

**Willington Board of Education  
August 14, 7:00 p.m.  
Town Office Building, Lower Level Meeting Room**

Audio Recording: yes

Notes Taken: yes

**Members Present at Meeting:**

Herb Arico

Chiara Bambara

Michelle Doucette Cunningham

Ann Grosjean

Elena Testa

Also present: Superintendent of Schools Phil Stevens

**Members Absent:**

Stephanie Summers

Tracey Anderson

**1. Call to Order** at 7:07 p.m. by M. Doucette Cunningham.

**2. Present to Speak:** None

**3. Communications:** None

**4. Board of Education Chairman's Report**

Four members of the board and Superintendent Stevens attended a CABE training. It was a good professional development opportunity.

**5. Superintendent Reports**

**A) Edutrak Update**

Online bill pay is live. Information will be sent to parents as part of the back to school information packet. There will be stations at the meet and greet for parents to sign up.

**B) Back to School Celebration ( August 27, 8:00 a.m)**

P. Stevens invited the members of the BOE to the back to school celebration for teachers, staff, and BOE members.

**C) Superintendent Entry Plan**

P. Stevens shared his 100 day plan with the BOE. He invited the BOE members to give him feedback on the plan after they review it.

**D) Hires/Resignation**

Hired: Bethany Scafidi for Kindergarten and Deborah Callahan for Special Education

Resigned: Jen DeRagon

P. Stevens met with the hiring committee. They will look for an interim principal for Center School. He is hopeful to have someone in place soon. He and the administrative team will work closely with staff to ensure a smooth opening to the school year.

**6. Financial Report**

**A) Final 2017-2018 Budget Review**

The balance remaining was \$66,174. P. Stevens explained the variances of budgeted versus actual costs.

A. Grosjean made a motion to transfer funds as follows:

\$20,000 from 01 CES Elementary Ed (K-4) to 03 Special Ed Pre K-8

\$29,951 from 02 HMS Middle School (5-8) to 03 Special Ed Pre K-8

\$525 from 02 HMS Middle School (5-8) to 07 Utilities

\$1,608 from 02 HMS Middle School to 09 Systemwide Support

E. Testa seconded the motion.

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

Motion passes.

**B) Request Transfer of Funds from 17-18 Budget into Nonlapsing Fund**

A. Grosjean made a motion to request that the Board of Finance transfer funds from the Board of Education 2017-2018 budget into the non-lapsing fund in the amount of \$66,174.

Motion seconded by C. Bambara.

<b>VOTE:</b>	Yes	No	Abstain
Herb Arico	--x--	----	----
Chiara Bambara	--x--	----	----

Michelle Doucette Cunningham	--x--	----	----
Ann Grosjean	--x--	----	----
Elena Testa	--x--	----	----

Motion passes.

Ann Grosjean made a motion to return \$613,739 back to the town.

Motion seconded by E. Testa.

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

Motion passes.

## 7. Committee Reports

### A) Policy Committee

The policy committee met, but they have not gotten through the entire policy. There are significant changes to the policies. The policy committee will bring it to the full board at the next meeting for discussion.

### B) Finance Committee

The finance committee met and reviewed bills that were paid.

## 8. New Business

### A) Approve Minutes of July 24, 2018

H. Arico moved to table the approval of the minutes of the July 24, 2018 meeting until the next meeting.

E. Testa seconded the motion.

<b>VOTE:</b>	Yes	No	Abstain
Herb Arico	--x--	----	----
Chiara Bambara	--x--	----	----
Michelle Doucette Cunningham	--x--	----	----

Ann Grosjean	--x--	----	----
Elena Testa	--x--	----	----

Motion passes.

**B) WPS Food Service Payroll Review**

P. Stevens reviewed the food service accounts. In this review, he noted that the food service director’s salary is low compared to other towns. Wendy Knight does an excellent job as demonstrated by the state review of the food service program. P. Stevens is recommending a 4% increase for W. Knight. The BOE briefly discussed and asked P. Stevens to look further into salary comparisons with other towns.

**C) Student Activity Fund Review**

The student activity fund was balanced by the treasurer. The BOE discussed the PTA donation for field trips and donations given by a generous family. The money in this account is available for special activities or items that are harder to purchase within the budget.

**D) Recording of BOE Meetings**

M. Doucette Cunningham asked the members of the BOE to consider meeting recordings. The audio recordings are taken, but are not always posted online. Having a recording available promotes transparency, but any process that was put into place should be thoughtful and consistent. M. Doucette Cunningham asked the members of the BOE to bring any suggestions regarding the recording of BOE meetings to her for consideration and discussion at another meeting.

**9. Old Business**

**A) Series 6000 Policies, Instruction**

Motion by A. Grosjean to table to the final reading of the Series 6000 Policies, Instruction until the next meeting.

The motion was seconded by E. Testa. Motion amended to table the first reading of the Series 6000 Policies, Instruction until the next meeting. Vote on the amended motion as follows:

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

**10. Present to Speak**

Ryan Sepe, 10 Pinecrest Rd, asked the BOE to consider putting video recordings of their meetings on the Willington Public Schools website.

Mike Cioe, teacher at HMS, thanked the BOE and the Superintendent for excellent communication to the teachers and administrator. Additionally, he thanked the teachers and administrators that participated in the hiring committees. He is looking forward to the start of the school year.

#### **11. Board Comments**

H. Arico welcomed Ryan and his mother to the meeting. He thanked the policy committee for their hard work and P. Stevens for bringing the Student Activity Fund to the attention of the BOE. H. Arico suggested that a process be put into place so that he can review the agenda and attachments prior to the meeting.

C. Bambara thanked the BOE for providing the CABE training. It was exciting to be a part of the hiring committee and a good way to see the limitations that the town has to work with in order to hire good people.

M. Doucette Cunningham thanked everyone for the work that was done over the summer and for everyone attending the meeting.

A. Grosjean thanked Ryan for attending the meeting and welcomed the new staff.

E. Testa thanked Ryan for coming to the meeting and encouraged him to come again. Thanks to P. Stevens for doing a great job.

#### **12. Adjournment at 8:20 p.m.**

Respectfully submitted,  
Bekah Rupert  
Recording Secretary