

Minutes
THOMASTON BOARD OF EDUCATION
Regular Meeting
Thomaston Town Hall – Meeting Room One
Monday, August 18, 2014
7:00 p.m.

- Members:
- Roxy Fainer, Chairperson
 - Kathleen Freimuth, Vice Chairperson
 - Anne Petrucci, Secretary
 - Alexander Lee, Treasurer
 - Beth Campbell
 - Carol Cervellino
 - Rebecca Guay
 - Jennifer McDonald
 - Maureen McMahon
 - Francine Coss, Superintendent

Minutes

Members Present: Roxy Fainer, Kathleen Freimuth, Alexander Lee, Beth Campbell, Carol Cervellino, Becky Guay, Jennifer McDonald, Maureen McMahon, Anne Petrucci and Francine Coss

Staff Present: John Perrucci, High School Principal, Jonathan Kozlak, Black Rock School Principal, Mike Aftowski, High School Assistant Principal

Public Present: Chip Hungerford, Carolyn Morrison, Robbie Robby Piazzaroli, Deb Schriver

- I. **Establishment of a Quorum and Call to Order:**
Roxy Fainer established a quorum and called to order the Regular Meeting of the Board of Education at 7:04 p.m.
- II. **Pledge of Allegiance:**
Roxy Fainer led the Pledge of Allegiance.
- III. **Approval of Agenda:**
Anne Petrucci **MOVED** and Kathleen Freimuh **SECONDED** to accept/approve the agenda as presented. Discussion followed.

Discussion:
Becky Guay amended the original **MOTION** to fast track Policy 5113 – Attendance and Truancy and Policy 5123 – Retention and Promotion to action items.

Anne Petrucci **MOVED** and Beth Campbell **SECONDED** to accept/approve the agenda as amended.
MOTION CARRIES 9-0-0

IV. Approval of Minutes:

Discussion:

Kathleen Freimuth requested a change to the Special Meeting minutes dated July 14, 2014 to reflect her absence at the meeting.

Anne Petrucci **MOVED** and Becky Guay **SECONDED** to accept/approve the Regular Meeting of the Board of Education minutes dated July 14, 2014, and the Special Meeting minutes dated July 21, 2014 as presented and the Special Meeting minutes dated July 14, 2014 as amended.

MOTION CARRIES 8-1-0

V. Superintendent's Report:

Five Year Strategic Operating Plan:

Francine Coss explained the update to the Five Year Strategic Operating Plan.

2014 Plan of Conservation and Development Update:

Francine Coss explained that the Committee is looking for feedback on the document by September. She will share feedback with the Committee on behalf of the Board.

Emergency Operations Plan:

Francine Coss explained the Emergency Operations plan has been updated and will be given to each school to personalize for their own needs. Additionally, she explained that this plan mimics a plan that had been used at Thomaston High School and in years prior at the two Elementary Schools. The plan uses an "all hazards" approach. This year the schools will all be having three drills in addition to regular Fire Drills: Evacuation, Lockdown, and Shelter in Place.

Hazardous Communication Program:

Francine Coss explained that a list of chemicals used in each school is required by law. George Newsome, District Chemical Hygiene Officer, maintains this information.

ED166 School Discipline Report:

Francine Coss explained that the ED166 School Discipline Report shows that discipline referrals have declined compared to last year. Additionally, she pointed out that in the 2013/2014 year all of the schools were not reporting electronically, which shows that are numbers have gone down even though we have increased our reporting.

Enrollment Report:

Francine Coss explained the Enrollment Report shows July and August 2014. Additionally, she explained the PSIS Quarterly Report received from the Department of Education shows a decline in enrollment for Thomaston students attending Magnet Schools when compared to the previous year.

Administrator Reports:

Francine Coss explained that the Board received reports from each Administrator. Additionally, she presented information related to Personnel, Records, and an Out-of-State Field Trip.

1. Personnel:

a. Resignations/Retirements:

- *Kristin Thornton, School Secretary, Thomaston High School, resignation effective August 1, 2014*
- *Michelle Smith, Paraprofessional, Black Rock School, resignation effective July 31, 2014*
- *Judith Olsen, Paraprofessional, Black Rock School, retirement effective August 22, 2014*

b. New Hires:

- *Michael Aftowski, Assistant Principal, Thomaston High School, new hire effective July 30, 2014*
- *Francesca Ciniglio, Spanish Teacher, Thomaston High School, new hire effective August 22, 2014*
- *Jaimee Hustek, Guidance Counselor, Thomaston Center School, new hire effective August 22, 2014*

2. Schedule K Positions:

3. Record Disposition Authorization:

- *Special Education Records for students who have been out of the District for 6 years.*

4. Field Trips Out-of-State:

- *Carol Wright, Senior Class, September 17, 2014, Eastern States Exposition, West Springfield, MA*

Discussion:

Becky Guay asked about why Coaches were not listed with the Schedule K Assignments. **Francine Coss** explained that the list of Coaches was not received; the Board can expect to approve the list of Coaches at the September meeting.

Jennifer McDonald asked if job descriptions for Schedule K positions were being reviewed. **Francine Coss** replied that all job descriptions were being reviewed and that Schedule K positions would be included in that review.

Kathleen Freimuth asked if teams would still be able to start if Coaches hadn't been approved yet. **Francine Coss** explained that the hiring of Coaches would be treated the same as any other employee's hire were they would be hired by the Superintendent and the Board would then approve the hire.

Anne Petrucci **MOVED** and Kathleen Freimuth **SECONDED** to accept/approve Resignations and New Hires, and Schedule K Positions as presented.

MOTION CARRIED 9-0-0

Kathleen Friemuth **MOVED** and Jennifer McDonald **SECONDED** to accept/approve the Records Disposition Authorization as presented.

MOTION CARRIED 9-0-0

Jennifer McDonald **MOVED** and Kathleen Freimuth **SECONDED** to accept/approve the Out-of-State Field Trips as presented.

MOTION CARRIED 9-0-0

Discussion:

Anne Petrucci asked about the progress with the universal field trip approval form.

Francine Coss responded that she would be presenting the form to Administration at the next Administrator's meeting.

VI. Committee Reports:

1. Budget/Audit Committee

a. Reports:

- *Facilities*
- *Diesel Bid*
- *Food Service Contract*
- *Kelly Services*

b. Finance Reports:

- *2013 – 2014 Budget*
- *2014 – 2015 Budget*
- *Transfers – July 2014*
- *2012 – 2015 Grant Report*
- *Reallocation of Unexpended Capital Funds*
- *Business and Finance Report*

c. Action Items:

- *Monthly Business and Financial Report*
- *2013- 2014 Expenditures*
- *July 2014 Monthly Transfers*
- *July 2014 Transfers*

Alexander Lee **MOVED** and Kathleen Freimuth **SECONDED** to accept/approved Monthly Business and Financial Report, 2013 – 2014 Expenditures, and July 2014 Expenditures and Transfers as presented.

MOTION CARRIED: 9-0-0

2. Policy Committee:

a. Reports:

- CABE Policy Audit Series 0000 (Mission – Goals – Objectives)

- CABE Policy Audit Series 9000 (By Laws)
 - Policy 2151 – Recruitment and Selection of Administrators
 - Job Descriptions
 - Administration:
 - *Policy 2131(a) – Superintendent of Schools*
 - *Policy 2133 – Principals*
 - *Policy 2133.11 – Assistant Principals*
 - *Policy 2134(a) – Director of Business Manager*
 - *Policy 2135(a) – Director of Pupil-Personnel Service*
 - *Proposed Policy 2135.1 – Director of Curriculum, Instruction, and Assessment*
 - Resource for Discussion:
 - *Policy 2300 – Statement of Ethics for Administrators*
 - *Policy 2300.1 – Statement of Standards for School Leaders*
 - *Common Core of Leading: Connecticut School Leadership Standards*
 - *Policy 5139 – Participation Fees for School Activities **and** Policy 6161.2 – Care of Instructional Materials*
 - To define “Take Home” Protocol for District – Purchased Technology
 - *Sample Technology Roll Out Calendar*
 - *Resources for Discussion*
 - *Policy 6141.321 – Acceptable Use*
 - *WAMOGO – BYOD Policy*
 - *WAMOGO – 1:1 Information*
 - *WAMAGO – 1:1 Agreement Form*
- b. Action Items:
- *Policy 5113 – Attendance and Truancy*
 - *Policy 5123 – Promotion and Retention*

Discussion:

Francine Coss explained the process in which the Policy Audit works. Additionally, she explained the Policies that were discussed during the Policy Committee meeting.

Kathleen Freimuth **MOVED** and Anne Petrucci **SECONDED** to accept/approve Policy 5113 - Attendance and Truancy and Policy 5123 – Promotion and Retention as presented.

MOTION CARRIED: 9-0-0

VII. Public Participation:

The Board welcomes public participation in accordance with Thomaston Board of Education Policy 9325(a) - Bylaws of the Board - Meeting Conduct. Specifically, provision for permitting any individual or group to address the Board concerning any subject that lies within its jurisdiction shall be as follows:

- *Five minutes may be allotted to each speaker and a maximum of twenty minutes to each subject matter.*

- *No boisterous conduct shall be permitted at any Board of Education meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the chair, of that person's privilege of address. If necessary, the Chairperson may clear the room so that Board members may continue the meeting.*
- *No oral presentation shall include charges or complaints against any employee of the Board of Education, regardless of whether or not the employee is identified in the presentation by name or by another reference that tends to identify an individual. All charges or complaints against employees shall be submitted to the Board of Education under provision of Board of Education policy. The Thomaston Board of Education is confident you will observe the rules of common courtesy.*

Public Comments:

Chip Hungerford asked if we have done our due diligence with background checks for Administrators and if the District uses the same procedure for Administrators that is used for teachers. **Francine Coss** responded that the same procedure is used for all employees.

Chip Hungerford also asked if we have started an exit interview process for staff leaving the school system. **Francine Coss** responded that she has collected several Districts exit interviews for both students and employees and additionally we have a policy regarding exit interviews. Additionally, she will be providing anyone who is leaving the District with a packet, but they can't be required to complete it.

Deb Schriver expressed her concern regarding the changes to Out of District bus stops. Her concerns specifically were related to the safety issue with student's being left at the High School and having to walk across town if their parents could not provide transportation. **Francine Coss** responded the decision was made for the student's safety and traffic safety issues. Additionally, she noted that this was her decision and not a Board decision.

Carolyn Morrison expressed her concerns regarding the changes to Out of District bus stops. Specifically she was requesting that a second stop be added in the center of town for students who go to the Town Library after school until their parents can pick them up. **Francine Coss** thanked her for her comments.

Adjournment:

Kathleen Freimuth **MOVED** and Anne Petrucci **SECONDED** to adjourn the Regular Meeting of the Board of Education at 7:31p.m.

MOTION CARRIED 9-0-0