

**WILLINGTON BOARD OF EDUCATION**  
April 11, 2019  
**Town Office Building, Lower Level Meeting Room**  
**7:00 p.m.**

Audio Recording: yes

Notes Taken: yes

**Members Present:**

Herb Arico

Tracey Anderson

Michelle Doucette Cunningham

Ann Grosjean

Elena Testa

Stephanie Summers

Chiara Bambara

**Members Absent:**

None

Also present: Superintendent of Schools Phil Stevens

- 1. Call to Order:** M. Doucette Cunningham called the meeting to order at 7:04 pm. Herb is questioning if this should be considered a special meeting because meetings are usually held on Tuesdays. This will be looked into. (*4.12.2019 Note:* This meeting date is a regularly scheduled and approved meeting, not a special meeting).
- 2. Present to Speak**  
Jason Phillips, a teacher at HMS, thanks the board for passing the Broadway trip in which 30 students are attending. He also thanks for their continued support of the music and drama programs at HMS.  
  
Sarah Parsell thanks the board for allowing the trip to Broadway to pass. It is a really exciting opportunity for students. She thanks the two directors of the play for the phenomenal job that they did and thanks the board for supporting these events.
- 3. Communications**  
There was a communication from Judie Threatt thanking the Board for their hard work on the budget. She appreciated their efforts.
- 4. Board of Education Chairman's Report**  
All information already included in the agenda.
- 5. Superintendent Reports**  
**A. Recognition of members of Alice in Wonderland production**  
A rolling slide show presented the board and the audience with pictures from the Alice in Wonderland production. Present at the meeting were Directors: Kathleen Narowski and Jason Phillips as well as students Aidan Gilbert (Caterpillar and the King of Hearts),

Jack Bienvenue (White Rabbit) and Charlotte Makuch (Alice). Superintendent congratulated the cast for an outstanding performance

**B. Custom Computer Specialists Contract**

Superintendent Stevens met with the finance committee and they made the decision to not renew the contract with Custom Computers and are currently investigating other options. There needs to be a service that can manage the town, schools and PowerSchool as well. He is working with First Selectman Wiecenski on this and the goal is to have a recommendation and approval for the May meeting.

**C. Enrollment:**

Superintendent Stevens presented the following enrollment information:

October, 2018:	431	(HMS: 191	CES: 240)
April, 2019:	438	(HMS: 194	CES: 244)
WPS Projection, 2019:	444		
Kindergarten, 2019:	44		

**D. Teacher Evaluation Plan**

There is a district committee working on recommending specific revisions to the Teacher Evaluation Plan. This committee is made up of teachers, administrators, and union leadership. They have had very productive sessions to date and hope to submit the revisions to the state for approval in May. The primary revisions include an increased number of mini-observations to provide teachers with more feedback, and adjustments to the forms teachers need to complete before and after an observation. The committee is excited for the proposed changes.

**E. Important Upcoming Dates:**

BOF Budget hearing was held April 9, 2019

Annual Town Meeting April 23, 2019

Referendum May 7, 2019

**HMS STEAM Night and Art Show:** May 29 at 6:30 p.m. at HMS

**F. Community Engagement Sessions**

A flyer was sent out to members of the community for the upcoming Community Engagement events regarding the future of our schools. The dates will be-

Monday, April 22, 2019 Hall Memorial School 6:00 p.m.

Thursday, May 9, 2019 Center School 6:00 p.m.

Saturday, May 18, 2019 Town Office Building 10:00 a.m.

Childcare will be offered for the Saturday session. A special event will need to be scheduled after all 3 community engagement sessions in order to look at and discuss community questions. A “taxpayer impact” report will be presented at this meeting.

**G. M&J Bus Meetings**

Phil met with the bus company several times to discuss creating written emergency protocols to improve efficiency. There is currently no written protocol in the district for

bus emergencies. Phil is working towards writing this to ensure that drivers and office staff are on the same page. The plan is to roll this out for the 2019-2020 school year.

#### **H. First Aid and CPR Training**

The Willington Fire Department #1 will be offering first aid and CPR training for a minimal cost to staff in May. There will also be a time towards the end of the summer to offer another session and invite any of the bus drivers that would like to attend. Michelle suggested offering this to child care programs in town as well.

#### **I. Board of Finance Appropriation**

The B.O.E. will vote on budget adjustments at their May 14 meeting after the referendum on May 7, if the referendum passes. At this time we will have more information on insurance and special education.

### **6. Presentation**

Phil presented a video highlighting the importance of student interaction and engagement- <https://www.edutopia.org/video/social-classroom>

### **7. Financial Report**

#### **A. Budget Report**

Attachment # 1

The remaining balance in the 2018-2019 budget is projected to be around \$3,021.

### **8. Committee Reports**

#### **A. Policy Committee**

The policy committee met in March. The specific policies will be discussed later in the agenda.

Herb Arico would like the minutes (attachment 3 and 4) to also include the superintendent listed as present.

#### **B. Wellness Committee: Ad Hoc**

The wellness committee met at HMS and reviewed the revised policy, and it is ready to be presented. A few things needed to be added as part of the state review. The committee includes nurses, teachers, administration.

#### **C. Finance Committee**

The finance committee met to review financial projections through June 2019, IT contract and review of eRate.

Herb Arico made a motion to add the Superintendent as present to the policy committee and financial committee minutes. Motion seconded by Michelle Doucette Cunningham.

<b>VOTE:</b>	Yes	No	Abstain	Absent
Herb Arico	--x--	----	----	----
Tracey Anderson	--x--	----	----	----

Chiara Bambara	--x--	----	----	----
Michelle Doucette Cunningham	--x--	----	----	----
Ann Grosjean	--x--	----	----	----
Stephanie Summers	--x--	----	----	----
Elena Testa	--x--	----	----	----

Motion passes unanimously.

**9. New Business**

**A. Approve minutes of March 12, 2019 meeting**

**Attachment # 2**

Herb Arico made a motion to include the fact that the Superintendent attended the meeting.  
Motion seconded by Elena Testa.

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

Motion passes unanimously.

**B. Approve minutes of March 27, 2019 Policy Committee Meeting**

**Attachment # 3**

Stephanie made a motion to accept the minutes with the modification of adding the Superintendent as present. Motion seconded by Elena.

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

Motion passes unanimously.

**C. Approve minutes of April 2, 2019 Finance Committee Meeting**

**Attachment #4**

Stephanie made a motion to accept the finance committee meeting minutes as amended.  
Motion seconded by Ann.

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

Motion passes unanimously.

**D. Submission of updated Student Nutrition and Physical Activity Regulation (Student Wellness policy) #6142.101 Attachment #5**

Updated Student Nutrition and Physical Activity Regulation were submitted.

**E. First reading of Physical Restraint/Seclusion of Students Policy, 5144.1 Attachment # 6**

There will be a second reading next month on the May agenda. Much of this is legal requirements based on updating legislation.

**10. Old Business**

**A. Update on Board Goals**

Phil looked into board goals from surrounding towns, some of which were very broad, and some more specific. Michelle mentioned that goals were typically discussed at the summer board retreat. Michelle will send out an email with questions for the evaluation. She asks that board members respond within the next 2 weeks so she can compile all comments together.

**10. Present to Speak**

Mike Cioe, teacher at HMS, reminded board members that the success assembly is tomorrow at 8:00 am. There are also many events coming up and he would love to have board members present to show support for students.

**11. Board Comments**

Herb thanks Phil for the computers presented to board members. He is also impressed by the play and is happy to see students here so we can celebrate them. Herb requests a list of all the committees and all the members of those committees.

Tracey is appreciative for the students here so we can acknowledge and celebrate their successes.

Stephanie is looking forward to the Community Engagement sessions and is especially interested in the discussion that will take place through this process.

Ann congratulates Mr. Phillips and all the students on the success of the play.

Elena wishes the children a wonderful vacation next week.

Chiara also wants to wish the teachers a good break. The Alice in Wonderland performance was so well done, and especially enjoyed the costumes. She is looking forward to community events.

Superintendent Stevens wants to make clear that the laptops given to the BOE members were not purchased. They are laptops that were not being used because of their age and have been repurposed. The bags are from the UCONN surplus store and no new district money was spent on any of these items.

Michelle made mention of an add she saw at a baseball game of a national group promoting the importance of school boards. She thanks all of the board members for their continued time and energy.

**12. Adjournment**

Meeting adjourned at 8:46 pm.

**\*Next regular meeting May 14, 2019\***