

**REGIONAL SCHOOL DISTRICT NO. 17
BOARD OF EDUCATION
NOVEMBER 7, 2006**

A regular meeting of the Regional School District No. 17 Board of Education was held November 7, 2006, at Haddam-Killingworth High School. The meeting was called to order at 7:30 p.m. by Board of Education Chair Robert Baranoff.

Members present: Amy Jacques-Purdy, Diane Stock, Jo Ferjak, Robert Baranoff, Richard Cabral, Daniel Cronin, Mark Almeida, Michael Trahan, and John O'Leary.

Member absent: Nancy Gorski.

Also present: Superintendent of Schools Gary S. Mala, Director of Fiscal Operations Martha Vaughn, and Board Clerk Ann Lang.

Audience of Citizens

No one asked to speak.

Report from Student Representatives

The student representatives were not present.

Presentation

Jonathan Jennings, of Pavilion Catering (the district's food service provider), gave a brief explanation to the Board regarding the Healthy Food and Beverages in Schools legislation and reviewed the exemptions that the Board tabled at a previous meeting. He and the Board also discussed the regulations surrounding fund raisers. He noted that the deadline to make application for the reimbursement was October 1. If application is made at a later time, the reimbursement would be prorated. It was also noted that the district's wellness policy is more stringent than the state's legislation. The Board discussed whether or not to participate in the program.

Approval of Minutes

Ms. Jacques-Purdy **MOVED** and Ms. Stock **SECONDED** that the Board approve the minutes of the September 19, 2006, Education Subcommittee meeting as presented. Motion passed. Aye: Amy Jacques-Purdy, Diane Stock, Jo Ferjak, Richard Cabral, Mark Almeida, Michael Trahan, and John O'Leary. Abstentions: Daniel Cronin and Robert Baranoff.

Ms. Stock **MOVED** and Ms. Jacques-Purdy **SECONDED** that the Board approve the minutes of the September 28, 2006(A), special Board of Education meeting as corrected. Corrections: page 1, seventh paragraph, third sentence – after “administration”, add “his/her” and “he/she”; page 2, fifth paragraph, first sentence – after “except for”, add “his/her”. Motion passed Aye: Amy Jacques-Purdy, Diane Stock, Jo Ferjak, Robert Baranoff, Michael Trahan, and John O'Leary. Abstentions: Mark Almeida, Richard Cabral, and Daniel Cronin.

Ms. Stock **MOVED** and Ms. Jacques-Purdy **SECONDED** that the Board approve the minutes of the September 28, 2006(B), special Board of Education meeting as presented. Motion passed. Aye: Amy Jacques-Purdy, Diane Stock, Jo Ferjak, Robert Baranoff, and John O'Leary. Abstentions: Mark Almeida, Daniel Cronin, Michael Trahan and Richard Cabral.

Ms. Stock **MOVED** and Ms. Jacques-Purdy **SECONDED** that the Board approve the minutes of the September 28, 2006(C), special Board of Education meeting as presented. Motion passed. Aye: Amy Jacques-Purdy, Diane Stock, Jo Ferjak, Robert Baranoff, and John O'Leary. Abstentions: Mark Almeida, Daniel Cronin, Michael Trahan and Richard Cabral.

Ms. Stock **MOVED** and Ms. Jacques-Purdy **SECONDED** that the Board approve the minutes of the September 29, 2006(A), special Board of Education meeting as presented. Motion passed. Aye: Amy Jacques-Purdy, Diane Stock, Robert Baranoff, and Richard Cabral. Abstentions: Jo Ferjak, Mark Almeida, Daniel Cronin, John O'Leary, and Michael Trahan.

Ms. Stock **MOVED** and Ms. Jacques-Purdy **SECONDED** that the Board approve the minutes of the October 2, 2006, special Board of Education meeting as corrected. Correction: page 1, sixth paragraph – Ms. Stock **SECONDED**, not Mr. Cabral. Motion passed. Aye: Amy Jacques-Purdy, Diane Stock, Robert Baranoff, Mark Almeida, Richard Cabral, Michael Trahan, and John O'Leary. Abstentions: Jo Ferjak and Daniel Cronin.

Ms. Stock **MOVED** and Ms. Jacques-Purdy **SECONDED** that the Board approve the minutes of the October 3, 2006, regular Board of Education meeting as presented. Motion passed. Aye: Amy Jacques-Purdy, Diane Stock, Jo Ferjak, Robert Baranoff, Richard Cabral, Mark Almeida, Michael Trahan, and John O'Leary. Abstentions: Daniel Cronin.

Ms. Stock **MOVED** and Mr. Almeida **SECONDED** that the Board approve the minutes of the October 4, 2006, special Board of Education meeting as presented. Motion passed. Aye: Diane Stock, Jo Ferjak, Robert Baranoff, Richard Cabral, Mark Almeida, and John O'Leary. Abstentions: Amy Jacques-Purdy, Daniel Cronin, and Michael Trahan.

Ms. Stock **MOVED** and Ms. Jacques-Purdy **SECONDED** that the Board approve the minutes of the October 17, 2006, Education Subcommittee of the Board of Education meeting as corrected. Correction: Douglas Stevenson resigned as a Board of Education meeting effective October 17 and should not have been listed as absent: Motion passed. Aye: Diane Stock, Amy Jacques-Purdy, Jo Ferjak, Robert Baranoff, Richard Cabral, Mark Almeida, Michael Trahan, and John O'Leary. Abstentions: Daniel Cronin.

Ms. Stock **MOVED** and Mr. Almeida **SECONDED** that the Board approve the minutes of the October 18, 2006, special Board of Education meeting as corrected. Correction: Douglas Stevenson resigned as a Board of Education meeting effective October 17 and should not have been listed as absent: Motion passed. Aye: Jo Ferjak, Robert Baranoff, Mark Almeida, Michael Trahan, and John O'Leary. Abstentions: Amy Jacques-Purdy, Diane Stock, Richard Cabral, and Daniel Cronin.

Ms. Stock **MOVED** and Mr. Almeida **SECONDED** that the Board approve the minutes of the October 30, 2006, special Board of Education meeting as corrected. Correction: Douglas Stevenson resigned as a Board of Education meeting effective October 17 and should not have been listed as absent: Motion passed. Aye: Amy Jacques-Purdy, Diane Stock, Richard Cabral, Robert Baranoff, Mark Almeida, Michael Trahan. Abstentions: Jo Ferjak, John O'Leary, and Daniel Cronin.

Board Committee Reports

1. **Facilities and Transportation Subcommittee** – Mr. Almeida reported that the transportation bids were discussed at the last Education Committee meeting. The Facilities and Transportation Committee will recommend that they are rejected. Mr. Mala has had four informational sessions for the community and the schools regarding the changes that will take place as a result of the new school opening in January 2007. Park and Recreation Director Frank Sparks will be attending the November 16 Facilities and Transportation Committee meeting to discuss his needs as they relate to use of the existing middle school. The committee will begin its discussion of the capital plan.
2. **Building Subcommittee** – Mr. Almeida reported that the building is on schedule. The committee will meet at the new school tomorrow night at 7 p.m. Most of the contracts have been awarded.
3. **Education Subcommittee** – Ms. Ferjak reported that at the October 17 meeting, the committee heard presentations on K-8 grade reporting, Healthy Foods legislation exemptions, approved the remaining furniture, fixtures, and equipment bids, reviewed the facilities utilization and transportation plan, and discussed the library automation system for the new middle school.
4. **Communications Subcommittee** – Ms. Ferjak reported that at its last meeting, the committee discussed procedures to be used for submission of articles to the Haddam Bulletin. Mr. Mala also reviewed the information sessions regarding the transportation schedule, and web site additions. The committee also received an update on grade reporting.
5. **Finance Subcommittee** – Mr. Cronin reported the committee met prior to this meeting. They welcomed Martha Vaughn and the district's new Director of Fiscal Operations.
6. **Policy Subcommittee** – Ms. Ferjak noted that a meeting needs to be scheduled.
7. **Negotiations Subcommittee** – To be discussed in executive session.
8. **Prevention Council Rep.** – Ms. Stock reported that Youth and Family Services will hold a community night meeting on November 14 to discuss the results of the survey and another meeting on November 16 to discuss internet safety.
9. **LEARN rep.** – Ms. Stock had nothing to report.

10. **Park and Recreation rep.** – Mr. Trahan stated that the Park and Recreation Department is eager to get into the new middle school.
11. **Haddam Board of Selectmen liaison** – Ms. Jacques-Purdy reported that at the last meeting, Mr. Bondi spoke regarding the bill that the town of Killingworth had presented to the district for the new middle school, noting that in the past Haddam has always waived building fees. He also noted his concern about whether or not the \$100,000 bill is in line with the town's charter. Ms. Jacques-Purdy offered to attend the Board of Finance meetings as the Board of Education liaison, instead of the Board of Selectmen meeting.
12. **Killingworth Board of Selectmen liaison** – Mr. Cabral noted that he left the meeting early to attend the Board of Finance meeting.
13. **Alternative Energies Task Force** – No report.

Appointment of Athletic Fields Lighting Building Committee Members

Ms. Stock *MOVED* and Mr. Cabral *SECONDED* that the Board appoint Michael Distefano (Chair), Mark Almeida, Eric Auer, Pete DiGioia, Cathy Gargiulo, Amy Jacques-Purdy, and Gary Sheperd as members of the Athletic Fields Lighting Building Committee. Motion passed unanimously. Mr. Almeida noted that he is hoping to hear from the Haddam Soccer Club of someone who would be interested in serving on the committee. Mr. Baranoff suggested that a representative from the district's coaching staff serve on the committee as well.

Board Action on Exemptions to Healthy Food and Beverages in Schools Legislation Previously Tabled

There was no motion to take this topic off the table.

Library Media Automation System

Mr. Mala noted he had nothing further to report.

Approval of Revised Authorized Signers of the ED-099 Agreement for Child Nutrition Programs

Mr. Mala noted this was related to the Healthy Foods legislation and approval is not necessary.

Approval of Central Office Receptionist Position

Mr. Mala noted that he had spoken to the Negotiations Subcommittee regarding establishing an entry level receptionist's position at Central Office. Compensation will be determined after the support staff's contract is settled.

Mr. Almeida *MOVED* and Mr. Cabral *SECONDED* that the Board accept the Central Office receptionist's job description as presented. Motion passed unanimously.

Modifications to 2006-07 Approved School Calendar

Mr. Mala noted that the middle school will be moved during the winter break and recommended modifying the middle school calendar so that staff return on January 2 and students return on January 3. Though middle school students would attend school one less day in the 2006-07 school year, it does not affect the state's English Language Arts requirement. Mr. Mala noted that he has spoken to legal counsel and there will be no staff issues because the staff will return as planned on January 2.

Ms. Stock *MOVED* and Ms. Jacques-Purdy *SECONDED* that the Board accept the modification to the 2006-07 approved school calendar for the middle school as proposed and amended. Motion passed unanimously.

Draft of 2008-09 School Calendar

Mr. Mala distributed a draft of the 2008-09 school calendar and asked Board members to review it. It will be placed on the Education Subcommittee agenda for possible action.

Motion to Approve the School Day at HKMS as 7:55 a.m. to 2:40 p.m. Effective August 30, 2007

Mr. Almeida *MOVED* and Mr. Cabral *SECONDED* that the Board approve the school day at Haddam-Killingworth Middle School as 7:55 a.m. to 2:40 p.m. effective August 30, 2007. Motion passed unanimously.

Approval of Amendment to Professional Services Contract with JCJ Architecture in the Amount of \$30,000

Mr. Almeida noted that the Board is being asked to pay an additional \$30,000 and sign a contract with JCJ to cover the services surrounding the delivery and installation of the furniture, furnishings and equipment being delivered to the new middle school. He noted this was not included in the original contract the district signed with Jeter, Cook and Jepson. Board members were very upset that this fee had not been included in the original contract. In addition, they felt JCJ was operating in an underhanded manner by presenting this bill at the last minute because there is no time for the Board to make other arrangements to receive the items. The Board asked Mr. Mala to draft a letter noting the Board's displeasure with the many mistakes made by JCJ over the course of this project and their unhappiness at now being asked to pay an additional \$30,000 that they did not know about.

After further discussion, Mr. Cronin *MOVED* and Ms. Jacques-Purdy *SECONDED* that the Board authorize an agreement between Regional School District No. 17 and JCJ

Architecture regarding AIA Document G606, number14, and attached amendment #014, delineating services not to exceed \$30,000 and further request that JCJ waive the charge due to the customer's dissatisfaction. Motion passed. Aye: Amy Jacques-Purdy, Diane Stock, Jo Ferjak, Robert Baranoff, Daniel Cronin, Michael Trahan, and John O'Leary. Nay: Mark Almeida and Richard Cabral.

Approval of Donation of \$26.11 from Target to BES Student Activity Fund and \$325 from Killingworth Elementary PTO to BES Student Activity Fund

Mr. Cabral *MOVED* and Ms. Stock *SECONDED* that the Board accept a donation of \$26.11 from Target for the Burr Elementary School student activity fund and a donation of \$325 from the Killingworth Elementary School PTO to the Burr Elementary School Student Activity Fund to be used for a student scholarship to Nature's Classroom. Motion passed unanimously.

Mr. Cronin asked Mr. Mala to provide information on what schools receive over and above the budget.

Approval of Donation of \$100 from Shoreline Pediatrics in Memory of Sandra Higgins to KES Student Activity Fund for the Purchase of Library Materials

Mr. Cabral *MOVED* and Ms. Jacques-Purdy *SECONDED* that the Board accept a \$100 donation from Shoreline Pediatrics to the KES library in memory of Sandra Higgins. Motion passed unanimously.

Approval of High School Field Trip to the Human Body Exhibition in New York

Mr. Almeida *MOVED* and Ms. Jacques-Purdy *SECONDED* that the Board add "Approval of high school field trip to human body exhibition in New York" to the agenda under New Business. Motion passed unanimously.

Mr. Mala recommended the Board approve a trip by the high school's anatomy and physiology honor students to New York City to view the exhibition on the human body. There will be 13 students and two chaperones. The date has not yet been determined. The Board suggested that the permission slips contain specific information about what the students might see at the exhibition.

Ms. Stock *MOVED* and Mr. Cabral *SECONDED* that the Board approve a field trip for the high school anatomy and physiology honors students to attend the human body exhibition in New York City. Motion passed unanimously. Mr. Trahan was not present for the vote.

Strategic Planning Update (Review of Belief Statements)

Mr. Baranoff distributed a list of belief statements developed at the last strategic planning session and asked Board members to review them. This will be discussed at the next Education Subcommittee meeting.

Superintendent and Board of Education Evaluations

Mr. Baranoff noted that the Board is required to do a self-evaluation and an evaluation of the Superintendent. A meeting was scheduled for November 27 at 6:30 p.m. in Central Office.

From the Superintendent

1. **Staff Child Care Survey** – Mr. Mala noted that the child care survey included in Board packets will go to all schools and staff members on leave and will be compiled by the wife of a staff member who is doing this as part of her graduate course requirements. Mr. Mala suggested that a similar survey be done for adult care.
2. **Review of School Cancellation Procedures for Inclement Weather** – Mr. Mala noted that after a decision is made, the Honeywell Instant Alert will be initiated.
3. Transportation Public Information Sessions – Update – Mr. Mala noted that the four sessions that have been held so far have been well attended. Each presentation is the same so anyone can attend any session that is convenient. He noted there has been very little criticism about a change of ten minutes.
4. **Employee Assistance Plan** – Ms. Vaughn presented information on Solutions, an employee assistance plan through Middlesex Hospital. The service is available to all employees and their immediate families. Employees may receive three free individual counseling sessions. The cost to the district is \$7,722.
5. **November 1 Enrollment Report** – Mr. Mala noted that enrollment remains consistent. Mr. Cabral asked why there were 35 less students in ninth grade than were in eighth grade. Mr. Mala noted that a number of parents have relocated and stated that the Board will be having a presentation from the Guidance Department.

Correspondence

Ms. Stock **MOVED** and Mr. Almeida **SECONDED** that the Board appoint Richard Cabral to be their delegate to the CABA Convention. Motion passed unanimously. Mr. Cabral asked Mr. Mala to see if the student representatives are interested in attending the CABA Convention.

Mr. Mala distributed a document showing the Central Office restructuring.

From the Director of Fiscal Operations

Ms. Vaughn reported that she has begun the process of reviewing the business functions in Central Office.

Future Meetings

1. Policy Subcommittee – November 29, 7 p.m., Central Office
2. Finance Subcommittee – December 5, 6:30 p.m., high school lower Media Center

Executive Session

Mr. Cabral **MOVED** and Mr. Cronin **SECONDED** the Board enter executive session to discuss personnel and legal matters and invite Mr. Mala and Ms. Vaughn. Motion passed unanimously at 10 p.m.

Mr. Cabral **MOVED** and Ms. Stock **SECONDED** that the Board move out of executive session. Motion passed unanimously at 10:32 p.m.

Adjournment

Mr. Cabral **MOVED** and Ms. Stock **SECONDED** that the meeting adjourn. Motion passed unanimously at 10:33 p.m.

Respectfully submitted,

Ann Lang, Board Clerk

Approval:

Amy Jacques-Purdy, Secretary

Date

Approved as presented at the December 5, 2006, Board of Education meeting.