

**Willington Board of Education**  
**January 8, 2018 7:00 p.m.**  
**Town Office Building, Lower Level Meeting Room**

Audio Recording: yes

Notes Taken: yes

**Members Present:**

Herb Arico

Tracey Anderson

Chiara Bambara

Michelle Doucette Cunningham

Ann Grosjean

Stephanie Summers

**Members Excused:**

Elena Testa

Also present: Superintendent of Schools Phil Stevens

**1. Call to Order:** M. Doucette Cunningham called the meeting to order at 7:07 pm.

**2. Present to Speak:** None.

**3. Communications**

A. Patti Locke Retirement: P. Stevens recieved retirement letter from Patti Locke effective at the end of the year. She will be missed.

**4. Board of Education Chairman's Report:** An updated list of committee assignments was distributed to BOE members.

**5. Superintendent Reports**

A. Welcome Rich Napoli and Marcia McGinley: Rich is the new Principal at CES and Marcia is the new Pupil Services Director. Looking forward to working with them in the coming months.

B. Edutrak 6 Month Update: As of Friday, over 200 deposits were made using the system. The program has just been expanded to include payments for field trips. For next school year we may look at adjusting the transaction fee and putting an account maximum limit. The program is working well. It helps reduce the amount of time staff spend on counting and handling money.

C. Timeline for Facilities Study: P. Stevens shared a draft timeline for the facilities study review with the BOE members for feedback. The board discussed the importance of educating and engaging the community. There is no budget for this project, so it will take place over a period of many months. In September of 2019 the BOE hopes to be able to make a recommendation to the town regarding the school facilities. The BOE discussed the importance of being clear on how the process works and what happens after the BOE makes its recommendation.

D. Curriculum Update Plan: The curriculum committee will plan a date for February to hear a presentation regarding math and literature curriculum plans from school staff.

E. BOE Member School Visits: P. Stevens updated/confirmed dates for school visits with the BOE members.

F. Capital Improvement Projects Spreadsheet: P. Stevens updated the CIP spreadsheet as requested by the BOE at the last meeting. The CIP plan was submitted to the CIP committee.

G. HMS Sign: The letters fall off of the sign at HMS, which is why it has not been used. It would cost several thousand dollars to replace the sign. For now, HMS will post a generic message to make the sign look presentable.

H. Email Server Update: The library and print servers had a significant failure on December 18th. The system is currently a single point of failure system. The server repair took many hours. For now it has been patched and we will need to consider updating in the future. P. Stevens has asked Custom Computers to take an inventory of all of schools' equipment, its age, and expected useful life.

I. Budget Workshop Dates/Times: Verified budget workshop dates/times with the BOE members. P. Stevens shared a letter regarding the superintendent's budget and confirmed that it was okay to send out. P. Stevens will send out the letter, a budget calendar, and a description of the budget process.

## **6. Financial Report**

A. Budget Report: This is a tight budget year. P. Stevens is going to freeze the budget. There is only 3.1% of the budget remaining, which is normally the amount remaining in May or June.

M. Doucette Cunningham asked for a motion to add the approval of the minutes of the December 11, 2018 to the agenda before committee reports. S. Summers made the motion. T. Anderson seconded the motion.

**Add approval of December 11, 2018 meeting minutes to the agenda.**

<b>VOTE:</b>	Yes	No	Abstain
Herb Arico	--x--	----	----
Tracey Anderson	--x--	----	----
Chiara Bambara	--x--	----	----
Michelle Doucette Cunningham	--x--	----	----
Ann Grosjean	--x--	----	----
Stephanie Summers	--x--	----	----

Motion passes.

**Approve minutes of December 11, 2018 Meeting**

H. Arico made a motion to approve the minutes of the December 11, 2018 meeting. C. Bambara seconded the motion.

<b>VOTE:</b>	Yes	No	Abstain
Herb Arico	--x--	----	----
Tracey Anderson	--x--	----	----
Chiara Bambara	--x--	----	----
Michelle Doucette Cunningham	--x--	----	----
Ann Grosjean	--x--	----	----
Stephanie Summers	--x--	----	----

Motion passes.

**7. Committee Reports:**

Finance Committee- The finance committee just met. P. Stevens shared the 18-19 budget and proposed budget for 19-20.

**8. New Business**

**A. Custom Computers Contract:**

The six month contract from July 1, 2018 to December 31, 2018 needs to be renewed. P. Stevens would like to extend the contract for another six months. A. Grosjean made a motion to approve a six month contract extension with Custom Computers through June 30, 2019 in the amount of \$34,131.41. S. Summers seconded the motion.

<b>VOTE:</b>	Yes	No	Abstain
Herb Arico	--x--	----	----
Tracey Anderson	--x--	----	----
Chiara Bambara	--x--	----	----
Michelle Doucette Cunningham	--x--	----	----
Ann Grosjean	--x--	----	----
Stephanie Summers	---x---	----	----

Motion passes.

**B. Approve CES Security Camera System:**

The security cameras are a CIP project. P. Stevens reviewed three quotes and contracts with the finance committee. He recommends the low bid, Security Technologies. There is some money for the project through CIP and a security reimbursement to cover the purchase cost. P. Stevens also applied for the school security reimbursement for the cost of the CES camera project. The cameras are reusable and additional cameras could be added to the system. H. Arico made a motion to award the CES security camera system to Security Technologies in the amount of \$28,126. S. Summers seconded the motion.

<b>VOTE:</b>	Yes	No	Abstain
Herb Arico	--x--	----	----
Tracey Anderson	--x--	----	----
Chiara Bambara	--x--	----	----
Michelle Doucette Cunningham	--x--	----	----
Ann Grosjean	--x--	----	----
Stephanie Summers	---x---	----	----

Motion passes.

**9. Present to Speak:**

Randy Belliar, 170 Village Hill Rd, would be interested in the result of the technology inventory that P. Stevens requested from Custom Computers.

**10. Board Comments:**

Herb Arico: Thanks to Patti for her years of service. Thanks to Phil for his work tonight.

Tracey Anderson: Would like to commend HMS for their programs. The assemblies that she has attended had a good positive attitude. It was nice to see the members of the school community working well together.

Chiara Bambara: Congratulations to Patti. Thanks to Phil for presenting tonight.

Michelle Doucette Cunningham: Thanks to Phil for his attention to public process and the effort he puts into getting input from the public. Thanks to Patti for her service. Welcome to Rich and Marcia.

Ann Grosjean: Congratulations to Patti. Welcome to Rich and Marcia.

Stephanie Summers: Compliments to Bekah for organized and clear meeting minutes.

**11. Adjournment:** S. Summers made a motion to adjourn.

The meeting was adjourned at 8:32 pm.

Respectfully submitted,

Bekah Rupert

Recording Secretary