



**REGULAR MONTHLY MEETING
AVON BOARD OF EDUCATION**

**AVON HIGH SCHOOL
Avon Community Room
Tuesday, September 19, 2017—7:00 p.m.**

Attendance

Members Present: Jackie Blea; Deb Chute; Jason Indomenico; Houston Putnam Lowry; Peggy Roell; Jay Spivak; Laura Young; Kathy Zirolli

Member(s) Absent: Ken Birk

Administration Present: Dr. JeanAnn C. Paddyfote, Interim Superintendent; 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 Chair Houston Putnam Lowry at: 7:04 p.m.

II. Pledge of Allegiance

The Pledge of Allegiance was recited.

III. Avon Achiever

A. Jennifer Gregg, Pine Grove School Teacher was recognized for working with enthusiasm, passion and dedication to ensure each of her students has a positive school experience.

IV. Minutes

Ms. Roell moved and seconded by Ms. Young to approve the August 22, 2017 Regular Meeting Minutes.

The motion passed 8-0-0.

V. Communications from Public

There was no communication from the public

VI. Information and Proposals

A. Items of Information

1. Superintendent Search Process and Timeline Update—Dr. Joseph Erardi, Consultant
 - a. A schedule of meetings with stakeholders, including students and parents was distributed.
 - b. A survey was launched two weeks ago and is accessible via a link on the district's website. A reminder will be sent out in October. The Board requested the survey also be distributed through the town website to the entire community.
 - c. Applications are coming in from across the country after sending out approximately 5,000 brochures to sitting superintendents and potential candidates.
 - d. There will be a special meeting on Nov. 8 to add newly elected Board members to the search committee.

- e. The first round of interviews are scheduled for Nov. 14 and 15.
 - f. The second round of interviews will take place Nov. 18.
 - g. The plan is to make an offer to the finalist before the end of the year.
2. Student Representatives Report—Amir Johnson and Heather Monroe, Student Representatives
 - a. Amir Johnson, a junior at AHS, was introduced as the new student representative. Amir reported Internship presentations were tonight and Homecoming was scheduled for Sept. 28th.
 - b. Heather Monroe reported that AHS will have their Open House on Sept. 27th at 6:30 pm and Spirit Week runs Sept. 23 through Sept. 27th.
 3. Financial Report—Heather Michaud, Director of Fiscal Affairs
 - a. An overview for the months of July and August showed there was minimal activity. A full analysis with salary variances will be provided in October.
 4. Fiscal Year 2018/2019 Budget Timeline, Heather Michaud, Director of Fiscal Affairs
 - a. The Budget Timeline has been altered to not conflict with the dates for the Superintendent Search.

Ms. Zirolli moved and seconded by Ms. Chute to approve the FY2018-2019 Budget Timeline. The motion passed 8-0-0.

5. Support Services Update—Dr. Kim Mearman, Director of Pupil Services
 - a. A memo addressed to the Interim Superintendent provided an update on Family Engagement. PTOs, schools, SEPTA have been providing events, opportunities, support and even transportation to help families and students connect. CREC also has a Family Resource Center in Hartford which is being utilized and a very useful resource for the district.
 - b. US Dept. of Education’s Dual Family Capacity Framework is a good initial first step to look at and serve as a planning tool as a district to talk about how we enhance what we do for family engagement.
 - c. We are exploring a “Welcoming Walkthrough Protocol” developed by the CT State Dept. of Education that would assess how welcoming our schools are and give recommendations on improvement.
 - d. Questions and comments from the Board:
 - i. Ms. Blea gave a scenario of a student in need of help, how would that student find out what help is available and what is that help? Is this only for students identified with an IEP or more holistic? Dr. Mearman answered that it is holistic, for all children. There is broad communication made out to families and students of all the services made available to help them. It can look very different on a case by case basis depending on the needs.
 - ii. Student Rep, Heather Monroe, expressed that she thought having someone come into to the schools to assess how welcoming they were was a very good idea.
6. September Hiring Report, Dr. JeanAnn Paddyfote, Interim Superintendent
 - a. Dr. Paddyfote shared the list of hiring that was done during the summer. She noted 1.4 positions were added due to increased enrollment in PGS Kindergarten (1.0) and AHS math (0.4).

7. September Enrollment Report, Dr. JeanAnn Paddyfote, Interim Superintendent
 - a. Dr. Paddyfote stated the enrollment generally fluctuates slightly during September due to moves and transfers. The October 1st report is usually a better indication of the enrollment.
 8. Salary Funding Overview—Dr. JeanAnn Paddyfote, Interim Superintendent
 - a. Dr. Paddyfote requested a memo from Ms. Michaud to explain the reduction in funding in the salary line for the social worker which was included in the current year's budget.
 - b. The memo explains the funding in the certified salary line was used to hire the kindergarten teacher and .4 math teacher due to an increase in enrollment at the K level and the need for additional sections of math at the high school.
 - c. Questions and comments from the Board:
 - i. Ms. Blea expressed her disappointment in the shifting of the funds that were earmarked for specific positions now being used to pay for other positions.
 - ii. Ms. Chute asked that the social worker position be put back in the upcoming budget seeing that funds for that position were utilized to offset enrollment as it is a very important position.
- B. Proposal for Approval
1. Revised Pre-School Curriculum – Jennifer Benson and Danielle Pratte, PK4 Teachers, and Dr. Donna Nestler-Rusack, Assistant Superintendent
 - a. Goals:
 - i. Align with State Standards
 - ii. Rigor relevance for all students
 - iii. One of the first districts in the state to write a PreK curriculum
 - iv. Guiding documents for early learning development standards
 1. See whole child through Early Learning Development Standards
 2. Organization and review of Units of Study
 - a. Growing as a reader/writer
 - b. Growing and Measuring
 - c. Shapes
 - d. All About Me
 - e. Growing as a Friend
 - f. Change
 - v. Instructional Formats

Ms. Roell moved and seconded by Mr. Spivak to approve the Revised Pre-School Curriculum as presented.

The motion passed 8-0-0.

VII. Consent Calendar

- A. 17-18/40 Budget Transfers
- B. 17-18/41 School Security Grant
- C. 17-18/42 Policy 2001.1 Staff Involvement in Decision-Making, Second Read
- D. 17-18/43 Policy 2010 Goals and Objectives, Second Read
- E. 17-18/44 Policy 2100 Administrative Staff Organization, Second Read
- F. 17-18/45 Policy 2111 Equal Employment Opportunity, Second Read
- G. 17-18/46 Policy 2120 Organizational Charts, Second Read
- H. 17-18/47 Policy 2130 Administrative Personnel Positions, Second Read
- I. 17-18/48 Policy 2131 Superintendent of Schools, Second Read
- J. 17-18/49 Policy 2132 Assistant Superintendent, Second Read

- K. 17-18/50 Policy 2133 Principals, Second Read
- L. 17-18/51 Policy 2152 Assignment of Administrative Personnel, Second Read
- M. 17-18/52 Policy 2210 Administrative Leeway in Absence of Board Policy, Second Read
- N. 17-18/53 Policy 2224 Consultants, Second Read
- O. 17-18/54 Policy 2230 Control and Communication Channels & Systems, Second Read
- P. 17-18/55 Policy 2231 Policy and Regulations Systems, Second Read
- Q. 17-18/56 Policy 2232.1 Administrative Reports/School District Annual Report/Announcements, Second Read
- R. 17-18/57 Policy 2234 Treatment of Outside Reports, Second Read
- S. 17-18/58 Policy 2240 Research in District Schools, Second Read
- T. 17-18/59 Policy 2250 Monitoring of Goals, Second Read
- U. 17-18/60 Policy 2400 Evaluation of the Superintendent, Second Read

Ms. Roell moved to approve Items 17-18/40 through 17-18/60 as listed on the Consent Calendar and seconded by Mr. Indomenico.

The motion passed 8-0-0.

VIII. Chair's Ruminations

A. Discussion of Board Committees and their Roles

1. Chair Lowry asked the Interim Superintendent, Dr. Paddyfote, to share with the Board how the Board operated in her previous district and if she had any suggestions.
2. Dr. Paddyfote offered the following comments:
 - a. The standing committees should be committees that work for the Board. The work of the committees should be coming before the Board for action. Standing committees should have definitive charges as to their work and when they met. It may be nice to tighten up the schedules as to when committees meet (e.g., Tuesdays).
 - i. Ms. Zirolli concurred and believes the Policy Committee has held to that same standard (i.e., discussing the policies and approving them to come before the full Board). She clarified that it has been at the discretion of the committee Chair as to when the committees met.
 - ii. Mr. Spivak, Chair of the Finance Committee, agreed about the scheduling of meetings although they may be adjusted to accommodate holidays. Mr. Spivak also expressed that he values Dr. Paddyfote's opinions as he will with the future superintendent's opinions.
 - iii. Ms. Blea, Chair of Communications/School Climate & Culture also expressed her appreciation of what Dr. Paddyfote has to offer and looks forward to her meeting with Dr. Paddyfote regarding the CSC&C committee.
 - b. Dr. Paddyfote also suggested that the number of Board members be the same on each committee and to have alternates.
 - i. Chair Lowry explained that as his first year of being the Chair of the BoE he wanted to allow Board members the opportunity to indicate the committees on which they wished to work.
 - ii. Ms. Zirolli suggested the Policy Committee review the bylaws for organizational efficiencies and propose the necessary policy changes. Ms. Zirolli feels there are some efficiencies that can be done such as combining of some committees.
 - iii. Chair Lowry added that each committee should have clear mission statements.
 - iv. Ms. Chute was agreeable to the suggestion of having one day set aside for Board matters/meetings for scheduling purposes.
 - v. Chair Lowry ended ruminations with the statement "that the structure should support the Board, not the Board support the structure."

IX. Superintendent's Update – Dr. JeanAnn Paddyfote

A. Update on School Opening

1. On Wednesday, August 30th school opened smoothly. Dr. Paddyfote visited each school with Dr. Rusack and was very impressed with the way staff greeted students at our schools. Dr. Paddyfote thought it was wonderful to see how administrators and teachers welcomed students back and that it was a very positive way to begin the school year.

B. Update on School District Website

1. Dr. Paddyfote acknowledged the shared disappointment due to the new website not being ready and explained there is still much work that needs to be done before the new website can be launched. Dr. Paddyfote is in the process of determining how much work needs to be done and who can do it and to what is a reasonable timeline to get it done.
2. Questions and comments from the Board:
 - a. Ms. Chute mentioned one of the initial requests was to have staff email addresses. Is it possible to simply have a document available with all teacher email addresses?

X. Such Other and Further Business That May Come Before the Meeting - None

XI. Communications from Board Members

- A. Chair Lowry concurred with Ms. Zirolli's compliments on Convocation 2017.

XII. Committee Reports & Future Meeting Dates

A. Alternative Resources/Regional Services - Mr. Spivak

Did not have anything to report.

B. Audit - Ms. Young

Typically, Audit Committee meets in the fall; is currently working with the Town and will be meeting sometime soon. Field work will begin in October.

C. Capital Budget - Mr. Birk

Have not met.

D. Communications/School Climate & Culture - Ms. Blea

Next meeting is Sept. 25, 5:30 pm. Will be meeting with the interim superintendent to discuss the committee goals and agenda.

E. Finance - Mr. Spivak

Next meeting is Oct. 10 at noon.

F. Personnel - Ms. Roell

Have been meeting with the union leaders of administrators, para-educators and secretaries. More details will be given during Executive Session.

G. Policy - Ms. Zirolli

Policy did not meet in Sept due to Open House conflict. Next meeting will be Monday, October 2nd at 7:00 pm. Based on discussions with Dr. Paddyfote as to what the committee should prioritize, the committee will be reviewing certain bylaws (standing committees, minutes, agenda preparations), and Policy 1250, Visitors to the Schools with the Director of Security. A student had reached out to provide input on homework. The student has connected with Principal Jess Giannini, head of the Homework Advisory Council, and will be presenting to the Council today at their meeting. The student has also been invited to the Policy Committee meeting.

H. Board Representative to Curriculum Professional Development Council - Ms. Chute

Next meeting is October 26th.

I. Board Representative to Avon Board of Finance - Mr. Birk

Ms. Roell reported the Board of Finance appointed Mike Oleander as the Board of Finance Rep for the administrator's contract. They also decided not to establish the 1% reserve account.

- J. Board Representative to Avon Town Council - Ms. Roell
Town Council met two weeks ago and Ms. Michaud presented the lease for the computers.
- K. Board Representative to Capital Region Education Council - Ms. Blea
Meeting is Oct. 20th.

XIII. Communication from Public

- A. Resident and former APS teacher, Nancy Usich commented that there seems to be many Avon students who deal with trauma. Are there any plans to offer teacher training on this subject? Perhaps having all Avon teachers reading the same book so they are all on the same page on how to work with children dealing with traumatic issues. RBS's PTO purchased for teachers the book "Reaching and Teaching Children with Trauma."

Chair Lowry offered to have this topic looked into and put on a future Board agenda.

XIV. Executive Session

*Ms. Roell and seconded by Ms. Chute to enter into Executive Session and to invite in Dr. Paddyfote, Ms. Michaud, Mark Torrello, David Modzelewski and Brian Luba.
Motion passed 8-0-0.*

The Board entered Executive Session at 8:28 p.m.

- A. Discussion of confidential documents related to on-going negotiations with para-educators, secretaries and administrators.
- B. Review of confidential report regarding information technology systems, standards, processes and procedures.

Ms. Michaud left Executive Session at 8:43 p.m.

Mr. Torello, Mr. Modzelewski and Mr. Luba entered Executive Session at 8:45 p.m.

Mr. Torello, Mr. Modzelewski and Mr. Luba exited Executive Session at 9:48 p.m.

Motion by Chair Lowry to move into Public Session at 9:55 p.m. carried unanimously.

XV. Adjournment

Motion by Mr. Indomenico to adjourn Public Session at 9:56 p.m. approved by unanimous consent.

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

*Katharine F. Zirolli
September 25, 2017*