

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 10, 2023

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

The Board recited the Pledge of Allegiance.

2. COMMENTS FROM THE PUBLIC: None

3. COMMUNICATIONS TO THE BOARD: None

4. APPROVAL OF MINUTES

- **Regular Meeting of December 6, 2022:**

#1-22/23 Motion to approve the regular meeting minutes from December 6, 2022, made by Sherry Smardon with the following correction: Correct the spelling for Brittany Santiago. The motion was seconded by Gracie Martin and carried with abstention by Brittany Santiago.

5. OPPORTUNITY TO ADD OR DELETE AGENDA ITEMS: None

6. CELEBRATIONS: Welcome to new Board member Brittany Santiago.

7. REPORTS

A. Chairperson's Oral Report: No Report

B. Superintendent's Report & Budget update:

- Grants - Waiting for School Mental Health Grant (response expected in 2 weeks). Received Enrollment Grant (\$11,000) as addition to School Readiness (will use for PreK speech evaluations).
- Working on Special Ed costs for next year with referrals and return of an outplacement. Identification rates are high partly due to PreK.
- Contractor work for the last AC in grades 5 & 6 was checked with a leak found in the pump room at the copper pipe joint (4-inch pipe) and 2- 90 degree elbows at the solder joint (confirmed to be a domestic water pipe – not fire suppressant). EDS Mechanical replaced the pipe with propress fittings and a ball valve. Cost is approximately \$6,000 for pipe, fittings and 3 hours labor (Rod asked for itemized bill).
- Working with Superintendents from Hampton and Chaplin on potential for sharing staff.
- Do not need to apply for waiver to comply with K-3 Reading program (Curriculum Committee picked Into Reading that is on the state's list).
- Thanks to Ann for the outdoor "Visitor Parking" sign that is the 1st spot out front.
- Doing the best to keep costs down to regulate temperature. Oil prices range from \$3.11 to \$3.89 gallon - offered \$3.15 gallon and locked in the price.
- Nick Caruso from CABA will attend the February 7th Board meeting.
- EASTCONN is on track financially with no hidden costs (minimal cost for additional assistance with the website).

- Ron Melnik is not able to continue as Business Manager due to medical issue (has been available by email and phone). Reached out to CASBO and have 4-5 potential candidates for the position.
- Working on the budget and will present at the next meeting. Insurance is unknown and may be as high as 25% with the remainder of the budget projected with minimal increase.

C. Principal's Report:

- Enrollment is at 94 students.
- The lunch program and breakfast are at the highest it's been this year.
- Two Paras resigned from the Early Bird program (free service) that has 11 students (6 are staff member kids). Sharing monitoring with another Para.
- There has been a lot of sickness in December with several relapses and subs here almost every day.
- Into Reading was picked by the Curriculum Committee with ongoing PD and working in teams. Will concentrate on training for new math curriculum for next year.
- SBAC is scheduled for May.
- The next PD for staff will be held on February 17th with no school for students.
- Continuing work with the PTO on community outreach.
- A Calendar of SES events will be shared with Hampton Elementary, Chaplin Elementary and Parish Hill so families won't have to be at two places at the same time (possibly holding events together).

D. Special Education Report:

- Continuing to hold PPT meetings and doing a great job meeting compliance timeline.
- There is a slight increase in identifications due to new referrals and new students moving in.
- Working on the budget (looking at current needs).
- The new CT SEDS is more efficient in getting out IEPs (Deb has done a great job working with the staff in my absence).

E. Financial Report:

The EFS and SEECG Reports to the state were completed by the deadline (avoiding costly penalties). The new Readiness Enrollment Grant will be added to the finance system this month. Doing better than expected with heating costs due to negotiations with Dime Oil. The new ECF reimbursement through E-rate (\$12,000) is for discount on Chromebooks purchased in the prior year. Building Repair & Maintenance will continue to be a concern with some systems showing a little wear.

- Clark Stearns asked why salaries for Teachers and Instructional Aides is not the same percentage (Paras are paid on a 10-month scale, Teachers on a 12-month scale) and asked about percentage for Workers Comp (paid quarterly).

#2-22/23 Motion to approve Financial Report dated 12/28/22, made by Rod Perry, seconded by Gracie Martin and carried unanimously.

F. PTO Report:

Brittany Santiago presented the PTO Report. Winter Movie Night will be held this Friday (1 permission slip has been received so far). The February fundraiser is Paper Heart Valentines (asking for parent volunteers to make) that will be sold in the office to write messages on and displayed on classroom doors. The Munson Chocolate Fundraiser will go out with delivery in time for Easter. Will work with Parish Hill on Easter Egg Hunt and open to the public to encourage homeschooled and younger kids to attend.

G. Committee Reports:

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

School Readiness – A Board member is needed for the School Readiness Council.

8. BOARD BUSINESS

A. Items for Discussion & Actions

1. Review of 9000's policies (#9000, 9010, 9020, 9030, 9040, 9110, 9120, 9212, 9221, 9222, 9325, 9240, 9250 – Discussion):

The Board reviewed the 9000's policies. Changes were made to 9221 (Appointments – remove regularly scheduled in both sentences in the 1st paragraph) and 9222 (Removal from Office should read – A Board officer may be removed from his/her position by a two thirds (2/3) vote of the membership of the whole Board but they remain on the Board for the duration.)

2. Liaisons (Vote to accept/Assigned Anticipated):

Cassidy Martin suggested the following liaison assignments based on interests and focus:

Curriculum & Instruction – Gracie Martin
Policy – Cassidy Martin
Community Relations & School Readiness – Brittany Santiago
Finance – Clark Stearns
Infrastructure, Health & Safety – Sherry Smardon
Technology & EASTCONN – Rod Perry
Regional Issues & Special Programs – Lisa Labelle
Advocacy falls under each category

Sherry Smardon asked for role descriptions and asked where negotiations fall (a committee will be setup before negotiations begin).

#3-22/23 Motion to approve suggested liaison roles for the upcoming year, made by Sherry Smardon, seconded by Lisa Labelle and carried unanimously.

B. Old Business Updates:

- Lisa Labelle asked about communication to the public on the budget process (will discuss at the next meeting) and suggested sending out information from Board meetings (Sherry suggested sending out a Board Report quarterly).
- Brittany Santiago reported the PTO is trying to work something out for childcare by Parish Hill highschoolers in the gym to encourage parents to attend (a signup could be included in the Principal's Report). Clark Stearns suggested checking on liability (Rod suggested checking with Nick Caruso from CABE).

9. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS: None

10. OTHER ACTION ITEMS:

Lisa Labelle presented draft letter to legislators regarding the Special Ed Funding Formula. The Board is asked to review the letter and send any changes to Cassidy Martin who will mail out letter on behalf of the Board (the Board is encouraged to contact legislators on their own as well).

11. UPCOMING MEETINGS

- **Regular Board Meeting February 7, 2023**
- **Items for Next Meeting:** Nick Caruso (CABE) will be present, capital projects/expenditures, contract reviews, vote on policy updates/changes, budget, budget process and informational meeting, Board Newsletter

12. ADJOURNMENT:

#4-22/23 Motion to adjourn (8:28 PM) made by Sherry Smardon, seconded by Gracie Martin and carried unanimously.

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