



**Monthly Meeting**  
Avon Board of Education  
34 Simsbury Road, Avon, Connecticut

**Mission Statement**

*Our mission is to inspire in each student a joy and passion for learning and a commitment to excellence, personal integrity, and social responsibility.*

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Tuesday, August 21, 2018, 7:00 pm

Avon High School, Community Room

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**Minutes**

**Attendance**

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

**Member(s) Absent:** Laura Young

**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.*

Chair Chute welcomed everyone to the meeting and read the Avon Mission Statement.

II. Pledge of Allegiance

III. Volunteer Appreciation

A. Dr. Kim Mearman introduced the volunteers who helped with categorizing and inventorying the Just Right Readers as well as the Extended School Year Program. Jodi Kryzanski, APS Program Director, explained the unprecedented influx of materials for grades K-3 and the amount of time the volunteers gave: Eleanor Buckle; Alana DuBois; Lorette Feivelson; Daniel Kryzanski; Emma Kryzanski; Grace Kryzanski; Sophia Mates; Emma Mates; Sean Mearman; Malia Wilson and Nykeia Wilson - for their service to our community this summer, having demonstrated great leadership and work ethic during the time spent volunteering at the Avon Public School Central Office. Their ability to work effectively and independently to assist in organizing the instructional materials and filing helped prepare for the new school year and will have an impact on many classrooms and ultimately the students of our district.

B. Tiffany Fox, Pupil Services Supervisor, explained how Avon students volunteered their time to serve as peers in the Extended School Year program: Cameron Baker; Katie Butwill; Sean

Mearman; Maya Monteiro; Lukas Monteiro; Matias Monteiro; Juliana Portal and Caitlynne Zelazny - for their service to our community this summer, having demonstrated great leadership and work ethic during the time spent volunteering at the Avon Public School Extended School Year program. Having student volunteers within this program assists in establishing friendships for our older students and mentorships with our younger students. Their ability to connect with our students had an incredible impact on the success of the ESY program.

Chair Chute, on behalf of the Board, thanked all the volunteers and encouraged the students to continue with their service of volunteering to the community.

IV. Approval of Minutes

A. Board of Education Regular Monthly Meeting, June 18, 2018

***Mr. Cavanaugh moved, Ms. Blea seconded, to approve the June 18, 2018 Regular Monthly Meeting minutes as presented.***

***The motion carried 8-0-0.***

B. Board of Education Special Meeting, June 27, 2018

***Mr. Indomenico moved, Mr. Fleischman seconded, to approve the June 27, 2018 Special Meeting minutes as presented.***

***The motion carried 8-0-0.***

C. Board of Education Special Meeting, August 8, 2018

***Mr. Indomenico moved, Ms. Blea seconded, to approve the August 8, 2018 Special Meeting minutes as presented.***

***The motion carried 8-0-0.***

V. Communication from Public

There was no communication from the public.

VI. Items of Information and Proposals

A. Financial Report – Heather Michaud, Director of Fiscal Affairs

As the Finance Committee did not meet this summer, no report was given.

VII. Committees & Liaison Reports

A. Committee Reports

1. Curriculum & Professional Practices

Nothing to report as Curriculum & professional Practices did not meet during the summer, next meeting Sept. 4.

2. Finance

Nothing to report as Finance Committee did not meet during the summer.

3. Negotiations

Negotiating with teachers as well as custodians and maintainers. Both groups most likely to go to mediation, with teachers meeting August 25<sup>th</sup> and a date is to be determined for the custodians and maintainers.

4. Policy

Nothing to report as Policy Committee did not meet during the summer.

B. Liaison Reports

1. Board Representative to Curriculum Professional Development Council

Chair Chute had nothing to report as the CPDC's next meeting will be in October.

2. Board Representative to Avon Board of Finance

Mr. Cavanaugh had nothing to report as Board of Finance did not meet during the summer.

3. Board Representative to Avon Town Council

Mr. Indomenico reported that the Town Council met twice in July with a July 10 special meeting and a July 26 regular meeting. At the July 10<sup>th</sup> meeting the Council members complimented the high school graduation and appreciated being able to give diplomas to their own graduating children. Technology lease agreement passed the town council vote. The conversation regarding the artificial turf continued in the July 26<sup>th</sup> meeting and will go to referendum on Dec. 12<sup>th</sup> with a fill contingency the Town Council will add. Gradient was retained to do a study on the rubber fill and will be presented at a joint Town Council and Board of Education meeting in Sept. The Town Council would like to make a decision on the fill before it goes to referendum.

4. Board Representative to Capital Region Education Council

Ms. Blea had nothing to report as there was not meeting during the summer. Next meeting will be in Sept.

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

A. Board Chair Update

Chair Chute thanked Board members for responding to the Town Manager's office to help schedule the joint Town Council and Board of Education meeting regarding the artificial turf, which will be Sept. 13<sup>th</sup> at 7:00 pm. Convocation will be on Thursday morning, August 23 beginning with breakfast at 7:30 am and convocation starting at 8:30 am.

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

Dr. Carnemolla shared that Town Council and Board of Finance members were also invited to convocation. Unfortunately, the Town Manager is out of town and is not available to attend. Dr. Carnemolla also welcomed Student Representative, Amir Johnson, to the meeting.

A. Hiring Report

Very busy summer, with retirements and changes in staff. New staff orientation looked at the district's mission statement, core of beliefs, technology, etc., and were properly inducted to the district. Assistant Superintendent, Dr. Nestler-Rusack was assisted by the rest of the administrative staff. At the present, the district is still in the process of hiring a Director of Guidance at the high school. Ms. Moy was hired as the Board Clerk as the position is an essential role in helping the superintendent with the requests of the Board. The position for Registra/Receptionist was also reposted.

B. Enrollment Reports

New students continue to enroll. TBS 6<sup>th</sup> grade will have 12 sections, not 10 as listed on the report. The superintendent is maintaining an eye on all the grades, especially kindergarten. Fluctuation with kindergarten is not unusual, but will be sure to have enough support.

Questions and Comments:

- Mr. Fleischman asked if the 102 difference shown on the report was from August of last year or the end of the year to which the superintendent clarified that it was from August of last year, comparing August to August.
- Ms. Blea asked for clarification regarding the 6<sup>th</sup> grade increase to which Dr. Carnemolla explained that the 12 classes were to accommodate the large class size of students going from 5<sup>th</sup> to 6<sup>th</sup> grade.
- Mr. Indomenico asked if data could be provided on comparing actual enrollment to what each building can hold capacity wise. The superintendent said that a report can be given to show how many classrooms we have at present, how many students we like to see in classes, how

many students we are allowed contractually, and how many teachers we have in the district. Mr. Lowry also added that there is a limit of how many students per square feet in each building.

C. McGarry Family Foundation Donation to Pine Grove School

A donation was given to the Pine Grove School from the McGarry Family Foundation in the amount of \$2,500. A second check from the Pacific Life Foundation was received, which was a matching donation gift from Kristen McGarry, with the gift to be used where it is needed most – to the benefit of the students – will be deposited in Pine Grove’s student activity account.

D. Security Update

Dr. Carnemolla reported that tremendous work is being done: PGS and RBS all exterior cameras installed, TBS exterior cameras installed this week, and the vendor is waiting for a second check from town to order more equipment to continue with installations at the schools. Locks have been installed in all buildings and working on programming the electronic locks. The entrance ways are being worked on at the schools with middle school doors being cut in this week. Alarms are also being tested. The visitor management has been installed; with the secondary task of working on protocols and training of staff to be implemented.

Questions and Comments:

- Mr. Fleischman asked if all elocks will be in place for the start of school to which Dr. Carnemolla replied yes, except for the Central Office. Mr. Fleischman also asked if the visitor management system would be in place by the first day. The superintendent explained that data (custodial, sex offender registry, etc.) needs to be verified as clean (updated/correct) and uploaded. Protocols which Director of Security, Jim Connelly is continuing to research with other districts and more conversations are needed with the Board attorney for protocols to keep students safe without putting the Board in liability. Chief of Police, Director of Security, SRO and Superintendent will have more conversation prior to starting the system as this is new to all.
- Ms. Blea asked without the visitor management system in place, what visitors should expect on the first day of school to which the superintendent replied that parents and students will not have anything different except for going in a different way. Visitors will be signed in and out as previously done until the management system is utilized.
- Mr. Fleischman asked who in each building would have access to view the cameras from some sort of viewing station and will the cameras be used on the first day of school. Dr. Carnemolla replied that everyone who will have access will get training and eventually have access but not on the first day. Administrators will be granted access and all the security staff will be trained on using. Mr. Fleischman also asked if the elocks were in place to which Dr. Carnemolla replied they were.
- Mr. Lowry asked if the information was being pulled from the national sex offender registry and what would be done in regards to the severity of the offense. The superintendent needed to verify the information but she thought it was the CT registry. As regards to the severity, this is why communication needs to be had with the police to decide on protocol.
- Mr. Lowry also asked if interior cameras were installed and if they were motion sensing cameras to which Ms. Michaud replied the inside cameras were not completed but were motion sensing cameras. Mr. Lowry also wanted to know if exterior cameras were capable of recording sound. The superintendent will find out.
- Ms. Blea commented that it is important to protect the privacy of those coming and going from buildings. Will there be any communication sent out that parents and students are being

monitored? Mr. Lowry added that there is a statutory difference if the cameras record sound or not. Dr. Carnemolla agreed that everyone should know when everything is complete; signs will also be posted that the buildings are being monitored. The superintendent was also almost certain the cameras do not record sound.

- Mr. Cavanaugh added that being monitored is happening everywhere and thought parents would be more upset if this wasn't being done. Mr. Cavanaugh felt that signs are enough and an email is more than enough information.
- Regarding the privacy issue that was brought up, Mr. Indomenico commented that the information the district will use is the same database information that can be accessed on the internet to which the superintendent confirmed as the system will be using the CT sex registry. Mr. Lowry added that technically national sex registry information is also available online (nsopw.gov)
- Ms. Blea commented that parents may think that the district is getting a lot of private information and do not want to discourage parents from coming into the school.
- Mr. Lowry asked when parents will need to "swipe" in. The superintendent replied the system will only be used during school hours when students are in the building; also, a draft is ready to be sent to parents informing them of the specifics of the visitor management system so parents will understand the changes but it is not being sent as yet since the system is not being enacted as yet.

#### E. Committee Meeting Dates

Dr. Carnemolla stated that dates are scheduled for committees through the end of December. Policy and Finance being on the same night that causes issues. The superintendent asked that thought be given that perhaps some of the committees meet quarterly and we be purposeful when scheduling meetings such as C&PP tightly coupled with when CPDC meets. Finance needs to meet more regularly, perhaps hold Finance Committee at 6pm before regular monthly Board meetings. Often other meetings are needed but there is difficulty finding time due to the locked schedule of Board meetings, such as dual meetings with the Town Council. Dr. Carnemolla stressed the important need to have efficiency of the schedule.

#### Questions and Comments:

- Mr. Spivak asked whether new dates can be implemented in September or must wait until after December to which the superintendent replied that by default, dates may be changed.
- Mr. Oprica expressed his support of changing the number of meetings.
- Chair Chute was also supportive but was concerned that the Policy Committee would not have schedule special meetings should items of concern come up.
- Mr. Cavanaugh commented that he would prefer to stay late to get the work done rather than add more days to meet.
- Mr. Fleischman also added that he would rather see a longer meeting than a special meeting as it gives the perception of urgency. Dr. Carnemolla replied that certain committees can be more spread out; Policy Committee will prioritize what needs to be reviewed to be purposeful. Sometimes the Special Meetings, such as appointing the high school principal does have a sense of urgency, also budget meetings and those dealing with finance.
- Mr. Spivak was concerned that Policy Committee meeting quarterly may not give enough time to discuss what is so important.
- Chair Chute stated that having all Board meetings on Tuesday would be helpful to reserve it as Board meeting nights and helps with district event planning.

- Ms. Blea shared that Curriculum & Professional Practices is a brand new committee and helped provide a smaller venue where the public felt comfortable attending but would like the committee to be more efficient. Ms. Blea is also concerned that information/presentations are redundant and wonders how this can be alleviated.
- Mr. Cavanaugh stated that it is the responsibility of the various committees to distill the information and the Board has to assume the committees exercised due diligence of the finer issues. When the issue comes to the full Board, a synopsis should suffice.
- Mr. Fleischman and Mr. Indomenico discussed that there is a level of trust of each committee to do the preliminary work required, raising the necessary questions and issues before coming to the full Board to act.
- Mr. Fleischman suggested that perhaps the committee chairs summarize the work of the committee prior to the full Board acting. Ms. Blea agreed with the idea and asked that the Board continue to look into the possibility of that format. Mr. Cavanaugh agreed as well stating that this was the model used in corporations with middle management presenting and upper management not questioning the summary presented.
- Mr. Oprica was in agreement of more brevity and efficiency.

Dr. Carnemolla summarized that if done in the ideal way, the committee meetings are the “workshops” working and asking questions that gives the “roadmap” for the administrative team of what can be expected from the full Board where a condensed version can be then be presented, along with the comments from the committee chair, highlighting the key areas as brought up by the committee. Dr. Carnemolla added that there may be times of repetitiveness but that is important as Board members have an obligation to understand the action taken and need to know how to reply to constituents’ questions.

***Mr. Lowry moved, Mr. Fleischman seconded, to close the discussion.***

Chair Chute ended the discussion stating that it gave the Board much to reflect on which will happen within the committees and will educate the Board more on how we work.

Dr. Carnemolla introduced Tyrone Richardson as her intern from the UConn superintendent program. Mr. Richardson is an Executive Director (Assistant Principal) in Hartford. In order for someone to receive their superintendent’s certification, he/she must intern under an acting superintendent for a year.

X. Consent Calendar

- A. 18-19/03 Approval of Teacher on Special Assignment: Enrichment Coach K-6 Job Description
- B. 18-19/04 Approval of Grades 5 & 12 English Language Arts, Grades 10-12 Accounting, Grades 9-12 Music Theory, and Grades 11-12 AP Physics Primary Instructional Materials
- C. 18-19/05 Approval of High School Field Trip to France, April 2019

Chair Chute asked to have item 18-19/05 removed from the Consent Calendar as the information was not included in the Board packet. Mr. Spivak asked to remove item 18-19/03 requesting further discussion.

***Mr. Lowry moved, Ms. Fleischman seconded, to approve item 18-19/04 as presented on the Consent Calendar.***

***The motion carried 8-0-0.***

Mr. Spivak asked if the Teacher on Special Assignment: Enrichment Coach K-6 was it in the budget? Dr Rusack explained Mary Labowsky, Math and Science Coach has returned to the classroom and now teachers are requesting more support in enrichment. The Special Assignment position has been in the budget for years. It is a newer focus, that follows the Renzulli framework. Dr. Rusack added that the district is reaching out to the Gifted and Talented portion of UConn.

***Mr. Lowry moved, Ms. Cavanaugh seconded, to approve item 18-19/03 as presented on the Consent Calendar.***

***The motion carried 8-0-0.***

Communication from Avon Board of Education Members

There was no further communication from Board members.

XI. Communication from the Public

There was no further communication from the public.

***The Board adjourned Public Session and took a brief recess by unanimous consent at 8:09 pm.***

***The Board invited Dr. Bridget Carnemolla and Heather Michaud to join the executive session in discussion regarding the update on contractual negotiations.***

***The Board entered Executive Session at 8:19pm.***

XII. Executive Session

A. Update on Contractual Negotiations

XIII. Adjournment

***The Board left Executive Session and entered Public Session at 8:37 pm.***

***The Board adjourned by unanimous consent at 8:39pm.***

Minutes prepared by Shirley Moy, Board Recording Secretary

Minutes respectfully submitted by Jeffrey S. Fleischman, Board Secretary

*Jeffrey S Fleischman 8/29/2018*

***Board minutes are approved at the next regular monthly Board meeting, and any corrections to the minutes, if needed, will be made at that time.***