



**SPECIAL MONTHLY MEETING MINUTES
AVON BOARD OF EDUCATION**

**AVON HIGH SCHOOL
Avon Community Room
Monday, June 18, 2018—7:00 p.m.**

Attendance

Members Present: Jackie Blea, David Cavanaugh, Debra Chute, Jeffrey S. Fleischman, Jason Indomenico, Houston Putnam Lowry, Bogdan Oprica, Jay Spivak, Laura Young

Member(s) Absent: none

Administration Present: Dr. Bridget Heston Carnemolla, Superintendent of Schools; Heather Michaud, Director of Fiscal Affairs; Dr. Kimberly Mearman, Director of Pupil Services; Dr. Donna Nestler-Rusack, Assistant Superintendent

- I. Call to Order
The meeting was called to order by Debra Chute, Board Chair at 7:01 pm.
- II. Pledge of Allegiance
- III. Avon Achievers
 - A. Zoe Quinones, Julia Shufro, and Anna Szerkeres– AHS Students – in recognition of testifying before the Connecticut State Assembly regarding a bill that would require Connecticut high schools to include Holocaust and genocide education and awareness in the social studies curriculum. Their testimony was instrumental in getting this bill passed. AHS Social Studies teacher, Stuart Abrams, explained how it was the students’ testimonies that helped pass the bill.
 - B. Jenna Aylsworth and Elizabeth Sanborn – AHS Staff – in recognition of their work as faculty advisors for the Avon High School senior Capstone Project. Their countless hours facilitating the schedules, counseling students on their projects and organizing the presentations were significant contributions to the high school and students.
- IV. Approval of Minutes
 - A. Board of Education Regular Monthly Meeting, May 15, 2018
*Houston Putnam Lowry moved, which Laura Young seconded, to approve the May 15, 2018 Regular Monthly Meeting minutes as presented.
The motion carried 9-0-0.*
- V. Communication from Public
 - A. Shawn George, Avon resident and Avon Public School parent, spoke to bring awareness about her findings in May on 211counts.org which showed that the top need, 36% of all calls from our town, was for mental health help. 80% of those calls were for suicide or crisis intervention help which was 157 phone calls at that point in time of the calendar year; 127 of those calls were from those 18 years and under. Ms. George has reached out to others in the community and would like to see mental health programs implemented in the schools to be a support for the whole child and their families.

- B. Kathy Marzano, Avon resident and former Avon Public School staff for 29 years, most recently as a school guidance counselor at the Middle School, spoke about her excitement about programs that are working in the schools; that social workers are being reinstated in the schools; advisory programs are being put in place at the middle and high school; and school climate committees but asks for further consideration on specific ways to better support students, families and the staff and to make all feel safe and inform everyone of what support is available in the community. Ms. Marzano also stressed the importance of the attendance clerk to keep track of students' absences should there be issues.

VI. Items of Information and Proposals

- A. Primary Instructional Materials for Review – Dr. Donna Nestler-Rusack, Assistant Superintendent for Teaching and Learning

Dr. Rusack asked the Board to approve the 30 day inspection period under Policy 6161 of the recommended primary instructional materials for grades 5 and 12 English Language Arts, grades 10-12 Accounting, grades 9-12 Theory and grades 11-12 Physics in order to have the material for the fall; the CPDC met and had the required votes to move the material forward. All materials are available for review at the Central Office.

Jason Indomenico moved, which Houston Putnam Lowry seconded, to approve the Primary Instructional Materials for the 30 day inspection period as presented.

The motion carried 9-0-0.

- B. Student Representatives Reports – Amir Johnson and Heather Monroe, Student Representatives
No student representatives were present due to end of the year activities but acknowledged the work of the student representatives and expressed the Board's appreciation of their time, efforts and participation.
- C. Financial Report – Heather Michaud, Director of Fiscal Affairs
Ms. Michaud shared with the Board the unencumbered balance after journal entries were made for the employer health insurance contributions and the administration stop/loss fees which generated an expenditure of just over \$3.2 million. All the year end encumbrances the Board approved in May were also entered. As of June 18, there is 423 open purchase orders.

Mr. Lowry asked how many purchase orders will be open at the close of the fiscal year end to which Ms. Michaud replied between 125 and 150 open purchase orders since there is technically a month and half left of the fiscal year.

VII. Committees & Liaison Reports

- A. Committee Reports

- 1. Curriculum & Professional Practices

Ms. Blea shared that the committee met regarding the World Language curriculum; interventions including Tier I, Tier II and Tier III; strengths and weaknesses in the district; as well as the roles of the school social workers and where they would be placed and how they would function.

- 2. Finance

Mr. Spivak had no additional information to report from what Ms. Michaud shared and will speak to items later on the agenda.

- 3. Negotiations

Mr. Indomenico reported that a proposed collective bargaining agreement has been reached with the Safety and Security Specialists which will be discussed during Executive Session; a first meeting was had with the Custodians and Maintainers association and will meet again with them in July; and will be starting negotiation with teachers in July.

4. Policy

Ms. Young shared that many policies were discussed as listed on the agenda. The attendance policy which was to be included requires some more review and may be reviewed at a Special Meeting.

B. Liaison Reports

1. Board Representative to Curriculum Professional Development Council

Mr. Oprica shared how impressed he was with the collaboration from the different schools, grades and disciplines in the council. Dr. Rusack added that new proposals for textbooks, courses for SY 2019/2020, software for students, annual review of the evaluation program, mathematics work that was done, and English Language Arts curriculum were discussed.

2. Board Representative to Avon Board of Finance

Mr. Cavanaugh as their next meeting will be the following week most probably concentrating on the progress of the artificial turf field. Dr. Carnemolla asked if a final appropriation for the district will be discussed due to the Open Choice Program to which Mr. Cavanaugh believed it would be discussed as the motion was still open.

3. Board Representative to Avon Town Council

Mr. Indomenico was present for the June 7th meeting where a recap of the joint meeting regarding the artificial turf was given with discussion of some of the areas of concern the Board had – potential heat on the field, the fill to be used and also that once the fields are done graduation would have to be moved. The supplemental appropriation for Open Choice was also discussed with Ms. Michaud in attendance to answer any questions. The Town Council expressed their appreciation of the District's participation in the program. The delay in replacing the high school's fire alarms was also discussed. Mr. Indomenico clarified what he felt was his role as liaison to the Town Council which is not to report to the Town Council the work of the Board but to attend the meeting and report back to the Board. Mr. Indomenico shared his opinion that for the Town Council and Board of Finance to receive accurate information they should ask the Town Manager and Superintendent of Schools directly or send their own liaison to the meetings of the Board of Education. Mr. Cavanaugh added that as the Board Liaison to the Town Council, when he knows questions may arise due to agenda items, he will answer if he can with what has been made public at recent Board meetings and what is written in the minutes. Ms. Chute added that it would be helpful to know if the Board were an agenda items in order to adequately prepare for the meeting and opened an invitation to the Town Council and Board of Finance to attend the Board of Education meetings. Ms. Blea agreed that liaisons should have a more neutral stance. Mr. Oprica added that anything more than what is written in the minutes can be a cause for interpretation; perhaps remind them they have access to the minutes on the District website. Ms. Young suggested that greater discussion was needed as she also experienced an expectation of providing answers at Town meetings. Ms. Chute agreed that having packets ahead of time will also allow preparation. Mr. Lowry added that if a question is asked an answer will be expected and to answer as best as can knowing that responding with "That's too far," or "I'll get back to you," is appropriate. The Board should trust the liaison to answer.

4. Board Representative to Capital Region Education Council

Next meeting is Wednesday, June 27th. Ms. Blea asked if there were anyone who would be interested to be the representative as it is difficult for her to make the meetings.

VIII. Chair's Report – Debra Chute, Board Chair

A. Avon High School Graduation

Ms. Chute shared that three Board members' children will be graduating and Board members have the opportunity to present the diplomas to their children. Ms. Chute explained to Board members the details of the graduation.

Dr. Carnemolla mentioned that the weather is being monitored but will not be moved indoors unless it rains and suggested that Board members arrive as early as possible to avoid parking issues.

IX. Superintendent's Report – Dr. B. Heston Carnemolla

A. Hiring Report

Dr. Carnemolla shared the hiring of a kindergarten teacher, some retirements and resignations.

B. Enrollment Reports

Dr. Carnemolla mentioned that registrations are being watched to monitor class sizes for the upcoming school year. The number of sections in Roaring Brook will increase in kindergarten and will decrease at another grade level.

C. PTO Gifts and Donations

An annual list of gifts and donations for the 2017-2018 school year was shared with the Board but was not put on the consent agenda as the Finance Committee will cross reference the list to what has been approved in the past.

Ms. Blea asked if the gifts were from individuals or organizations to which Dr. Carnemolla explained that at the approval level the donor will be listed.

Ms. Blea also commented that with so many donations, it should be taken into account during the budget building period.

D. Artificial Turf Update

Dr. Carnemolla reviewed the joint meeting with the Town Council regarding the artificial turf to be located at high school. The Town has asked that another letter be sent confirming the Board's intent to pursue the turf project as presented though there are still questions as to the fill. The Town Council requested that the Board have another discussion and the superintendent to act accordingly.

Mr. Lowry asked what the administrations' recommendation was and whether a report was received regarding the current condition of the fields to which Dr. Carnemolla replied it was to proceed with the project as presented and an initial report was received, which later on in the meeting funds will also be asked to be appropriated for the fields – the field hockey field is being reseeded and cannot be currently used; however, even if the artificial turf field were to be done, it would not be done in time for the next school year. The baseball fields need significant work; the rest of the fields show the soil tests are good and maintenance items that can be done by our own people. We may partner with the Town for assistance. Mr. Altimus, Director of Operations, is putting together an appropriate schedule for the maintenance of the fields.

Dr. Carnemolla said that while an artificial turf presents issues for graduation, since the turf cannot hold the weight of a stage and students, is an essential piece in moving the athletic programs forward and most importantly for our students to be able to play on fields that are comparable to fields elsewhere with Avon being one of the few districts without artificial fields.

Even a scaled down version of the original plan will give our athletes more equity to allow them the same type of field.

Ms. Young asked that it be the Board of Education's decision, not the Building Committee's decision, on the fill used. Mr. Lowry said that on a process it is fine, but the Town Council may have an issue. Ms. Blea added that it was a condition of the first letter as well. Mr. Fleischman asked for clarification if the Board was asking for sole approval for a project the Town was funding to which Mr. Lowry answered that if the Board did not approve of the fill the artificial fields would not go forward and would not be placed at Avon High School. Ms. Blea replied that it was to be as it originally was with Board approval. Mr. Fleischman reminded the Board it was Town property to which Mr. Lowry replied that it was given to the Board of Education to use.

Mr. Lowry stated that he understood the issue of parity of the playing fields but is concerned that if the Board thinks it is such a good idea that only one field is being considered instead of two at this time as the price will only increase. Dr. Carnemolla added that it was discussed that it will be a cost to not do both fields at the same time.

Mr. Spivak added that this project has been delayed for so long that if the Board did not vote on it tonight it may jeopardize having even one field; two is better than one but one is better than none.

Ms. Young reminded the Board that the state has no money to support this project and it was discussed if the Town should put this out to referendum. Mr. Lowry replied that he understood the costs associated with bonding and to bond twice was higher than to bond once.

Mr. Fleischman stated that he also would like the artificial turf field and agreed with Mr. Spivak that it was long overdue but expressed his concern that if we express veto power over the fill there may be no field which is Mr. Fleischman's objection to the requested authority. Ms. Blea responded that should something go awry, the community will not go to the Town Council but hold the Board responsible expecting the Board to have done its due diligence in doing what's best for the students in Town. Ms. Blea would like to see the Board and the Town Council work together in providing what is best. Mr. Cavanaugh suggested that perhaps it would be best to state that the Town Council and the Board come to a mutually agreeable choice of fill.

Ms. Young asked that two members be on the building committee and not just one. Mr. Spivak replied that the motion will reflect what was mentioned in the previous letter. Ms. Young added that she was very concerned, as well as others in the community, that the fill used may contain material that was toxic or cancer causing.

Mr. Spivak felt that the wording did not need to differ from the previous letter as it seemed the Town Council was merely seeking Board approval as the Board members had changed.

Mr. Fleischman asked about the approval of the fill to which Dr. Carnemolla also asked if the approval of the fill was by the entire Board or just the Board members on the Building Committee to which the Board decided it would be voted by the full Board.

Jay Spivak moved, which Laura Young seconded, that the Superintendent of Schools issue a letter to the Town Council, similar to the letter sent by previous Superintendent Gary S. Mala, to express the Board of Education's support for the artificial turf field building project at Avon High School. The Board's support of the project is contingent upon: at least one, but preferably two, Board of Education Members as representatives on the public building committee; and, the Board of Education maintaining the right to approve the material to be used on the field. The motion carried 7-2-0.

Favored: Blea, Cavanaugh, Chute, Indomenico, Oprica, Spivak, Young

Opposed: Fleischman, Lowry

Abstained: None

X. Consent Calendar

Any member may remove an item from the consent calendar and it will be considered in full in the ordinary course after the consent calendar is voted upon.

- A. 17-18/115 Approval of Budget Transfers
 - B. 17-18/116 Approval of Interior & Exterior Blackout Shades
 - C. 17-18/117 Approval of Roaring Brook School Student Lockers
 - D. 17-18/118 Approval of Avon High School Assistant Principal Job Description
 - E. 17-18/119 Approval of Human Resource Job Description
 - F. 17-18/120 Approval of Library Media Specialist Job Description
 - G. 17-18/121 Approval of High School Boys Golf to Tournament in Keene, NH June 19-20, 2018
 - H. 17-18/122 Approval of High School Field Trip to Spain April 4-14, 2019
 - I. 17-18/123 Approval of Authorized Signature Change Form for ED-099 Agreement for Child Nutrition Programs
 - J. 17-18/124 Notification of Annual Teacher/Administrator Evaluation and Development Model Review
 - K. 17-18/125 Approval of K-12 Spanish, Grade 7-12 French and Grades 9-12 Latin Curriculum
- Mr. Spivak asked that Item 17-18/117, Approval of Roaring Brook School Student Lockers, be removed from the consent as more information has come forward.

Houston Putnam Lowry moved, which Jackie Blea seconded, to approve the Consent Agenda as presented omitting Item 17-18/117, Approval of Roaring Brook School Student Lockers.

The motion carried 9-0-0.

XI. New Business

- A. 17-18/126 Policy 3000 – Goals for Finance and Operation, First Read
- B. 17-18/127 Policy 3011 – Internal Controls, First Read
- C. 17-18/128 Policy 3120 – Preparation of Budget Document, First Read
- D. 17-18/129 Policy 3152 – Spending Public Funds for Advocacy, First Read
- E. 17-18/130 Policy 3160 – Transfer of Funds Between Categories; Amendments, First Read
- F. 17-18/131 Policy 3171.1 – Non-Lapsing Education Fund, First Read

Houston Putnam Lowry moved, which Jay Spivak seconded, to approve Policy 3171.1 – Non-Lapsing Education Fund and waive the second read.

The motion carried 9-0-0.

- G. 17-18/132 Policy 3230 – Federal/State Funds, Grants and Other Revenue, First Read
- H. 17-18/133 Policy 3231 – Medical Reimbursement for Special Education Students, First Read
- I. 17-18/134 Policy 3240 – Non-Resident Tuition, First Read

- J. 17-18/135 Policy 3250 – Materials/Service Fees, Charges, First Read
*Houston Putnam Lowry moved, which Jay Spivak seconded, to approve Policy 3250 – Materials/Service Fees, Charges and waive the second read.
The motion carried 9-0-0.*
- K. 17-18/136 Policy 3260 – Disposition of Obsolete Property, First Read
- L. 17-18/137 Policy 3280 – Gifts and Donations, First Read
- M. 17-18/138 Policy 3281 – Fund Raising Activities, First Read
- N. 17-18/139 Policy 3300 – Purchasing, First Read
- O. 17-18/140 Policy 5123 – Retention in Elementary and Middle School, First Read
*Houston Putnam Lowry moved, which David Cavanaugh seconded, to approve Policy 5123 – Retention in Elementary and Middle School and waive the second read.
The motion carried 9-0-0.*
- P. 17-18/141 Approval of 2018-2019 Board of Education Meeting Dates
*Jeffrey S. Fleischman moved, which Laura Young seconded to approve the Board meeting dates for the remainder of the 18-19 School Year, January 2019-June 2019.
The motion carried 9-0-0.*
- Q. 17-18/142 Approval of Additional Year-end Encumbrances
*Houston Putnam Lowry moved, which David Cavanaugh seconded, to approve the list of additional year-end encumbrances as specified on page 124 of the Board packet, in the amount of \$152,202,76, be made subject to the availability of funds before the end of the June 30, 1018 fiscal year.
The motion carried 9-0-0.*
- R. 17-18/143 Approval of Tech/Lease Agreement
*Jeffrey S. Fleischman moved, which Jackie Blea seconded, to approve and to move to Town Council and Board of Finance a request to enter into a lease agreement for educational technology.
The motion carried 9-0-0.*

XII. Communication from Avon Board of Education Members

XIII. Communication from the Public

XIV. Executive Session

- A. Discussion Concerning a Residency/Tuition Issue
 - B. Discussion and Possible Action Concerning Ratification of a Proposed Collective Bargaining Agreement with the Safety & Security Specialists
 - C. Negotiation Strategies of Non-Union Contracts
 - D. Discussion and Possible Action of Superintendent's Employment Contract
- The Board adjourned Public Session and took a brief recess by unanimous consent at 8:33 pm.*

The Board invited Dr. Bridget Carnemolla to join the executive session in discussion concerning a residency/tuition issue; discussion and possible action concerning ratification of a proposed collective bargaining agreement with the Safety & Security Specialists; negotiation strategies of non-union contracts and discussion and possible action of Superintendent's employment contract. Heather Michaud, Director of Fiscal Affairs to join the executive session in discussion and possible action concerning ratification of a proposed collective bargaining agreement with the Safety & Security Specialists.

The Board entered Executive Session at 8:43 pm.

Ms. Michaud exited Executive Session at 8:51 pm.

XV. Adjournment

The Board left Executive Session and entered Public Session at 10:30 pm.

Houston Putnam Lowry moved, which Jackie Blea seconded, to authorize the chair to extend the term of the Superintendent's contract to July 1 in accordance with other District employment contracts.

The motion carried 9-0-0.

Jackie Blea moved, which Laura Young seconded, to allow the superintendent to carry over vacation days.

The motion carried 9-0-0.

Houston Putnam Lowry moved, which David Cavanaugh seconded, to approve the safety & security specialist contract retroactive from July 1, 2017 through June 30, 2021 with a one-time wage adjustment in year two. The new contract represents a total cost increase to the Board as follows: Year 1 – 2%, Year 2 – 10% (one time wage adjustment), Year 3 – 2%, Year 4 – 2%. Total cost increase is 16%.

The motion carried 9-0-0.

The Board adjourned by unanimous consent at 10:33 pm.

Minutes prepared by Shirley Moy, Board Recording Secretary

Minutes respectfully submitted by Jeffrey S. Fleischman, Board Secretary

JEFFREY S FLEISCHMAN 6/28/2018