

Board of Education Ellington, Connecticut

October 24, 2018

A regular meeting of the Ellington Board of Education was held on Wednesday, October 24, 2018, in the School Administration Building.

Present were: Mr. Blanchette and Young; Ms. Kiff-Judson, Picard-Wambolt, Dzen, Socha (departed 8:30), Nord and Kupferschmid; Dr. Scott Nicol, Superintendent of Schools; Mr. Brian Hendrickson, Assistant Superintendent for Curriculum and Instruction; Dr. Kristy LaPorte, Director of Special Services; Mr. Brian Greenleaf, Director of Finance & Operations; Mr. John Collins, Director of Technology; and Ms. Amanda Marcus, Student Representative. Mr. Purcaro and Dr. Foster were absent.

Also attending were Ms. Susan Nash-Ditzel, Principal, Crystal Lake School; Mr. Mark Spalding, Superintendent Intern and Director of Pupil Services, Consolidated School District of New Britain; Mr. Mark Mahler, Union President, Ellington Education Association; Mrs. Sara Varga, Teacher, Windermere School; and Ms. Jennifer Brown, Executive Assistant to the Superintendent/Human Resources Coordinator.

The meeting was called to order at 7:07 p.m. by Mrs. Kiff-Judson, Chairperson. A round of introductions were made.

CITIZENS AND STAFF FORUM

Mrs. Kiff-Judson reviewed the guidelines for the Citizens and Staff Forum.

Chris Weitz Lanz, 12 Lookout Landing, Ellington, belongs to the Parks & Recreation Commission in Ellington. He is also the Football Booster President. He updated the Board on the status of the turf field and light project, which is a referendum question to be voted for on November 6. Mr. Weitz stated the proposed project is \$2.6 million with a \$1 million dollar grant from the state. If approved, the project would be brought before all necessary town commissions and built between May-August, 2019. The park would be used by Parks & Rec in addition to middle and high school athletics. Mr. Weitz stated that, after numerous studies, the infield material has not been deemed dangerous, but \$200,000 has been added to the budget for an alternate fill should an alternative be decided. He thanked the Board for their time.

CONSENT AGENDA

Mrs. Kiff-Judson asked if anyone wished to remove any item from the Consent Agenda. Consent Agenda items one through ten were adopted.

1. Approval of the Minutes of the September 26, 2018 Regular Board Meeting.

2. Approval of the Minutes of the September 26, 2018 Special Board Meeting.
3. Acceptance of the employment of Haley Baer as a part-time Special Education Aide at Center School, effective September 27, 2018.
4. Acceptance of the employment of Kimberley Midyette-Wing as a part-time Special Education Aide at Crystal Lake School, effective October 1, 2018.
5. Acceptance of the resignation of Jeannette Pelletier, part-time Special Education Aide at Center School, effective October 1, 2018.
6. Acceptance of the resignation of Robert Kops, part-time Special Education Aide at Ellington Middle School, effective October 3, 2018.
7. Acceptance of the employment of Divyasri Sridharan as a Cafeteria and Recess Aide at Crystal Lake School, effective October 3, 2018.
8. Acceptance of the resignation of Brian Janiga, Database Coordinator, effective October 5, 2018.
9. Acceptance of employment of Aaron Fliss (transfer) as Database Coordinator, effective October 8, 2018.
10. Acceptance of the employment of Fany Randall, Food Service Worker at Center School, effective October 11, 2018.

REPORT AND DISCUSSION ITEMS

Dr. Nicol stated that for all Special Reports and Directors' Reports at this meeting and moving forward, Board members will receive a memo that corresponds with each report. The memo contains the type of presentation (full Board or Q & A) and highlighted areas of main points. This new method of sharing presentations is just one way BOE meetings will be streamlined.

Special Reports

Center and Windermere Principal Search

Mr. Hendrickson reported that the memo contains an outline of suggested steps in the hiring process with a timeline that begins in November 2018 and ends in March 2019. Mr. Hendrickson and Dr. LaPorte will co-chair the search committees. The plan aligns with the District Improvement Plan for Innovative Mindset: Strategy #7 - Align hiring

process to support Ellington Public Schools' Vision/Mission as well as district/school improvement plans. Processes highlighted for each timeline step include:

- Creating focus groups consisting of teachers, staff, students and parents
- Generating a survey for parent and staff feedback
- Posting positions
- Forming an interview committee
- Screening candidates / interviews
- Finalist site visits
- BOE interviews

Mr. Hendrickson noted that each school has a distinct and special culture, so the team will address the individual challenges and opportunities at each school to find the best candidates.

Whitsons Food Service Transition Update

Mr. Greenleaf reported that this update aligns with District Improvement Plan for Efficient Operations: Strategy #10 - Increase number of meals served for breakfast and lunch by 10%, with focus on increasing NSLP participation. He summarized that the district, its food service team, and Whitsons worked diligently during the start of the school year to kick off the new food service program. Overall, the start has been positive, though a few challenges need to be addressed.

Positive outcomes so far include:

- The direct certification program at the State has increased the overall number of students eligible to receive Free or Reduced benefits by 52% (448 vs 294).
- Retention of team members is high: 100% since the start of the year.

Challenges early in the school year:

- Late deliveries.
- Finding labor to fill vacant positions.
- Administrative Review with the State Department of Education is scheduled for this year.

Regular Board Committee Reports

Finance Committee

Mr. Greenleaf reported that the Finance Committee met on October 16. The committee discussed Food Service Financials for 2017-2018, finalizing the Board of Education Operating Budget for 2017-2018, establishing an unexpended funds account for the purpose of Special Education outside tuition and transportation expenditures, and approving allocation of \$150,000 of unexpended funds in the 2017-2018 budget to be assigned to the Unexpended Funds Account and requesting of the Board of Finance to

approve the allocation pursuant to the operating agreement. Last, they discussed the Board of Education Budget Calendar, the 2019-2020 Board of Education Budget Guidelines, and disposal of Board of Education maintenance vehicles. All items are Action Items at this meeting.

Policy Committee

Ms. Picard-Wambolt reported that the Policy Committee met on October 23. The committee discussed Policy 3520.13 - Student Data Privacy. Essentially, the district needs to have contracts with companies that have any identifiable student data. First read on this policy will be an Action Item at the November BOE meeting.

The committee had an Executive Session to discuss policies related to Safety and Security. Ms. Picard-Wambolt stated there was a legislative change to the security finger printing policy, which will also be a first read at the November BOE meeting.

Communications Committee

Ms. Kiff-Judson reported that the Communications Committee met on October 9. The committee discussed Board Member and Administrative Team Professional Development, a Board Member Orientation Program, Board Member Professional Resource Sharing Process, and the Board of Education Meeting Calendar for 2019.

Administrative Reports

Superintendent's Reports

Debrief Open Choice Open House

Dr. Nicol reported the Open House on October 18 was an amazing event that was attended by Board member Gary Blanchette. Close to 100 Hartford families and 40 teachers were in attendance. The CREC administration reached out to thank EPS for such an amazing event. A ten minute video highlighting the Hartford students will be shared online.

Annual Enrollment Update – Magnet School/CHOICE

Dr. Nicol reported that this will be part three of the Superintendent student enrollment reports. The first was a report on the success of the new Board student enrollment policy at the August Board meeting. The second was a report on the patterns of class sizes in the elementary schools at the September Board meeting. This third report is an annual report that provides an update on magnet school and choice student enrollment. This is not a comprehensive report on the Hartford Choice program. That annual report occurs in February when the Board decides their 2019-2020 seat declarations.

Dr. Nicol reported a total of six new Hartford students attend the full day pre-kindergarten program. He stated that, from a financial standpoint, EPS wouldn't be able to offer full day pre-kindergarten to Ellington residents without the Hartford residents' enrollment. Seven other new Hartford students K-12 entered the school district this year.

Dr. Nicol shared a color-coded handout that outlined all of the Hartford students PK-12 as of October 2018. He discussed broad trends and provided a breakdown of student movement in the district.

Dr. Nicol reported a decline of students enrolled in magnet schools down thirty-one from the previous school year. Dr. Nicol explained that despite this decrease, the money owed to the magnet schools will most likely not decrease. This is due to two factors: 1) Magnet school tuition per student will continue to rise. 2) It does not cost EPS to send students to Hartford magnet schools only CREC and LEARN magnet schools. Ellington students attending CREC slightly increased while Ellington students attending Hartford schools decreased.

Facilities Study Community Forum

Dr. Nicol reminded the Board that the second Facilities Study Community Forum will be held on November 15, 7:00 p.m. at Ellington High School.

CABE/CAPSS Convention

Dr. Nicol reminded the Board that the CABE/CAPSS Convention is taking place November 16-17 at the Mystic Marriott Hotel in Groton.

Directors' Reports

Mrs. Kiff-Judson stated that the next two Director Reports are Board Q & A; Board members have presentation memos in their packets and can ask directors questions or provide commentary.

Food Access for All Students

This report aligns with District Improvement Plan Strategy #10: Efficient Operations - Increase number of meals served for breakfast and lunch by 10% with focus on increasing NSLP participation. All school registration packets include Free/Reduced forms.

In summary, for the 2017-2018 school year, student numbers were tracked, nurses used a "Hunger Screening Tool" protocol, and teachers, lunch paras and front office

secretaries were also trained to record data and share with nurses monthly. Data was reviewed from September to May which saw an increase in access to lunch.

For the 2018-2019 school year, Dr. LaPorte, Ms. Shaw and Ms. Cowles met to discuss the protocols and review processes with each building principal, nurse, secretary and counselor/school psychologist. The team will be meeting to discuss new procedures, data for students accessing lunch and breakfast as well as interventions.

Mrs. Kiff-Judson asked if the increased eligibility for free and reduced lunch has also yielded increased participation in the programs. Mr. Greenleaf indicated that as discussed in his report, information on this is going to be tracked at a school by school level throughout the year. This will allow for data to be analyzed to show growth in usage of the program over time, in accordance with the District Improvement Plan goal.

Annual Report – District/School Improvement

This report aligns with District Improvement Plan Strategy #3: Efficient Operations - Aligned and Coordinated Communication Systems (website, social media, and internal communications).

Mr. Hendrickson shared a draft template for an Ellington Public Schools Annual Report. The completed Annual Report will include the following content:

- Mission, Vision, and Values
- Superintendent Goals
- District Improvement Plan
 - Student Performance Targets
 - Strategies/Action Steps
- Summaries of School Improvement Plans
 - Student Performance Targets
 - Climate Goals
 - Strategies/Action Steps
- EPS Vision of the Graduate

Mr. Hendrickson stated that the report will be consolidated in to one user-friendly document. In future years, this report will be ready for presentation to the BOE in October.

Board Liaison Reports

CREC

Mr. Blanchette provided a brief update from the latest CREC meeting. Dr. Nicol echoed his update that CREC is currently an organization in transformation.

Student Representative Report

Ms. Marcus reported on the new culinary staff and menu, the Homecoming semi-formal dance, Spirit Week events, and Business Advisory and Flex Block.

ACTION ITEMS

1. A motion was made to approve the Food Service Financials for the 2017-2018 school year with any remaining surplus to be used toward the improvement of the food service program, subject to the approval of the Board.

1st. M. Young

2nd. M. Kupferschmid

VOTE: Unanimous. The motion passed.

2. A motion was made to approve the final expenditures and transfers and to finalize the Board of Education Operating Budget for the 2017-2018 school year in the amount of \$36,596,259.36.

1st. M. Young

2nd. M. Kupferschmid

VOTE: Unanimous. The motion passed.

3. A motion was made to approve the operating agreement and procedures establishing an unexpended funds account for the purpose of Special Education outside tuition and transportation expenditures associated with the same.

1st. M. Young

2nd. M. Kupferschmid

VOTE: Unanimous. The motion passed.

4. A motion was made to approve allocation of \$150,000 of unexpended funds in the 2017-2018 budget to be assigned to the Unexpended Funds Account and request of the Board of Finance to approve the allocation pursuant to the operating agreement. The remaining balance of \$125,709.64 shall be returned to the unassigned general fund.

1st. M. Young

2nd. M. Kupferschmid

VOTE: Unanimous. The motion passed.

5. A motion was made to approve the 2019-2020 Board of Education Budget Calendar.

1st. L. Nord2nd. J. Dzen

VOTE: Unanimous. The motion passed.

6. A motion was made to approve the 2019-2020 Board of Education Budget Guidelines.

1st. L. Nord2nd. J. Dzen

VOTE: Unanimous. The motion passed.

7. A motion was made that the Board of Education request permission from the Board of Selectmen to dispose of a Board of Education maintenance vehicle in a manner deemed appropriate by the Board of Selectmen.

1st. L. Nord2nd. J. Dzen

VOTE: Unanimous. The motion passed.

8. A motion was made that the Board of Education request permission from the Board of Selectmen to dispose of a Board of Education maintenance vehicle, purchased by the non-profit food service account, in a manner deemed appropriate by the Board of Selectmen.

1st. M. Kupferschmid2nd. J. Dzen

VOTE: Unanimous. The motion passed.

9. A motion was made that the Board of Education ratify the contract between the Ellington Education Association and the Ellington Board of Education for the period of July 1, 2019 – June 30, 2022, as negotiated.

1st. M. Kupferschmid2nd. J. Dzen

VOTE: Unanimous. The motion passed.

10. A motion was made that upon the recommendation of the Policy Committee, the Board hold a first vote to adopt the Ellington Public Schools Policy 9327.1 – Board Member Use of Social Media, as amended.

1st. K. Picard-Wambolt2nd. L. Nord

VOTE: Unanimous. The motion passed.

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A motion to adjourn was made at 9:10 p.m.

1st. K. Picard-Wambolt

2nd. M. Kupferschmid

VOTE: Unanimous. The motion passed.

Respectfully submitted,

KPW/amd

Kris Picard-Wambolt
Secretary