

**East Granby Board of Education
Regular Meeting Minutes for
Monday, July 9, 2018**

Board Members Present:

Mr. Bob Ravens-Seger
Mr. John Welsh (7:13 p.m.)
Mrs. Karey Pond
Mr. Bob Paskiewicz
Mr. John Ziobro
Mrs. Sharon Shepherd

Others Present:

Dr. Christine Mahoney, Superintendent
Mrs. Sherry Holmes, Business Manager
Ms. Lisa Kline, Board Clerk
Mr. Richard Mahoney, Interim Business Manager

Board Members Absent:

Mr. Rob Crocker
Mrs. Lucia Ziobro
Mr. Jim Feeney

I. Call to Order and Pledge of Allegiance

With a quorum present, Chairperson Bob Ravens-Seger called the meeting to order at 7:03 p.m., and all recited the Pledge of Allegiance. The Chairperson welcomed Sherry Holmes, the new business manager.

a. Approve minutes from the May 14, 2018 regular meeting, the June 11, 2018 special meeting, and the June 11, 2018 and June 25, 2018 regular meetings

MOTION: a motion was made by Bob Paskiewicz, seconded by Karey Pond to approve the May 14, 2018 regular meeting minutes as presented. (FOR: Bob Ravens-Seger, John Welsh, Bob Paskiewicz, and Karey Pond. ABSTAINED: John Ziobro and Sharon Shepherd). *Motion approved.*

MOTION: a motion was made by Sharon Shepherd, seconded by Bob Paskiewicz to approve the June 11, 2018 special meeting minutes as presented. (FOR: Bob Ravens-Seger, John Welsh, Bob Paskiewicz, and Sharon Shepherd. ABSTAINED: John Ziobro and Karey Pond). *Motion approved.*

MOTION: a motion was made by Sharon Shepherd, seconded by Bob Paskiewicz to approve the June 11, 2018 regular meeting minutes as presented. (FOR: Bob Ravens-Seger, John Welsh, Bob Paskiewicz, Karey Pond, and Sharon Shepherd. ABSTAINED: John Ziobro). *Motion approved.*

MOTION: a motion was made by Sharon Shepherd, seconded by Bob Paskiewicz to approve the June 25, 2018 regular meeting minutes as presented. Karey Pond moved to amend the minutes.

MOTION: a motion was made by Karey Pond, seconded by Bob Paskiewicz to amend the June 25, 2018 regular meeting minutes by replacing the word “magnificent” with “meaningful” in paragraph two of item Vb. Approve Superintendent’s Contract. (FOR: Bob Ravens-Seger, John Welsh, Bob Paskiewicz, Karey Pond, and Sharon Shepherd. ABSTAINED: John Ziobro). *Motion approved.*

b. Additions to the Agenda

John Ziobro requested to add item IVd. Update on Carl Allgrove School Parking Lot

c. Comments from Visitors - None

II. Correspondence

Bob Ravens-Seger distributed a copy of the reply to John Matlack’s email he drafted so board members could review it before sending it to Mr. Matlack. One of the sentences was removed. Sharon Shepherd suggested highlighting the section about technology and how important it is for testing and 21st century learning. Mrs. Shepherd also suggested providing a staff update to Mr. Matlack and the public. Dr. Mahoney will address this topic tonight under item IVa. Karey Pond recommended thanking Mr. Matlack for his correspondence and invite him to our meetings to share his comments. The board should also provide an explanation of the Superintendent’s evaluation that was done and that the Board of Education (BOE) recognizes the value of working together and with the Connecticut Association of Boards for Education (CABE) for next year. Bob Ravens-Seger shared that a special meeting will be held with the CABE attorney in September 2018 to guide and review the process of the Superintendent’s evaluation with board members.

III. Chairperson’s Report

a. School Safety and Security

Bob Ravens-Seger and Dr. Mahoney had nothing further to report at this time.

- b. **Response to Previous Correspondence** – Already addressed.

IV. Superintendent's Report

- a. **Student Enrollment & Staffing Update**

Dr. Mahoney reported that there is no additional information to share since the last board meeting and filling the positions created by retirees and resignations is ongoing.

- b. **Payroll Issue Update**

Richard Mahoney reported that he created a list of employees that were affected by the additional deductions recorded on their June 22, 2018 payroll check and funds will be processed, and returned as soon as possible. Mr. Mahoney asked the Teachers Retirement Board (TRB) to return the money to the BOE in a timely fashion and he will disburse it to the individual employees that were affected. Taxes cannot be returned so employees are encouraged to check with their tax preparer and/or complete a new W4 Form.

- c. **Transportation Update**

Dr. Mahoney reported that the transportation contract was formalized with M & J Transportation and they met with Timothy Phelan, the district's transportation coordinator. Together, they are working on arranging drivers, bus routes, and releasing the information out to parents. Bob Paskiewicz asked if the busses will still park at the high school. Dr. Mahoney replied that they will. Sharon Shepherd asked if M & J will maintain the current bus drivers. Dr. Mahoney reported that it has been discussed. Rainbow Transportation will continue to provide service during the summer and M & J Transportation will take over as of August 1, 2018. John Welsh asked what the duration of the contract is and the additional cost to district. Dr. Mahoney replied that the duration of the contract is 3 years with a BOE option to extend it 2 years. Dr. Mahoney does not have the details of the additional cost with her at this time. Sharon Shepherd pointed out that you cannot compare the Dattco Transportation contract with the M & J Transportation contract because they are different. John Welsh feels we need to approach the breaching party (Dattco Transportation).

- d. **Update on Carl Allgrove School Parking Lot**

Dr. Mahoney reported that she gave the information to Dave Wing; she will follow up with him when he returns from vacation. They are working on a plan to address all of the issues including drainage. John Ziobro asked if additional parking spaces would be created. Dr. Mahoney replied that there is talk about it. John Ziobro would like to know what the plan will consist of before the actual work is done.

V. Committee Reports

- a. **Policy**

Dr. Mahoney explained that policy 3523.11 - Unmanned Aerial Systems, allows students to build and learn how to operate drones in the classroom. The actual flying of drones would take place at Asnuntuck Community College or at a facility outside of the restricted area of airports (not within 5 miles). There are a wide range of regulations that must be followed.

John Ziobro referred to policy 4118.235- Alcohol, Drugs, Tobacco/Drug and Alcohol-Free Workplace – Medical Marijuana Standards, and asked if we drug test employees before hiring them. Dr. Mahoney replied that we cannot demand that a drug test be performed.

John Ziobro noted that electronic cigarettes were added to policy 5131.6- Alcohol Use, Drugs and Tobacco (including performance enhancing substances) Nicotine Delivery Systems.

John Ziobro summarized that policy 5131.601 – Medical (Palliative) Use of Marijuana, does not allow drugs on school grounds and the district cannot do anything if the drug was prescribed at home for palliative purposes.

John Ziobro found it difficult to understand the verbiage for policy 6153 – Field Trips, and asked who created the chaperone/student ratios. Dr. Mahoney replied that they are standard across the state and we pay close attention to the age of the students. John Welsh questioned the wording in the last bullet on page 6153(b). Rules are rules and he wants to be sure everyone is comfortable with the language and how it is written. John Ziobro asked if the blank lines needed to be filled in now. Dr. Mahoney responded that the district name will be filled in later. Bob Paskiewicz is concerned about the budget and the BOE assisting to cover the cost of a trip for those individuals experiencing hardship. Some of the trips are expensive. Dr. Mahoney explained that assistance is provided for field trips directly related to a specific assignment connected to curriculum in a class. The BOE is not obligated to assist

paying for field trips that are for recreational enjoyment (i.e. international trips). John Ziobro asked if the chaperones are covered by liability insurance. Dr. Mahoney replied in the affirmative.

- b. **Budget** - Richard Mahoney reported that renewal for insurance was favorable and the BOE's cost will be lower. We will be leaving Hartford Insurance and going to Trident Insurance.
- c. **Curriculum** - Dr. Mahoney reported that there were a number of teachers who performed summer curriculum work but there is nothing to approve at this time.
- d. **Negotiations** – Non-Certified negotiations will begin in September 2018.
- e. **Facilities** – Dr. Mahoney reported that the custodians are busy cleaning the buildings and subsequent to the Carl Allgrove School Construction Project, the carpet in the hallway outside of the BOE office was recently replaced.
- f. **Communication** – Sharon Shepherd considered the possibility of having a communications sub-committee meeting in August to discuss the process of efficiently responding to correspondence from members of the community. Bob Ravens-Seger thinks it would be a good idea to streamline the process. Bob Paskiewicz commented that replying to correspondence can be cumbersome and likes responding to them at a meeting to show transparency and to get the information out to the public. Bob Ravens-Seger added that he also receives positive feedback regarding transparency and the nature of the minutes.

VI. Recommended Actions

a. Approve Policies

MOTION: a motion was made by Sharon Shepherd, seconded by John Ziobro to approve policy 3523.11 as presented.

Motion approved unanimously.

MOTION: a motion was made by Sharon Shepherd, seconded by Karey Pond to approve policy 4118.235 as presented. **Motion approved unanimously.**

MOTION: a motion was made by John Ziobro, seconded by Karey Pond to approve policy 5131.6 as presented.

Motion approved unanimously.

MOTION: a motion was made by Sharon Shepherd, seconded by Karey Pond to approve policy 5131.601 as presented. **Motion approved unanimously.**

MOTION: a motion was made by Sharon Shepherd, seconded by Bob Paskiewicz to approve policy 6153 as presented. (FOR: Bob Paskiewicz, Bob Ravens-Seger, Sharon Shepherd, John Welsh, and John Ziobro. ABSTAINED: Karey Pond). **Motion approved.**

b. Update on Year End Financials

Richard Mahoney reported that he does not have any definitive numbers to report at this time and he is proceeding cautiously. We received invoices from Rainbow Transportation for the last 3 months and there has been a lot of year end special education budget and activity. The payroll issue slowed down the invoice process. We will end the year in the black. John Ziobro inquired about the June 30, 2018 cutoff date (end of fiscal year). Richard Mahoney shared that we have a full accrual system. Anything that is purchased before June 30, 2018 can be processed. Encumbrances are a safe guard. Things do not always get delivered on time. We will close the books on or about August 1, 2018 which is standard municipal practice. Mr. Mahoney added that we received all payments from Hartford.

Bob Paskiewicz thanked Mr. Mahoney for acting as interim business manager.

VII. Agenda Items for Future Meetings

a. **Board of Education Minutes** – Previously requested by Jim Feeney

b. **CABE Representative Information Session** – A special meeting will be held September 2018.

VIII. Comments from Visitors - None

IX. Adjournment

MOTION: a motion was made by John Welsh, seconded by John Ziobro, to adjourn the meeting. **Motion approved unanimously.** The meeting was adjourned at 8:17 p.m.

Respectfully submitted,

Lisa A. Kline, Board Clerk

These minutes are issued pending Board of Education approval.