.

All administrators should be exposed to professional growth opportunities and educational practices that address ways to foster excellence, diversity and equity in the school community. Professional development programs should be developed to assist and alert participants to issues related to the impact of racial, ethnic, and gender bias in the classroom, in the school, and in the broader community.

SCOTLAND BOARD OF EDUCATION
Board Policy

Administration

Lines of Responsibility

Lines of responsibility in the school district shall be structured to:

1. Develop educational programs most appropriate for students.
2. Clarify responsibility from students through teachers, administrator and the Superintendent, to the Board of Education.
3. Tell each member of the staff to whom she/he is responsible and for what function.
4. Whenever possible, have each member of the staff responsible to only one immediate supervisor for any one function.
5. Designate a person to whom a staff member can appeal a disagreement with the person to whom the member is directly responsible.
6. Inform each staff member to whom she/he can go for help in working out her/his own functions in the district program.
7. Keep each staff member advised of policies, functions and progress of the district.

SCOTLAND BOARD OF EDUCATION
Board Policy

Administration

Superintendent of Schools

The Board of Education will elect and set the term of office and salary of a Superintendent who serves as the chief executive officer of the board and has authority and responsibility for the supervision of the school system.

At the request of the Superintendent, the board shall provide a written contract of employment which includes salary, benefits and term of office of the superintendent.

Each year, the board will evaluate the Superintendent in accordance with guidelines and criteria mutually determined and agreed upon by both the board and the Superintendent.

Legal Reference: Connecticut General Statutes
 10-157 Superintendents