



Ellington Public Schools
Regular Board of Education Meeting
Ellington High School Library Media Center, 37 Maple Street
Wednesday, August 23, 2023, 6:00 p.m.

AGENDA

Please click [here](#) to stream the meeting live on YouTube @EllingtonPublicSchoolsCT.

6:00 PM

- I. Call to Order & Roll Call**
- II. Pledge of Allegiance**
- III. Special Recognition(s)**
 - A. Introduction of Matthew Reed – Ellington’s 1st Town Administrator
 - B. Introduction of Alisha Carpino – Director of Finance and Operations
- IV. Board Chair Report**
- V. Citizens & Staff Forum**
- VI. Consent Agenda**
 - A. Approval of Minutes: Regular Meeting, June 14, 2023, 6:00 p.m.
 - B. Human Resources Monthly Report
- VII. Report & Discussion Items**
 - A. Special Reports
 - B. Regular Board Committee Reports
 - 1. Finance
 - 2. Policy
 - 3. Communications
 - 4. Curriculum
 - 5. Operations
 - C. Administrative Reports
 - 1. Superintendent’s Report
 - 2. Directors’ Reports
 - a) Monthly Finance Report – Ms. Alisha Carpino, Director of Finance and Operations
 - b) District Improvement Plan 2023-2024 – Mr. Oliver Barton, Assistant Superintendent of Curriculum and Instruction
 - c) Enrollment Update – Mr. Oliver Barton, Assistant Superintendent of Curriculum and Instruction
- VIII. Action Items**
 - A. Approval of Phase 2 Plans for Windermere School Project (#048-0060)
 - B. Approval of Whitson’s contract renewal 2023-2024
 - C. Child rearing leave request of Kelly Griffin, Art Teacher
 - D. Allocation of Unexpected Fund Balance
 - E. Approval of the revision of the authorized signers of the ED-099 Agreement for Child Nutrition Programs
- IX. Correspondence/Roundtable**
- X. Anticipated Executive Session - School Security**
- XI. Adjournment**



TO: The Ellington Board of Education
FROM: Dr. Scott V. Nicol
Superintendent of Schools
RE: Board Bulletin
DATE: August 18, 2023

If you have any questions regarding the Board meeting or are unable to attend, please contact Tracey Deptula, Assistant to the Superintendent at 860-869-2300 x118 or tdeptula@ellingtonschools.net.

I. AGENDA COMMENTS AND RECOMMENDATIONS

A. Pledge of Allegiance

B. Special Recognition(s)

1. Introduction of Matthew Reed – Ellington's 1st Town Administrator
2. Introduction of Alisha Carpino – Director of Finance and Operations

C. Board Chair Report

D. Citizen & Staff Forum

E. Consent Agenda

1. Approval of Minutes: Regular Meeting, June 14, 2023, 6:00 p.m. - [See attached](#)
2. Human Resources Monthly Report - [See memo](#)

F. Reports & Discussion Items

1. Special Reports

2. Regular Board Committee

- a) Finance – Next meeting 9/13, 5:00 p.m. - **Minutes to follow**
- b) Policy – Next meeting 8/22, 4:00 p.m. - **Minutes to follow**
- c) Communications – Next meeting 11/6, 5:00 p.m. - [See attached Aug. minutes](#)
- d) Curriculum – Next meeting 8/22, 5:00 p.m. - **Minutes to follow**
- e) Operations – **Minutes to follow**

3. Administrative Reports

a) Superintendent's Report

b) Directors' Reports

- (1) Monthly Finance Report – Ms. Alisha Carpino, Director of Finance and Operations - **To follow**
- (2) District Improvement Plan 2023-2024 – Mr. Oliver Barton, Assistant Superintendent - [See memo](#)
- (3) Enrollment Update – Mr. Oliver Barton, Assistant Superintendent of Curriculum and Instruction - [See memo](#)

4. Board Liaison Report(s)

II. ACTION ITEMS

- A. Approval of Whitson's contract renewal 2023-2024
- B. Child rearing leave request of Kelly Griffin, Art Teacher
- C. Allocation of Unexpected Fund Balance
- D. Approval of Phase 2 Plans for Windermere School Project (#048-0060)

III. CORRESPONDENCE/ROUNDTABLE

VI. ANTICIPATED EXECUTIVE SESSION

V. ADJOURNMENT

A Regular Meeting of the Ellington Board of Education was held on Wednesday, June 14, 2023, in the Ellington High School Library Media Center, 37 Maple Street, Ellington, CT 06029.

The meeting was called to order at 6:01 p.m. by Chair Jennifer Dzen.

PRESENT Chair Jennifer Dzen, Vice-Chair Mike Young, Secretary Jennifer Mullin, Treasurer Liz Nord, Gary Blanchette, Marcia Kupferschmid, Angela Moser, Miriam Underwood, Steve Viens

ABSENT Kerry Socha

ALSO PRESENT Dr. Scott V. Nicol, Superintendent of Schools
Mr. Oliver Barton, Assistant Superintendent for Curriculum and Instruction
Dr. Kristy LaPorte, Director of Special Services
Mr. Aaron Fliss, Director of Technology
Mr. Anderson Rawlins, Director of Athletics and Wellness
Ms. Jennifer Brown, Coordinator of Human Resources
Mr. Rik Roy, Board of Education Student Representative

PLEDGE OF ALLEGIANCE

SPECIAL RECOGNITIONS

Outgoing Board Student Liaison Mr. Rik Roy

Ms. Dzen thanked Rik Roy for his service to the Board. Rik extended his thanks and appreciation to the Board.

New Board Student Liaison Introduction

Watch [HERE](#)

MOTION First: S. Viens
Second: M. Young
Move that upon recommendation of Superintendent Scott Nicol and Principal John Guidry that the Board approve the appointment of Noelle Krawczynski as the Board of Education Student Representative.
Motion carried unanimously.

Anticipated Appointment Crystal Lake School Principal

Watch [HERE](#)

Dr. Nicol introduced John Powell to the Board and community as the next Principal of Crystal Lake Elementary School. Dr. Nicol recognized and thanked the members of the interview Committee. Mr. Powell shared his gratitude to the Board.

MOTION First: M. Underwood
Second: L. Nord
Move to endorse the employment of John Powell as Principal of Crystal Lake School, effective July 1, 2023 at \$162,914 for the 2023-2024 school year as aligned with the Ellington Administrator's Association contract.
Motion carried unanimously.

Anticipated Appointment Windermere Assistant Principal

Watch [HERE](#)

Dr. Nicol introduced JoAnna Schmidt to the Board and community as the next Assistant Principal of Windermere Elementary School. Dr. Nicol recognized and thanked the members of the interview Committee. Ms. Schmidt shared her gratitude to the Board.

MOTION First: S. Viens
Second: M. Kupferschmid

Move to endorse the employment of JoAnna Schmidt as Assistant Principal of Windermere School, effective July 1, 2023 at \$132,762 for the 2023-2024 school year as aligned with the Ellington Administrator's Association contract.
Motion carried unanimously.

Honoring Board Member Bary Blanchette for 30 Years of Service

Watch [HERE](#)

Dr. Nicol read a proclamation for Mr. Gary Blachette in honor of his 30 years of service dedicating the Ellington Public Schools sign in his honor.

MOTION

First: J. Dzen

Second: M. Young

Move that the Board approve the Gary Blanchette Proclamation on this 12th day of June 2023 and direct the Superintendent of Schools to authorize the dedication of the Ellington Public Schools' sign located outside of the Board of Education after Gary Blanchette.

Motion unanimously carried.

BOARD CHAIR REPORT

Watch [HERE](#)

Chair Dzen shared congratulations to all of the graduates who took the stage for graduation on June 9th. Ms. Dzen thanked all of the staff who took part in making the graduation possible. Ms. Dzen stated that it was an amazing event.

Second, Chair Dzen asked that everyone keep in their thoughts the EHS track Team who is on their way to compete in the Outdoor Track and Field National Championship in Oregon for the sprint and relay competitions. We wish you the best of luck.

In closing, Chair Dzen shared that as the school year draws to a close, she wanted to reflect on and thank all of those who make the year a success. It takes a village. To the bus and van drivers, teachers and paraprofessionals, nurses, custodians and maintenance staff, office assistants, cafeteria staff, specialists, security officers, library media specialists, administrators, guidance counselors, IT department, couriers, superintendent, and our central office staff, Ms. Dzen shared that they help to shape, help to prepare, help to guide and love our most precious family members and for that, she is eternally grateful.

CITIZEN & STAFF FORUM - None

CONSENT AGENDA

Watch [HERE](#)

1. Approval of Minutes: Regular Meeting, May 24, 2023, 6:00 p.m.
2. Approval of Minutes: Special Meeting, May 26, 2023, 12:00 p.m.
3. Approval of Minutes: Special Meeting, May 26, 2023, 1:00 p.m.
4. Approval of Minutes: Special Meeting, May 31, 2023, 4:00 p.m.
5. Approval of Minutes: Special Meeting, June 7, 2023, 4:00 p.m.
6. Human Resources Monthly Report

Ms. Dzen asked if anyone wished to remove any item(s) from the Consent Agenda. Ms. Dzen announced that with hearing none, the Consent Agenda is accepted as written.

REPORT AND DISCUSSION ITEMS

SPECIAL REPORTS

Anticipated Board of Education Endorsement of Ellington Unplugged

Watch [HERE](#)

Dr. Scott Nicol, Superintendent of Schools

Dr. Nicol shared that [Ellington Unplugged](#) is a document that grounds us to allow community members, staff, whomever to engage in concepts that will be healthy for them if they so wish. A Committee was put together that worked to create the document. Dr. Nicol thanked the Committee which was a mix of parents and staff. Kirsten Labranche and Linda Robinson were present to represent the Committee. You can view [the announcement](#) to the community on our website. A cookbook was created by the district to support the unplugged initiative to coincide with one of the tenets, [Cook from Scratch](#).

MOTION

First: J. Mullin

Second: M. Kupferschmid

Move that the Board of Education endorse Ellington Unplugged and direct the Superintendent of Schools to advocate for and implement throughout the Ellington Family.

Liz Nord and Miriam Underwood abstained.

Motion carried.

Progress on Ellington Public Schools Athletic Programs

Watch [HERE](#)

Mr. Anderson Rawlins, Director of Athletics and Wellness

Mr. Rawlins began by expressing his gratitude to the Board and the Ellington High School Administration for their support. Mr. Rawlins shared some of the accomplishments of the department. To start, the focus was to foster strong relationships and by doing so, attendance at games increased. The whole community came out to support the soccer and basketball championships. Mr. Rawlins was able to revamp sports awards nights where all athletes were recognized. Gymnastics won the first state championship, swim competed in the double L championships and the track team is competing at nationals. 300 plus scholar-athletes were recognized as students first, and athletes second. Mr. Rawlins shared that the boy's basketball team received the IAABO recognition for their sportsmanship on and off the court. This is a special recognition awarded by the CT Officials Association that is an honor to receive. Rik Roy, Chair Dzen, and Liz Nord shared their gratitude to Mr. Rawlins. Ms. Moser inquired how the department will proceed to work with the booster clubs. Mr. Rawlins expanded on how that relationship will progress. Seeing student and parent involvement will facilitate this moving into the 23-24 year.

REGULAR BOARD COMMITTEE REPORTS

Watch [HERE](#)

Finance

Committee Chair Nord shared that the Committee discussed the athletics update to include the pay-to-play fees, an addition of a weight room supervisor, and technology for strength and conditioning. The Committee also discussed the addition of an Occupational Therapist within the Department of Special Services as well as an additional Preschool Teacher.

MOTION

First: L. Nord

Second: S. Viens

Move that upon recommendation from the Finance Committee, the Board of Education approve the Superintendent to adjust the Weight Room Supervisor stipend, upon the receipt of grant monies to cover the additional costs in FY24.

Motion carried.

MOTION

First: L. Nord

Second: M. Underwood

Move that upon recommendation of the Finance Committee, the Board of Education approve budget transfers necessary to reconfigure contracted services in order to hire an Occupational Therapist for the 23-24 school year.

Motion carried.

MOTION

First: L. Nord

Second: M. Kupferschmid

Move that upon recommendation of the Finance Committee, the Board of Education authorize the Superintendent to hire positions, including an additional teacher, necessary to staff a seventh pre-kindergarten classroom on a one-year basis, with funds coming from prepaid grants.

Motion carried.

Policy

Chair Moser shared that the Policy Committee will meet every other month with the next meeting date scheduled for July 11, 2023, at 4:00 p.m.

Communications

Chair Mullin shared that the next meeting date is August 7, 2023, at 5:00 p.m.

Curriculum

Watch [HERE](#)

Dr. Young shared that the Committee met on June 13, 2023, and discussed the K-3 Reading curriculum materials pilot: Core Knowledge Program. The pilot was designed to represent grades from each elementary school. The CKLA curriculum will be piloted in Fall 2023. This will cost about \$25K, for 11 teachers, drawing on CT State funds at a level of \$45K over 2 years (total \$90K) for new literacy curriculum adoption.

The Committee also discussed the grade 5 pilot of Illustrative Math. The EPS existing math curriculum by Bridges was not doing all we had hoped for in 4th and 5th Math, especially in relation to problem-solving and conceptual understanding. The higher grades (6-9) are experiencing success with Illustrative Math. There was a need to align 4th and 5th math with the approach in the higher grades. Part of the justification for a change was to move toward a more student-centered approach, to support their application of mathematical thinking and problem-solving, and to increase rigor.

Operations - No Report

ADMINISTRATION REPORTS

Superintendent's Report - No report

Directors' Reports

Monthly Financial Report

Watch [HERE](#)

Mr. Brian Greenleaf, Director of Operations and Finance

Negative balance is looking better as the excess cost money is being received for Special Education services. Mr. Greenleaf thanked the business office team for their work this year as the last payroll of the year was processed.

Class Sizes 2023-2024

Watch [HERE](#)

Mr. Oliver Barton, Assistant Superintendent for Curriculum and Instruction

Please note that class sizes are robust through several grades at Center School, notably grades 2 and 4-6. If the number of students in those grades increases significantly during the next few months, we may need to adjust staffing resources to meet the needs of students. Dr. Nicol added that the kindergarten enrollment numbers across schools are subject to change based on our school enrollment BOE policy.

District Improvement Plan 2022-2023

Watch [HERE](#)

Mr. Oliver Barton, Assistant Superintendent for Curriculum and Instruction

Mr. Barton shared a brief update. Presentations on each topic have been shared over the course of the last few months. The District Improvement Plan topics included Teaching and Learning, Emotional Intelligence,

and Operational Effectiveness. Mr. Barton stated that State data has not yet been received, the initial results look promising and we hope to report those results in September/October once the data is received.

BOARD LIAISON REPORTS

Watch [HERE](#)

Student Liaison Report

Student Liaison Rik Roy gave his final report to the Board.

Rik's report included the end-of-year senior events that took place. They included: Class "Knight", Academic Awards, Senior Walk Parade at the elementary schools, Graduation, and Safe Grad.

Rik also closed by thanking the Board for welcoming him and for having him as the student liaison.

PBC

Watch [HERE](#)

Liaison Blanchette shared updates about Windermere, the architects will come to a future Board meeting to present and allow for questions. The plans are extensive for the security of the building during construction. We are at a good pace right now for the project. Brian Greenleaf added that the goal is to open the school by September 2025.

Miriam Underwood added that there was public concern about safety and that there are no sidewalks and will be increased traffic of construction vehicles.

Center School

Watch [HERE](#)

Liaison Kupferschmid shared that Center School held its 6th-grade graduation. She shared that Principal Mike Verderame finished his 4th year at Center School and has done a great job.

Board of Selectman

Watch [HERE](#)

Liaison Mullin shared that the Board of Selectmen recognized Gary Blanchette for his service at their June meeting.

Board of Finance

Watch [HERE](#)

Liaison Liz Nord shared news from the Board of Finance meeting. The Town's mill rate, tax relief for seniors, daycare tax abatement, and the budget were discussed.

Windermere

Watch [HERE](#)

Liaison Viens shared that the elementary schools had a great Revolutionary War Day, he attended the Reading Olympics assembly and Windermere will hold their popular Bingo event. A lot of great things happening at Windermere School to wrap up the school year.

Crystal Lake School

Watch [HERE](#)

Liaison Miriam Underwood presented Crystal Lake with their Best Communities in Music Award at their final concert of the year. Ms. Underwood also shared that she is looking forward to meeting and working with Mr. John Powell, the newly appointed principal of Crystal Lake School.

Wellness

Watch [HERE](#)

Annual Wellness Report will be posted on the website.

CREC - No Report

Ellington High School

Watch [HERE](#)

Liaison Moser shared that Student Liaison Rik Roy covered the high school report.

ACTION ITEMS

Watch [HERE](#)

Second Read to Adopt Advanced Course or Program/Challenging Curriculum Policy in the 6000 Series

MOTION First: A. Moser
Second: M. Young
To approve the adoption of Advanced Course or Program/Challenging Curriculum Policy in the 6000 Series.
Motion unanimously carried.

Second Read to Adopt Curricular Exemptions Policy in the 6000 Series

MOTION First: A. Moser
Second: M. Kupferschmid
To approve the adoption of Curricular Exemptions Policy in the 6000 Series.
Motion unanimously carried.

Second Read to Repeal Health Assessments and Immunizations Policy in the 5000 Series

MOTION First: A. Moser
Second: S. Viens
To approve the repeal of Health Assessments and Immunizations Policy in the 5000 Series.
Motion unanimously carried.

Second Read to Adopt Revisions to the Health Services Policy in the 5000 Series

MOTION First: A. Moser
Second: L. Nord
To approve the adoption of the revisions to the Health Services Policy in the 5000 Series.
Motion unanimously carried.

Second Read to Adopt the Revision to Policy 6156 Parent-Teacher Communication

MOTION First: A. Moser
Second: S. Viens
To approve the adoption of the revision to Policy 6156 Parent-Teacher Communication.
Liz Nord opposed.
Miriam Underwood abstained.
Motion carried.

Retirement of Mary Walsh, Music Teacher, Ellington Middle School, effective June 30, 2023

MOTION First: M. Underwood
Second: J. Mullin
To approve the retirement of Mary Walsh, Music Teacher, Ellington Middle School, effective June 30, 2023
Motion unanimously carried.

OLD BUSINESS/NEW BUSINESS/CORRESPONDENCE/ROUNDTABLE

Watch [HERE](#)

Miriam Underwood shared that she attended the Annual Scholarship Awards. Sixty-one scholarships were awarded to our seniors totaling \$125,000. The Committee has awarded over \$1M in scholarships to students in this community.

Miriam Underwood made a motion to award the Ellington Community Scholarship Association a Friends of Ellington Award. Liz Nord seconded the motion. A friendly amendment was made after discussion to move this topic to the Communications Committee agenda. The motion carried unanimously.

EXECUTIVE SESSION

MOTION:

First: L. Nord

Second: M. Underwood

Move that the Board of Education move into Executive Session to discuss security and a personnel matter and invite Dr. Scott Nicol, Superintendent of Schools, and Mr. Brian Greenleaf, Director of Finance and Operations, into the session.

Motion carried unanimously.

The Board entered into Executive Session at 8:02 p.m.

The Board exited Executive Session at 8:30 p.m.

Public session began at 8:31 p.m.

ADJOURNMENT

MOTION

First: M. Young

Second: A. Moser

To adjourn the Regular Meeting of the Board (8:32 p.m.)

Motion unanimously carried.



Ellington Public Schools

47 Main Street • PO Box 179
Ellington, Connecticut 06029

(860) 896-2300

To: Dr. Scott V. Nicol, Superintendent of Schools
From: Jennifer Brown, Human Resources Coordinator
Re: August HR Staffing Report
Date: August 18, 2023

Corresponding Agenda Item: Consent Agenda

Presentation Type: FULL Q & A **FYI**

The grid below exhibits all staffing changes since the last BOE meeting.

New Hires and Transfers

Name	Type	Title	E - Date	Building	Salary	Step
Soloperto, Jason B	New Hire Assignment	Summer Custodian	7/17/2023	Systemwide	\$15.00/hr	At Will
Schneider, Ralph	New Hire Assignment	Sub Custodian	7/24/2023	Systemwide	\$15.00/hr	At Will
Gilman, Beverly S	Current Employee Assignment	Summer Admin Assistant	7/25/2023	Central Office	\$17.25/hr	At Will
Carpino, Alisha	New Hire Assignment	Dir of Finance & Operations	8/7/2023	Business and Finance Services	\$143,500 (prorated)	
Soran, Leslie K	New Hire Assignment	Food Service Admin Asst	8/8/2023	Ellington Middle School	\$20.00/hr	
Martin, Amie M	New Hire Assignment	Para SEP	8/27/2023	Windermere	\$17.57/hr	Step 2
Mayne, Renee L	Current Employee Assignment	Para SEP	8/27/2023	Center School	\$18.25/hr	Step 4
Thunberg, Caitlin	New Hire Assignment	Teacher	8/27/2023	Windermere	\$67,937/yr	MA Step 4
Blinn, Alicia M	New Hire Assignment	Para SEP	8/28/2023	ECLIPSE/TEPSEP	\$17.57/hr	Step 2
Cruz, Priscilla	Current Employee Assignment	Para SEP	8/28/2023	Windermere	\$18.25/hr	Step 4
Dalessio, Michelle	New Hire Assignment	Para SEP	8/28/2023	Center School	\$19.68/hr	Step 8
Grimard, Olivia	Current Employee Assignment	Teacher	8/28/2023	Ellington Middle School	\$58,516	MA Step 1
Henry, Aliyah C	New Hire Assignment	Para SEP	8/28/2023	Windermere	\$17.57/hr	Step 2
Murray, Erin Randall McKlveen	Current Employee Assignment	Media Assistant	8/28/2023	Ellington High School	\$17.57/hr	Step 2
Patoka, Olivia K	New Hire Assignment	Teacher	8/28/2023	Ellington High School	\$61,876/yr	6th Yr Step 1
Underwood, Maxwell C	New Hire Assignment	Para SEP	8/28/2023	Ellington Middle School	\$17.57/hr	Step 2
Vargas, Sasha P	New Hire Assignment	Teacher	8/28/2023	Ellington High School	\$77,361	MA Step 7

Warner, Jennifer E	Current Employee Assignment	Para SEP	8/28/2023	Windermere	\$18.95/hr	Step 6
Anyah, Beatrice A	Current Employee Assignment	Sub Para	8/29/2023	Systemwide	\$15.00/hr	At Will
Gessay, Susan	Current Employee Assignment	Para SEP PT	8/30/2023	Windermere	\$15.00/hr	At Will
Trueb, Caitlin J	New Hire Assignment	Kinder Aide PT	8/30/2023	Crystal Lake School	\$15.00/hr	At Will
Cain, Tracy Ann	Current Employee Assignment	Para SEP PT	8/31/2023	Crystal Lake School	\$15.00/hr	At Will
McGraw, Julie A	New Hire Assignment	Sub Cert Teacher	8/31/2023	Systemwide	\$125/day	Sub Rate
McIlrath, Barbara A	New Hire Assignment	Cafe/Play Aide PT	8/31/2023	Crystal Lake School	\$15.00/hr	At Will
Menon, Deepthi K	Current Employee Assignment	Building Sub	8/31/2023	Windermere	\$115/day	Sub Rate
Mund, Delynn M	Current Employee Assignment	P/T Admin Asst	8/31/2023	Windermere	\$17.25/hr	At Will
Coleman, Andrew G	Current Employee Assignment	Para SEP	8/31/2023	Ellington High School	\$18.60/hr	At Will

Resignations and Retirements

Name	Type	Title	E - Date	Building	Salary	Step
Baker, Dena K	Resignation	Food Service Admin Asst	7/26/2023	Ellington Middle School	\$17.25/Hr	At Will
Francis, Conner W	Resignation	Para SEP	7/28/2023	Crystal Lake School	\$16.75/hr	Step 1 (22-23 rate)
Jacques-Snow, Amanda J	Resignation	Para SEP	8/1/2023	Center School	\$17.40/hr	Step 3 (22-23 rate)
Demichael, Nikki M	Resignation	Teacher	8/3/2023	Center School	\$61,107/yr	MA Step 2 (22-23 rate)
Weiner, Michelle B	Resignation	Para SEP PT	8/15/2023	Center School	\$15.00/hr	At Will
Luginbuhl, Julia Margaret	Resignation	Para SEP	8/15/2023	Windermere	\$16.75/hr	Step 1 (22-23 rate)
Mcdonough, Bethany	Resignation	Kinder Aide PT	8/15/2023	Windermere	\$15.50/hr	At Will
Sullivan, Kurt R	Resignation	Soccer Coach	8/15/2023	Ellington Middle School	\$2,472	Stipend
Palozej, Olivia L	Resignation	Teacher	8/16/2023	Center School	\$61,107/yr	MA Step 2 (22-23 rate)
Johnson, Sesha Nacole	Resignation	Teacher	8/23/2023	Crystal Lake School	\$53,787/yr	BA Step 1 (22-23 rate)

A meeting of the Finance Committee was held on Wednesday, August 9, 2023, in the Board of Education Conference Room, 47 Main Street, Ellington, CT.

The meeting was called to order at 5:01 p.m. by Liz Nord.

PRESENT Liz Nord, Chair, Jen Dzen, Miriam Underwood, Steve Viens, Angela Russo

ABSENT

ALSO PRESENT Mr. Brian Greenleaf, Director of Finance and Operations (outgoing)
Ms. Alisha Carpino, Director of Finance and Operations (incoming)
Ms. Stephanie Veturis, Coordinator of Accounting

AGENDA ITEMS

2022-2023 Update

Mr. Greenleaf shared an update regarding the 22-23 budget balance, stating that the closeout of the 2022-2023 budget is almost complete. Mr. Greenleaf also stated that in consultation with the Town Finance office, there would be a request for a transfer from the Unexpended Funds Account and that this was due to a difficult budget year with the district seeing a higher need, with students moving into the district that were already outplaced and one unanticipated outplacement. This will be a motion at the full Board meeting in August.

2023-2024 Update

Mr. Greenleaf provided an update on the Paraeducator Grievance Arbitration case, stating that the administration and board maintained that the contract provides no such benefit and that Health Savings Accounts are a personal account maintained by the employee and on August 1, 2023, the decision from the arbitration's panel was received in favor of the Board of Education.

Mr. Greenleaf discussed certified hiring, stating that with the vacancies and filling those positions, there has been a recognized total savings of approximately \$200,000.

Mr. Greenleaf also provided the committee with an update about CMERS, stating that after advocacy on part of the Ellington Public Schools, and recognition by the State Comptroller that something needed to be done, a working group was put together and due to this, a new employer contribution rate of 15.85% was provided in June. This coupled with staff turnover that positively impacts the retirement account, gives an estimated savings of \$95,000.

Mr. Greenleaf shared information on two budget book corrections, stating that there were two clerical errors that did not affect the overall budget that needed to be fixed and once this was complete a new budget book would be published on the website.

Reading Pilot Program Update

Ms. Nord stated that she met with Assistant Superintendent Barton to discuss the Reading Pilot Program and shared that a grant was received for the reading pilot program and that this was a two-year grant totaling \$90,000.

Health Insurance Update

Mr. Greenleaf shared that the fund balance for health insurance was \$749,960 without the IBNR (Incurred but not reported). Mr. Greenleaf stated that even though the health insurance fund balance goal was \$1,000,000, he feels comfortable with the status of the account.

Food Service Update

Mr. Greenleaf shared that the food service management bid process was complete and that the winner of the bid was Whitsons. He stated that this was a one-year contract with the option to renew each year for four years after the first year.

Anticipated Executive Session

MOTION

First: Liz Nord

Second: Miriam Underwood

To enter into executive session for the purposes of discussing personnel negotiations and school security and to invite Directors of Finance and Operations Alisha Carpino and Brian Greenleaf

Motion carried unanimously.

Executive session ended at 7:04pm.

ADJOURNMENT

MOTION

First: Jen Dzen

Second: Miriam Underwood

To adjourn the meeting of the Finance Committee (7:05 p.m.)

Motion carried unanimously.

Respectfully submitted by Ms. Liz Nord, Finance Committee Chair

**Ellington Board of Education
Communications Committee Meeting**

**Board of Education Conference Room
Monday, August 7, 2023**

A meeting of the Communications Committee was held on Monday, August 7, 2023, in the Board of Education Conference Room, 47 Main Street, Ellington, CT.

The meeting was called to order at 5:00 p.m. by Jennifer Mullin.

PRESENT Jennifer Mullin, Chair, Jennifer Dzen, Marcia Kupferschmid, Angela Moser

ALSO PRESENT Tracey Deptula, Assistant to the Superintendent

AGENDA ITEMS

Communications Corner - Back to School Edition

Chair Mullin reviewed the outline of the first Communications Corner of the 23-24 year. The committee discussed the layout of the Back to School Edition as well as adding additional segments. The first newsletter of the year will include important back-to-school information (calendars, new staff introductions, contact information, and photos from summer and the first day of school). The newsletter will reach inboxes in early September. You can view the last newsletter here: [End of Year 2023](#).

Social Media Initiative

The committee reviewed the analytics from the past 90 days for the newsletter, Facebook and Instagram. The use of stories and consistency of posts have contributed to maintaining reach and engagement. The committee discussed adding a new Student Liaison segment or post to the social media calendar for the 23-24 school year.

Sustainable CT Contribution

The Committee reviewed the district's Communications Strategy as submitted to the Sustainable CT Committee as a supplement to the municipal application. More information on Sustainable CT can be found on their website: www.sustainablect.org

Board Brochure

The committee reviewed a new brochure that will be available to the public at Board of Education meetings. The brochure outlines the basics of the structure of the meeting, notes section, and includes all applicable contact information for the Board of Education. The brochure will be printed in-house, as needed.

ADJOURNMENT

MOTION

First: M. Kupferschmid

Second: A. Moser

To adjourn the meeting of the Communications Committee (5:22 p.m.)

Motion carried unanimously.

Respectfully submitted by Ms. Jennifer Mullin, Communications Committee Chair



A meeting of the Operations Committee was held on Tuesday, August 8, 2023, in the Board of Education Conference Room, 47 Main Street, Ellington, CT.

The meeting was called to order at 4:07 p.m. by Kerry Socha.

PRESENT Kerry Socha, Chair, Gary Blanchette, Jen Dzen, Liz Nord

ABSENT

ALSO PRESENT Mr. Brian Greenleaf, Director of Finance and Operations (outgoing)
Ms. Alisha Carpino, Director of Finance and Operations (incoming)
Mr. Jim Barrett, DRA Architects
Mr. Greg Smolley, DRA Architects
Mr. Mike Skapczynski, O&G Industries
Ms. Kelly Nelli, Arcadis

AGENDA ITEMS

Windermere Building Project Update

An update to the Windermere Building Project was provided by DRA Architects, O&G Architects, and Arcadis.

HVAC Update

Mr. Greenleaf provided an update on the HVAC project stating that the request for proposals for Design Services for Heating, Ventilation, and Air Conditioning (HVAC) Systems had been posted and bids would be reviewed soon.

Food Service RFP

Mr. Greenleaf stated that a bid was received back on the food service request for proposals and Whitsons Culinary Group, who is the current managed service provider, was the only company to submit a bid. He stated that the plan was to continue with Whitsons and the desire was to put a new contract in place for the next year with the option to renew for four one-year contracts if both parties agree each year.

ADJOURNMENT

MOTION

First: J. Dzen
Second: L. Nord
To adjourn the meeting of the Operations Committee (5:36 p.m.)
Motion carried unanimously.

Respectfully submitted by Ms. Kerry Socha, Operations Committee Chair





Ellington Public Schools

47 Main Street • PO Box 179
Ellington, Connecticut 06029

(860) 896-2300

To: Dr. Scott V. Nicol, Superintendent of Schools
From: Alisha Carpino, Director of Finance & Operations
Re: Financial Update
Date: August 18, 2023

Corresponding Agenda Item(s): I., 3., b., 1.: Monthly Financial Report – Ms. Carpino, Director of Finance and Operations

Presentation Type:

FULL

Q & A

FYI

Fiscal Year 2022-2023

The closeout of the Board of Education 2022-2023 budget is near completion. The final report, reflective of a pending request to the Board of Education and Board of Finance, will show a final balance of (\$0.00).

Although it was attempted to hold all reserve accounts in full, it will be necessary to tap into the Unexpended Funds Account, to create this balanced budget. This account was established in 2017-2018 for the expressed purpose of covering high cost special education tuition and transportation. It was seeded with \$150,000 of funds, originally designated from savings returned due to the district's management of its transportation vendor.

This year the district unfortunately saw a higher need, with students moving into the district that were already outplaced and one unanticipated outplacement. After excess cost funding, this brought approximately \$175K of net costs to the districts 2022-2023 fiscal year. Tuition accounts in the general fund were over-expanded by \$68,278.95. With the hard work that was done by Mr. Greenleaf with budget planning and the work to maintain all students within the district, we saw an ultimate need to cover only \$28,932.51.

Per the funds account agreement the Board of Education is required to submit a formal request to the Board of Finance through the Town Finance Officer for any expenditure of funds from the Account. The request shall be approved by the Board of Finance at its next regularly scheduled meeting following the date of receipt of the request. This motion does not specify the exact amount to make sure any potential audit adjustments can be covered, up to the tuition deficit. Nothing is anticipated however.

In consultation with the Town Finance office, we will be asking for only the amount necessary to close the fiscal year without a general fund deficit (or surplus).

Fiscal Year 2023-2024

The new fiscal year began on July 1, 2023. The current balance on the budget of \$45,083,347 is \$13,210,476.67. Purchasing for the beginning of the year is underway and preparations for the start of the school year in the Business Office are in progress. There are no material variances from the budget at this time.

Attachments:

[FY23 Object Summary](#)

[FY24 July Budget Transfers](#)

[FY24 Object Summary 8.17.2024](#)

2023-2024 Ellington Public Schools District Improvement Plan

Key District Level Measures				
Survey Data		June 2022	June 2023	2024 Target
Students - Students at my school treat each other with respect		74 %	61 %	75 %
Students - I feel connected to my school		84 %	85 %	87 %
Teachers - There are clear rules and expectations for student behavior		72 %	78 %	80 %
Students - I feel academically challenged at school (Elementary)		81 %	81 %	83 %
Families-I feel connected to my child's school		83 %	83 %	85 %
Students-What I learn in school is valuable (Secondary)		70 %	70 %	73 %
Academic Progress		2022	2023	2024 Target
Grades 3-8 SBAC Performance in Literacy % meeting/exceeding expectations (level 3 and 4 combined)		69%	68 %	70 %
Grades 3-8 SBAC Performance in Math % meeting/exceeding expectations (level 3 and 4 combined)		63%	68 %	70 %
SAT School Day ELA meeting/exceeding expectations		70%	60 %	70 %
SAT School Day Math meeting/exceeding expectations		52%	44 %	55 %

Conditions for Learning – Ellington Public Schools creates a culture of learning that challenges and inspires all students and effectively engages families and staff

Strategies to Create Conditions for Learning		Timeline
1. Promote balance and wellness in the lives of students, at home and with their families. Build understanding of the seven elements of Ellington Unplugged , model practicing the elements in classrooms and schools, authentically integrated into the course of the school day and year.		September 2023 through June 2024
2. Build teacher and staff capacity in emotional intelligence through the RULER program. Implement the four core components of RULER across all schools–Class Charter, Mood Meter, Meta Moment, and school Blueprint. Promote student, classroom, and school-wide leverage of emotional intelligence for wellness, pro-social development, and academic excellence.		September 2023 through May 2024
3. Embed Seeds of Civility in school culture, classroom practices, and processing of behaviors. Equip students for challenging conversations by explicitly practicing the Seeds’ norms. Model Seeds of Civility at all levels demonstrating openness to diverse perspectives and common goals in relation to issues of concern in the district.		September 2023 through May 2024
4. Continue to practice Transparency to engender Trust in our schools by families and the community. Update library catalogs and syllabi, adding detail on the units studied in syllabi. Clarify the process of parent engagement and roles in addressing questions and concerns. Promote family awareness of curriculum, including how and what is taught in classrooms.		August 2023 through May 2024
5. Promote administrator capacity and involvement in district leadership through Professional Learning and Action Committees (PLAC’s). Committees will include study and practice in the areas of crafting quality feedback for teachers, teacher use of data, instructional models, and cultural competence.		July 2023 through April 2024

Academic Excellence – Ellington Public Schools ensures high quality teaching and learning for all students

Strategies to promote Academic Excellence		Timeline
1. Strengthen the quality of the reading program and teacher capacity in relation to the science of reading in order to promote reading on or above grade level by grade three, as well as vocabulary, comprehension, and reading stamina from upper elementary through high school. Refine intervention and promote engagement and rigor.		August 2023 through June 2024

2. Strengthen the implementation of math curricula and teacher instructional capacity in mathematics to promote fluency, conceptual understanding, problem-solving, and application of skills and concepts in authentic settings. Update report card standards, pilot curriculum in grade five, and adjust alignment in grades 7-9.		August 2023 through June 2024
4. Assess current practices in use of data, supported by technology and visualizations, to inform instruction and curriculum implementation in grades K-12. Build tools improve teacher access to data and use of data in instructional planning.		July 2023 through April 2024
5. Promote teacher and administrator development and continue to ensure accountability by upgrading the teacher and administrator evaluation process. Focus on professional goals and growth in a collaborative, reflective, and inquiry-based process.		July 2023 through April 2024

Operational Effectiveness and Infrastructure – Support safety, community, and learning

Strategies to promote Effective Operations and Quality Infrastructure		Timeline
1. Continue work to improve financial & accounting processes, aligned with best practices. Continue alignment with town. Clarify roles and structures and provide support in the transition of core financial personnel.		August 2023 through June 2024
2. Develop a comprehensive plan for addressing HVAC systems in all the schools in the next 5-10 years. Leverage state and local funding for initial upgrades and initiate implementation.		August 2023 through June 2024
3. Continue to focus on maintaining adequate staffing by promoting and advertising our open positions, promoting healthy work environment and positive communication		July 2023 through June 2024
4. Ensure design process for Windermere Elementary School has robust input from end-users. Ensure proper oversight on construction and engagement of school leadership in implementation of school plans during construction.		Monthly, August 2023 through June 2024
5. Continue enhancement of school security and coordination with emergency services. Enhance the role of school safety officers in schools, aligned with school safety teams and culture and climate initiatives. Improve cyber security in the face of emerging developments in the field.		August 2023 through June 2024
6. Orient administrators, teachers, and staff, including central office, in the ethical use of Artificial Intelligence (AI), modeling transparency in use of AI.		August 2023 through June 2024



Ellington Public Schools

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(860) 896-2300

To: Dr. Scott V. Nicol, Superintendent of Schools and Oliver Barton, Assistant Superintendent
From: Oliver Barton, Assistant Superintendent for Curriculum and Instruction
Re: Enrollment Projections
Date: August 18, 2023

Corresponding Agenda Item: VII., C., 2., c.

Presentation Type:

FULL

Q & A

FYI

Enrollment is fluid in late August as families who are new to the district complete paperwork and submit documentation as part of the enrollment process. The estimates below include fully registered and partially registered students, and, therefore, these are projected and not finalized numbers.

<u>School</u>	<u>Grade</u>	<u>Enrollment</u>	<u>Class Sizes</u>
		Estimate: 8/8	
Center	K	64	22, 21, 21
	1	61	21, 20, 20
	2	71	24, 24, 23
	3	66	22, 22, 22
	4	71	24, 24, 23
	5	73	25, 24, 24
	6	68	23, 23, 22
	Total	474	
Crystal Lake	K	29	15, 14
	1	41	21, 20
	2	45	23, 22
	3	41	21, 20
	4	42	21, 21
	5	44	22, 22
	6	47	24, 23
	PK	9	9
	Total	298	
Windermere	K	83	21, 21, 21, 20
	1	81	21, 21, 20, 20
	2	93	19, 19, 19, 18, 18

		3	63		21, 21, 21
		4	73		19, 18, 18, 18
		5	82		21, 21, 20, 20
		6	100		20, 20, 20, 20, 20
		PK	69		14, 14, 14, 13, 13
		Total	644		
EMS		7	193		
		8	198		
		Total	391		
EHS		9	190		
		10	193		
		11	172		
		12	192		
		13	10		
		Total	757		
EPS (BASES)		Total	29		
TOTAL			2593		

Movement of Cohorts

There is currently a large class in grade six (213), while the class that moved from six to seven this summer is more in line with grade level averages (190). This keeps overall elementary enrollment relatively unchanged. A similar sized grade eight moved from EMS to EHS with minimal attrition (208 in 2022-23, currently at 204 entering grade nine).

Pre-K enrollment is up, at approximately 92, compared with 79 last year at the start of school. A Pre-k section has been added, resulting in five full-day sections (four at Windermere and one at Crystal Lake), and three partial day sections. Choice students make up fifteen percent of Pre-K. Class sizes in pre-k are currently 15-16 students. There is a significant increase in the number of Pre-K students entering with IEP's.

Kindergarten sections/teacher placements will be finalized after second orientation sessions at schools on Monday (August 21). This new process allows for better balancing of classes based on student learning styles, foundational skills, and social skills. Teachers and principals collaborated to design the new process last Spring and are eager to finish piloting it in the week ahead.

Choice student enrollment is currently 97 in Infinite Campus, within five students of last year at the start of school. We have closed Choice program seats for 2023-24 at this time.

All the numbers reported above may be adjusted as registrations are finalized while documents are submitted, and based on any families moving into district or un-enrolling students for other placements.