

**REGIONAL SCHOOL DISTRICT NO. 17
BOARD OF EDUCATION
REGULAR MEETING
DECEMBER 5, 2006**

A meeting of the Regional School District No. 17 Board of Education was held December 5, 2006, at the Haddam-Killingworth High School. Board of Education Chair Robert Baranoff called the meeting to order at 7:35 p.m. The Pledge of Allegiance was recited.

Members present: Diane Stock, Amy Jacques-Purdy, Nancy Gorski, Robin Chasse, Robert Baranoff, Richard Cabral, Mark Almeida, and John O'Leary. Michael Trahan arrived at 7:51 p.m.

Members absent: Jo Ferjak and Daniel Cronin.

Also present: Student representative Kelsey Sokol, Superintendent of Schools Gary S. Mala and Director of Fiscal Operations Martha Vaughn.

Audience of Citizens

None.

Report from Student Representatives

Kelsey Sokol reported that the student representatives will begin meeting with Mrs. Luoma each month before the meeting in order to bring information from students to the Board. In addition, they will send surveys out through the Student Council to find out what topics students would like the student representatives to bring to the Board for discussion.

Approval of Minutes

Mr. Almeida **MOVED** and Ms. Jacques-Purdy **SECONDED** that the Board approve the minutes of the November 7, 2006, regular meeting as presented. Motion passed unanimously.

Mr. Almeida **MOVED** and Ms. Jacques-Purdy **SECONDED** that the Board approve the minutes of the November 21, 2006, special meeting (Education Subcommittee) as presented. Motion passed unanimously.

Board Committee Reports

1. **Facilities and Transportation Subcommittee** – Mr. Almeida reported that the following topics were discussed at the November 16 meeting. (1) Park and Recreation and Youth and Family Services will be moving into the Central Office. Both Frank Sparks and Cheryl Chandler were in attendance and both are willing to move into the building. There will be storage space in the existing middle school for Park and Recreation. Mr. Mala will work with them on developing a plan for space utilization; (2) purchasing one or two vans; and (3) capital improvement plan for the district.

2. **Building Subcommittee** – Ms. Stock reported that at the last meeting the committee discussed the parking spaces at the new middle school and the purchase of a few more technology items, which were approved at the last Board meeting. The opening of the new school is still on schedule.
3. **Education Subcommittee** – Mr. Baranoff reviewed the topics discussed and approved at the November 21 Education Committee: (1) Approved outsourcing security of the new middle school to Murphy Security Service; (2) approved a maintenance vehicle with a sander and snow plow, not to exceed \$38,000; (3) approved an additional 18 laptops and software licenses per a request from the Director of Pupil Services; (4) approved outsourcing of the payroll to Paychex for the 2007 calendar year; (5) approved the Board’s belief statements with some revisions for the strategic plan; (6) discussed the drug and alcohol policy implementation; (7) Mr. Cabral reported on the CABE/CAPSS Convention; (8) discussed legal matters in executive session with no action taken.
4. **Communications Subcommittee** – No report.
5. **Finance Subcommittee** – Mr. Cabral reported that the committee received a tentative budget timeline and budget report summary.
6. **Policy Subcommittee** – Mr. Mala reported that a meeting was held last week to review the third part of the Board of Education’s 6000 policy series and some individual policies. The Board will vote on the first reading of these policies at the next meeting.
7. **Negotiations Subcommittee** – An executive session will be held at the end of the meeting.
8. **Prevention Council** – Ms. Stock said approximately 60 people attended a presentation of the Search Institute Survey.
9. **LEARN** – No report.
10. **Park and Recreation** – No report.
11. **Haddam Board of Selectmen** – No report.
12. **Killingworth Board of Selectmen** – No report.
13. **Alternative Energies Task Force** – A meeting will be held tomorrow evening (12/6)

Ms. Jacques-Purdy *MOVED* and Mr. Almeida *SECONDED* that the Board add the topics “Formation of Audit Committee” and “Approval of Spanish Honor Society field trip to New York on December 16” under new business. Motion passed unanimously.

Mr. Almeida **MOVED** and Ms. Jacques-Purdy **SECONDED** the Board add the topic “Possible ratification of the contract between the Regional School District No. 17 Board of Education and the Haddam-Killingworth Support Staff Association from July 1, 2006 through June 30, 2010” as item 13A. Motion passed unanimously.

Library Automation System

Mr. Mala reported that a meeting is scheduled for Thursday afternoon with Follett to get the specifics of the library automation system for the new middle school and how the Library Media Centers can be connected. A report will be made at an Education Subcommittee meeting.

Approval of High School Math Textbook

Mr. Mala noted that math teacher Wendy Adametz made a presentation at the November 14 Curriculum Council regarding the purchase of a new pre-algebra math textbook for high school students. The Curriculum Council approved the textbook and forwarded it to the Board for approval. The funds for the textbooks had been set aside in this year’s budget. Thirty textbooks will be ordered.

(Mr. Trahan arrived)

Mr. Cabral **MOVED** and Ms. Stock **SECONDED** that the Board approve the Houghton Mifflin/McDougal Littell Pre-Algebra textbook. Mr. Cabral **AMENDED** the motion and Ms. Stock **SECONDED** the amendment to state that the cost of the textbooks should not exceed \$2,500. Motion passed unanimously.

Approval of High School Band and Chorus Trip to Philadelphia, PA

Mr. Cabral **MOVED** and Ms. Jacques-Purdy **SECONDED** that the Board approve a high school band and chorus trip to Philadelphia, Pennsylvania, May 16-17, 2007. Mr. Cabral noted that he would like to see the Music Department present a program at the CAFE Convention next year. Mr. Baranoff voiced his concern that the \$250 cost for the trip might be a hardship for some students. Mr. Cabral **MOVED** to table the motion pending more information. Ms. Jacques-Purdy **SECONDED**. Motion passed unanimously.

Approval of Technology Contract for Haddam-Killingworth Middle School

Mr. Mala reported that one of the three bids received was withdrawn.

Mr. Cabral **MOVED** and Mr. Almeida **SECONDED** that the Board award the technology contract for the Haddam-Killingworth Middle School to The Technology Group. Motion passed unanimously. The cost of this will come out of the building project budget.

Approval of Spanish Honor Society Field Trip

Mr. Cabral **MOVED** and Ms. Jacques-Purdy **SECONDED** that the Board approve a high school Spanish Honor Society field trip to New York on December 16 to see Don Quixote. Motion passed unanimously. Students will be transported to and from the New Haven train station by a district vehicle.

Formation of Audit Committee

Mr. Mala noted that it is customary for boards of education to form an Audit Committee to oversee the implementation of various internal controls for procedures, policies, and systems in the financial operations of a school district. He recommended that the Board appoint two or three Board members to oversee the internal fiscal control processes that Ms. Vaughn and he will implement. The committee will work directly with the school district's auditors on an annual basis.

Mr. Almeida **MOVED** and Mr. Cabral **SECONDED** the Board appoint an Audit Committee. Motion passed unanimously. Ms. Jacques-Purdy, Ms. Gorski, and Mr. Baranoff will serve on the committee.

From the Chair

1. **Action on Board of Education's Belief Statements** – Mr. Baranoff noted that the revised belief statements were in the Board packets. The next step in the strategic plan is to start work on broad goals. A strategic planning meeting will be held January 2, from 5-7 p.m., in the high school Media Center, before the Communications (*correction: Building*) and Finance Subcommittees.
2. **Superintendent and Board of Education Evaluations** - A meeting was scheduled for December 14, at 6:30 p.m., in Central Office, to complete the Board's self- evaluation.

From the Superintendent

1. **December 1 Enrollment Report** – Mr. Mala reported that there are no noticeable changes since the last report. Mr. O'Leary noted the difference in class size between the HES and BES sixth graders. Mr. Mala will review the sixth grade class sizes for the last few years.
2. **2006-07 School Year Priorities – Mid-Year Update** – Mr. Mala noted that the document in the Board packet will give the Board an update of the administrative team's progress. Another report will be given to the Board prior to the April break and also at the end of the year. The topic of staff recognition will be put on an Education Subcommittee agenda.

3. **Update on Correspondence to CT DOT** – Mr. Mala referenced a letter he wrote to the State Traffic Commission in which he requested a traffic signal at the entrance of the new middle school and a reduced speed limit sign to be installed in both the northbound and southbound directions on Route 81. He has spoken with State Representative Brian O'Connor. Mr. Mala noted that a similar situation existed at the Morgan and Clinton Crossing entrance and, therefore, the precedent has been set.
4. **Correspondence** – Mr. Mala distributed the final 2005-06 Strategic School Profile report as well as the final 2005-06 Special Education Strategic School Profile report and noted these will be placed on an Education Subcommittee agenda. He also distributed a series of e-mails from Youth and Family Services Director Cheryl Chandler regarding a request from Madison Public Schools for a copy of the Search Institute survey results. He noted that the Board had stipulated they be made aware of anyone asking for a copy of the results. The Board asked Mr. Mala to find out why Madison wants the results. Mr. Mala noted that he and Ms. Vaughn met with new Board member Robin Chasse. He introduced the concept of assigning a mentor to new Board members. He also noted that a Honeywell Alert was sent out in response to a threat that had no credibility. However, the district erred on the side of safety and exercised a comprehensive response to a threat written on a privacy screen at the high school. The district worked with the State Police and conducted a comprehensive sweep of the building last night. He commended the custodial staff for their work as well as the administrators and teachers for their response to the incident. There was a back-up plan to dismiss early, which did not need to be utilized. The high school and middle school were evacuated for 20 minutes during the “threat” time. Mr. Baranoff asked Mr. Mala to determine how much this incident cost the district.

From the Director of Fiscal Operations

1. **Information, Proposals, Updates** - Ms. Vaughn reported that Paychex will be on site tomorrow to begin to collect information needed to begin outsourcing the payroll.
2. **Proposed 2007-08 Budget Development Calendar** – Ms. Vaughn reported that budget packets were sent to administrators earlier in the day. Their proposals are due at Central Office by January 3. Meetings will be held with the administrators to discuss their requests. Mr. Cabral will attend the meetings.

Future Meetings

1. January 27 – Board Retreat, 8:30 a.m. – 2:30 p.m.
2. Policy Subcommittee – December 20 at 6:30 p.m. in Central Office
3. Facilities and Transportation Subcommittee – December 13 at 6:30 p.m. in Central Office

Executive Session

Mr. Cabral **MOVED** and Mr. Almeida **SECONDED** the Board enter executive session and invite Mr. Mala and Ms. Vaughn. Motion passed unanimously at 8:51 p.m.

Members present: Diane Stock, Amy Jacques-Purdy, Nancy Gorski, Robin Chasse, Robert Baranoff, Richard Cabral, Mark Almeida, Michael Trahan, and John O’Leary.

Members absent: Jo Ferjak and Daniel Cronin.

Also present: Superintendent of Schools Gary S. Mala and Director of Fiscal Operations Martha Vaughn.

Mr. Cabral **MOVED** and Mr. Almeida **SECONDED** the Board move out of executive session. Motion passed unanimously at 9:10 p.m.

Mr. Almeida **MOVED** and Ms. Stock **SECONDED** the Board approve the contract between the Regional School District No. 17 Board of Education and the Haddam-Killingworth Support Staff Association for the time period July 1, 2006 through June 30, 2010. Motion passed unanimously.

Mr. Almeida **MOVED** and Ms. Stock **SECONDED** that the Board approve the salary of the newly created receptionist position to align with the Head Cook as delineated in the contract agreement with the Haddam-Killingworth Support Staff Association. Motion passed unanimously. It was noted that, while the positions are unrelated in nature, the appropriate pay for the new position is in line with that of Head Cook, and this approach allows us to not add a completely new salary schedule for one position.

Adjournment

Mr. Almeida **MOVED** and Ms. Jacques-Purdy **SECONDED** that the meeting adjourn. Motion passed unanimously at 9:17 p.m.

Respectfully submitted,

Ann Lang, Board Clerk

Approval:

Amy Jacques-Purdy, Secretary

Date

Approved as corrected at the January 2, 2007 Board of Education meeting.