

**REGULAR MEETING**  
**AVON BOARD OF EDUCATION, AVON, CONNECTICUT**  
**Tuesday, August 22, 2017 – 7:00 p.m.**  
**Avon High School Community Room**

**Attendance**

**Members Present:** Ken Birk, Jackie Blea, Deb Chute, Jason Indomenico, Houston Putnam Lowry, Peggy Roell, Jay Spivak, Laura Young, and Kathy Zirolli

**Member Absent:** none

**Administration Present:** Gary Mala, Heather Michaud, Dr. Kimberly Mearman, Dr. Donna Nestler-Rusack, Dr. JeanAnn Paddyfote

**I. Call to Order**

The meeting was called to order by Chair Houston Putnam Lowry at 7:01 p.m.

**II. Pledge of Allegiance**

The Pledge of Allegiance was recited.

*Chair Lowry motioned to add to the agenda Open Houses at the Schools and Lease Purchase Agreement for Instructional Computers.*

*Motion was carried unanimously.*

**III. Introductions**

Mr. Lowry formally welcomed Interim Superintendent, Dr. JeanAnn Paddyfote. Dr. Paddyfote thanked everyone for the welcome and noted that the transition was going extremely well.

Chair Lowry also thanked Superintendent, Gary Mala for his service of the past 6 years.

**IV. Minutes**

The minutes from the June 28, 2017 Board of Education (BOE) regular meeting and the July 11, 2017 and July 17, 2017 BOE special meetings were presented for approval.

*Motion by Ms. Chute and seconded by Ms. Roell to approve the above minutes.*

*Vote was carried unanimously.*

**V. Communications from Public**

There was no communication from the public.

**VI. Information and Proposals**

A. Superintendent Search Process and Timeline was presented by Dr. Joseph Erardi.

- Avon is a “destination district” for qualified superintendents.
- Launch search September 1 until October 31
  - Advertisement
  - Recruitment
  - Screening Candidates
- Interplay between the present Board and the newly elected Board is built into the selection process.
- Presentation of profile and rationale of proposed finalists at the November 21<sup>st</sup> Board meeting
- Community involvement is critical to discern character attributes they think are important for a superintendent
  - Will work with a point person at the Central Office

- Will meet with Central Office staff and District Leadership
- Will attend each school's faculty meetings at least once
- Will attend each school's PTO meetings at least once
- Will offer two open session for those who were not able to attend above meetings
- Board of Education interviews of candidate will be
  - November 27 and November 28, 6:00 pm – 10:00 pm
  - December 2 – finalist interview
  - Week of December 4-1 – site visit
- Appointment of new superintendent would be around the holiday break

Board members asked if an online survey would be made available for those who cannot attend meetings. Dr. Erardi agreed to add a survey to the search timeline. He also responded that Board members are encouraged to attend the open meetings for the public, however for listening purposes only. The Board also discussed timing for creating a search committee, which will allow the Board to have non-meetings, and adding the Superintendent Search Update as a recurring item on future Board agendas.

*Motion by Mr. Spivak and seconded by Mr. Indomenico to name the Board at large as the search committee for the next superintendent and allowing the Board to add future members to the committee.*

*Vote was carried unanimously.*

- B. 16-17/140 Revised Civics Curriculum (Elizabeth Sanborn, Social Studies Department Coordinator and Dr. Donna Nestler-Rusack, Assistant Superintendent)

Dr. Rusack and Ms. Sanborn reviewed the major revisions of the Civics Curriculum

- Aligned the curriculum with the state standards
- Provides accountability and ensures the relevance for all students
- Goals approach history towards a global perspective
- Includes modern history and current events

*Motion by Ms. Roell and seconded by Mr. Birk to approve the Civics Curriculum.*

*Vote was carried unanimously.*

- C. Financial Report (Heather Michaud, Business Manager)

Ms. Michaud reported she was pleased with the financial health of how the fiscal 16-17 year ended. She presented a recap of the last two years showing a positive trend. Two years ago there was an open encumbrance of \$537,000. This past year had an open encumbrance of \$592,000, which would have been less had it not been for the new phone system. Will close the year with \$32,000 of unliquidated funds.

## VII. Consent Calendar

- A. 17-18/01 Approval of Policy 5131.911 – Bullying Prevention and Intervention, Second Read
- B. 17-18/02 Approval of Policy 5141 Student Health Services, Second Read
- C. 17-18/03 Approval of Policy 1112.6 Videotaping of Staff/Students, Second Read
- D. 17-18/04 Approval of Policy 1140.1 Distribution of Non-School Literature/Publications, Second Read
- E. 17-18/05 Approval of Policy 1170 Recognition of Students, Citizens, Staff Members, and Members of the Board of Education, Second Read
- F. 17-18/06 Approval of Policy 1212 School Volunteers, Second Read
- G. 17-18/07 Approval of Policy 1230 Parent Organizations/Associations and Booster Clubs, Second Read
- H. 17-18/08 Approval of Policy 1311.2 Political Activities in the Schools, Second Read
- I. 17-18/09 Approval of Policy 1313 Gifts to School Personnel, Second Read

- J. 17-18/10 Approval of Policy 1314 Fund-Raising and Solicitation, Second Read
- K. 17-18/11 Approval of Policy 1324 Soliciting Funds/Distribution of Materials To and By Students, Second Read
- L. 17-18/12 Approval of Policy 1326 Solicitations by Staff Members, Second Read
- M. 17-18/13 Approval of Policy 1330 Use of School Facilities, Second Read
- N. 17-18/14 Approval of Policy 1350 Senior Citizens' Benefits, Second Read
- O. 17-18/15 Approval of Policy 1400 Reports from Avon Public Officials, Second Read
- P. 17-18/16 Approval of Policy 1411 Relations with Law Enforcement Agencies, Second Read
- Q. 17-18/17 Approval of Policy 1412 Fire Department, Second Read
- R. 17-18/18 Approval of Policy 1413 Civil Defense, Second Read
- S. 17-18/19 Approval of Policy 1416 Fiscal Authority, Second Read
- T. 17-18/20 Approval of Policy 1610 Relations with Parochial and Private Schools, Second Read

*Motion by Ms. Blea and seconded by Mr. Birk to accept Items 17-18/01 thru 17-18/20 on the Consent Calendar.*

*Vote was carried unanimously.*

#### **VIII. New Business**

- A. 17-18/21 Policy 2001.1 Staff Involvement in Decision-Making, First Read
- B. 17-18/22 Policy 2010 Goals and Objectives, First Read
- C. 17-18/23 Policy 2100 Administrative Staff Organization, First Read
- D. 17-18/24 Policy 2111 Equal Employment Opportunity, First Read
- E. 17-18/25 Policy 2120 Organizational Charts, First Read
- F. 17-18/26 Policy 2130 Administrative Personnel Positions, First Read
- G. 17-18/27 Policy 2131 Superintendent of Schools, First Read
- H. 17-18/28 Policy 2132 Assistant Superintendent, First Read
- I. 17-18/29 Policy 2133 Principals, First Read
- J. 17-18/30 Policy 2152 Assignment of Administrative Personnel, First Read
- K. 17-18/31 Policy 2210 Administrative Leeway in Absence of Board Policy, First Read
- L. 17-18/32 Policy 2224 Consultants, First Read
- M. 17-18/33 Policy 2230 Control and Communication Channels & Systems, First Read
- N. 17-18/34 Policy 2231 Policy and Regulations Systems, First Read
- O. 17-18/35 Policy 2232.1 Administrative Reports/School District Annual Report/Announcements, First Read
- P. 17-18/36 Policy 2234 Treatment of Outside Reports, First Read
- Q. 17-18/37 Policy 2240 Research in District Schools, First Read
- R. 17-18/38 Policy 2250 Monitoring of Goals, First Read
- S. 17-18/39 Policy 2400 Evaluation of the Superintendent, First Read

Policy Chair, Kathy Zirolli, stated that the new policies being presented are undergoing minor consistency edits and no significant changes were noted.

- T. 17-18/40 Upcoming Open Houses (added agenda item)
  - Sept. 5 – TGS Grade 5
  - Sept. 6 – TBS Grade 6
  - Sept. 7 – PGS & RBS

- Sept. 13 – AMS Grade 7
- Sept. 14 – AMS Grade 8
- Sept. 28 – AHS

U. 17-18/41 Lease Purchase Agreement for Instructional Computers (added agenda item)

*This lease purchase agreement continues our distract practice of leasing technology at a significantly reduced operating cost. In addition to purchasing 50 Chromebooks, it was noted that the high school faculty requested laptops as their means of technology.*

*Motion by Mrs. Zirolli and seconded by Laura Young to approve the lease purchase agreement for instructional computers.*

*Vote was carried unanimously.*

IX. **Old Business**

No old business.

X. **Chair's Ruminations (Houston Putnam Lowry, Board of Education Chair)**

This business is not intended to be the subject of any motions, but is intended to be an opportunity for the Board to have a short discussion on the topics indicated. (Ms. Roell left the meeting.)

Mr. Lowry suggested to discuss the Hanover Report but administration has asked to postpone discussing this until an action plan is formulated.

A Board member had several questions and concerns that may best be addressed to Hanover regarding the clarity of some of the question. Mr. Mala noted the Board members' concerns and will be in communication with Hanover.

XI. **Superintendent's Update – Gary Mala**

- A. Staff/HR Report
- B. Enrollment Report
- C. Correspondence

Mr. Mala thanked the Board for the 102 past Board meetings. He also thanked the various Board members who helped his family during the difficult times in the past. Mr. Mala discussed the Staff/HR report and Enrollment report, particularly focusing upon class sizes and ongoing registrations.

XII. **Assistant Superintendent's Update – Dr. Donna Nestler-Rusack**

- A. 2017-2018 New Staff Orientation

Dr. Rusack reviewed the orientation that was given to the new staff. Capturing Kids' Hearts was also offered to all new staff members who had not yet attended the program. New teachers will also meet with mentor teachers for TEAM.

Convocation is on September 11<sup>th</sup> in the afternoon with Professional Development in the morning.

XIII. **Director of Pupil Service's Update – Dr. Kimberly Mearman**

- A. Summer Update

- ESY program went smoothly.
- Public school options are being reviewed for outplaced students
- Procedural manual is expected to be rolled out to staff this year
- New stipend positions have been established for two assisted technology and one transitions coordinator.

**B. Student Support Model Update**

- Met with small groups in June developing curriculum for new reading, writing and math courses
- Through the IDEA grant a year long professional development for co-teaching was secured and has already begun.

Board members asked if all the student assistance centers were adequately manned as well as the situation with the duties of the Family Engagement Specialist. Dr. Rusack responded that all the tutors were recalled on August 22<sup>nd</sup> however, the teaching assistants will not be able to be rehired until the State funds have been finalized and the grant funds stabilized.

In responding to the Family Engagement Specialist issue, Dr. Mearman stated that she was prepared to address the issue in the September Board meeting after meeting with CPDC. In collaboration with CREC, there are people in place to help fill the responsibilities of meeting the needs of families outside of Avon. Dr. Rusack's Assistant also reaches out to families outside of Avon. Superintendent Mala reminded the Board that they have the right to direct their decision to fund the position to the administration and it is the administration's responsibility to make it happen. Mr. Lowry stated that any money taken from the Family Engagement Specialist position must first be requested to the Finance Committee as a budget transfer.

A Board member stated that social support was just as important as academic support. Another Board member reminded that should a family engagement specialist not fit into the model Dr. Mearman was structuring, it was suggested in a past meeting of hiring a social worker for social support.

**XIV. Such Other and Further Business That May Come Before the Meeting**

None.

**XV. Communications from Board Members**

None.

**XVI. Committee Reports & Future Meeting Dates****A. Alternative Resources/Regional Services (Mr. Spivak)**

Mr. Spivak reported that this Committee will meet on Wednesday, Sept. 6.

**B. Audit (Ms. Young)**

Ms. Young reported that this Committee will meet in the Fall of 2017.

**C. Capital Budget (Mr. Birk)**

Mr. Birk reported that this Committee has no plans to meet.

**D. Communications/School Climate and Culture (Ms. Blea/Ms. Howard)**

Ms. Blea reported that this Committee will be discussing the Hanover report and website update at its next meeting. Date will need to be determined.

**E. Finance (Mr. Spivak)**

Mr. Spivak reported that this Committee will meet on Wednesday, September 6<sup>th</sup> at noon

**F. Personnel (Ms. Roell)**

Ms. Chute reported they are working with three bargaining units: paraeducators, support staff and administrators.

**G. Policy (Ms. Zirolli)**

Ms. Zirolli reported that this Committee will meet on Tuesday, August 29<sup>th</sup> to accommodate Open House. Nothing is critical on the legislative front.

**H. Board Representative to Curriculum Professional Development Council (Ms. Chute)**

Ms. Chute is prepared to attend the upcoming school year meetings with the first meeting on Oct. 26

**I. Board Representative to Avon Board of Finance (Mr. Birk)**

Mr. Birk reported that the next meeting is Monday, August 28 and the previously scheduled meeting was cancelled.

**J. Board Representative to Avon Town Council (Ms. Roell)**

Mr. Indomenico attended the last meeting on July 27 and shared with the Council the transition of superintendents and other items pertinent to the Board.

**K. Board Representative to Capital Region Education Council (Ms. Blea)**

Mr. Blea reported that CREC is kicking off several new programs and their next meeting is in Sept.

**XVII. Next Meeting**

Tuesday, September 19, 7:00 pm

**XVIII. Communication from Public**

None.

**XIX. Executive Session****A. Pending Legal Matter – OCR Complaint****B. Negotiations Update**

*Motion by Chair Lowry to move into Executive Session with an invitation to the Central Office Leadership Team to join was made at 8:03 p.m. was approved by unanimous consent.*

*Motion by Chair Lowry to move into Open Session at 8:18 p.m.  
Vote was carried unanimously.*

**XX. Adjournment**

*Motion by Chair Lowry to adjourn at 8:19 p.m. approved by unanimous consent.*

**Minutes are official after Board of Education approval, usually at its next meeting.**

Minutes Prepared by Shirley Moy, Board Recording Secretary  
Minutes Respectfully Submitted by Kathy Zirolli, Board Secretary

*Katharine F. Zirolli  
August 28, 2017*