

Board of Education Regular Meeting
June 3, 2019

Call to Order

The meeting was called to order at 5:34 p.m. in the Central Office Conference Room.

Present: Board members Susan Mercik Davis, Maureen Sattan, Matt Service, Michael Sepko, Jamie Drzyzga, Debra Dudack, John Richter (arr. 5:37pm), and James Mol (arr. 5:37pm); Interim Superintendent Mark Winzler and Superintendent-elect Timothy Van Tassel

Absent: Brian Fry

Executive Session

At 5:34 p.m. Dudack moved, Sepko seconded to into executive session for:

- A. Discussion concerning confidential attorney-client communication regarding administrator compensation
- B. Discussion concerning employment terms of the Assistant Superintendent, Business Manager, Director of Special Services, Director of Technology and the Director of Facilities
- C. Interviewing the finalist candidate for the Director of Special Services position

Interim Superintendent Mark Winzler and Superintendent-elect Timothy Van Tassel were invited to join the executive session as well as the candidate for the Director of Special Services position (during item C).

The executive session ended at 7:00 p.m.

Regular Session

The regular session began in the Suffield Middle School auditorium at 7:05 p.m. and opened with the pledge of allegiance.

Present: Board members Susan Mercik Davis, Maureen Sattan, John Richter (arr. 7:13pm), Matt Service, Michael Sepko, Jamie Drzyzga, Debra Dudack, and James Mol; Interim Superintendent Mark Winzler, Superintendent-elect Timothy Van Tassel, Assistant Superintendent Michelle Zawawi, Business Manager Bill Hoff, and SHS Student Representative Hannah Stack (arr. 7:32pm)

Absent: Brian Fry and SHS Student Representative Sarah Dubocq

Recognition

The Board recognized:

1. The CAFE Student Leadership Award Recipients: SMS students Vincent Casinghino and Amelia Krol and SHS students Felix Antwi-Mensah and Mia Labato. Mr. Smith, SMS Principal and Mr. Blain, SHS Principal spoke about the qualities and leadership skills of these students.

2. The Boys All American SHS 4X800m relay team: Kyle Englander, Camden Miller, Jared Sharp and Nicholas Sinofsky
Mr. Blain said the boys could not attend this evening because they were competing at the state open meet, but said this team won the Class M championship, the State Open title and a New England championship and were named All Americans. Board Chair Mercik Davis congratulated the team.
3. The Suffield High School 2019 Valedictorian, Ziad Hassan, and the Salutatorian, Rabi Zulfiquar
Mr. Blain introduced and congratulated this year's Salutatorian, Rabi Zulfiquar, and this year's Valedictorian, Ziad Hassan. He spoke of the students' academic excellence, exceptional character, extracurricular activities, and the colleges they will attend in the fall.
4. The 2019-2020 retirees: Jacqueline Collins, Elizabeth Deedy, Alison Gardocki, Laura Magora, Anne Metzger-Kelly, and Patti Piellucci. Dr. Pangallo, Spaulding Principal, Mr. Smith and Mr. Blain introduced each of their respective retiring teachers and spoke about their dedication to teaching and their impact on their students over their many years of service in Suffield Public Schools. Board Chair Mercik Davis thanked the retiring teachers for their dedication and the difference they have made in students' lives.

Suffield High School Student Representative

Ms. Stack thanked the BOE for the opportunity to serve as a student representative. She said clubs are holding their final meetings of the year, the Senior Walk is on June 5, the Interact Club is holding a golf tournament in two weeks and another one in August, and finals are being held the last four days of school. Board Chair Mercik Davis thanked Ms. Stack for her interest and thoughtful questions and comments while attending board meetings this year. She wished Ms. Stack well in her future endeavors.

Public Comment

None

Discussion/Action Item

- Possible Appointment of the Director of Special Services
MOTION #19-52: Sattan moved, Drzyzga seconded to appoint Diana Kelley to the position of Director of Special Services for Suffield Public Schools and authorize the Interim Superintendent to complete the hiring process. All members voted in favor. The motion carried 8-0.
Board Chair Mercik Davis reviewed the interview process and said Ms. Kelley stood out during the process. Her perspective is unique because she has held every position in special education starting as a paraprofessional to being a director of special services. She has a clear vision and presented in a calm, thoughtful way. She thanked Ms. Kelley and congratulated her on her appointment. Ms. Kelley thanked the Board and the interview committee and said she was excited to be a part of the Suffield Public Schools community.

Presentations

- Special Services Presentation
Mr. Winzler said as a result of the CREC report conducted earlier this spring, the Co-Interim Directors of Special Services, Glenn McGrath and Helen Donaher, developed a department improvement plan. Mr. Winzler thanked both Mr. McGrath and Ms. Donaher for their time in the district and the great amount of work they have completed.

Mr. McGrath and Ms. Donaher explained the process that went into creating the department's continuous improvement plan, which builds a framework for system-wide development, implementation and evaluation of the delivery of special services. A vision of developing a community of learning guided by the department's core beliefs was established as well as a mission statement focused on a model of continuous improvement, increased partnership with general education, parent engagement, and provision of a continuum of service delivery within the Least Restrictive Environment (LRE). Five priorities/focus areas were identified and five departmental goals were developed to focus on those priorities. Specific strategies were outlined for each goal with accompanying timelines and responsibilities, and specific outcomes were presented for each task. Mr. McGrath emphasized that this document is a working draft and will be updated to reflect the changes in the department.

In response to a board member's question related to CCSN, Mr. McGrath gave a history of CCSN's role in the district. CCSN assists with a continuum of services in order to keep our students with significant delays and/or disabilities in district. He noted outplacements can cost districts over \$200,000. Mr. McGrath said CCSN has conducted staff training so that the capacity is being built in-house. Board members discussed their lack of understanding of the effectiveness of the program and questioned whether capacity in district has been attained due to lack of data presented to the Board. Board Chair Mercik Davis requested a workshop to understand the deliverables and measurables and how the district determines success of the program. Board member Dudack requested outcome measures be given to the Board on a quarterly basis and data be shared during the program review. Board Chair Mercik Davis thanked Mr. McGrath and Ms. Donaher for their work, leadership and building parent relationships during their time in the district.

Mr. Winzler left at 8:09pm, returned at 8:18pm

Reports to the Board

- Superintendent's Report
 - Mr. Winzler said end of year evaluations for the entire faculty, staff and administrators are being conducted.
 - He and central office administrators are monitoring end of year budget and filling vacant positions.
 - Mr. Winzler is working with Superintendent-elect Tim Van Tassel to ensure a smooth transition.
- Board Chair's Report
 - Board Chair Mercik Davis said she and Ms. Zawawi met with East Granby Public Schools central office and the board chair to discuss shared services, specifically curriculum, professional development and student offerings.
 - She attended the CABA board chair workshop last week. Some topics discussed were budgets, board communications, and collaboration with towns/other districts.
 - Board Chair Mercik Davis and Board member Sattan attended, along with Ms. Zawawi and Mr. Van Tassel, the CAPSS Unpacking High School Graduation Requirements workshop on May 28.
 - Board Chair Mercik Davis met with First Selectwoman, Melissa Mack and Board of Finance Chair, Ryan Anderson to discuss improving the budget process through better collaboration and structured meetings.
 - Board chair Mercik Davis said this is Mr. Winzler's last board meeting, and she thanked him for his leadership in the district. Mr. Winzler came into the district during a

tumultuous time and provided guidance and expertise. On behalf of the entire Board, she thanked Mr. Winzler and presented him with a gift.

- Business Manager's Report
 - Mr. Hoff said the spring wellness challenge has ended and he thanked Kathy Carney for the tremendous amount of work she did during the wellness challenge and planning the celebration.
 - The Board of Finance approved spending \$100,000 for this year on capital projects, which will include replacing microscopes at the high school and adding the glycol additive to the heating system at the high school.

Service left at 8:31pm

Consent Agenda

MOTION #19-53: Dudack moved, Sepko seconded to approve the following items on the consent agenda:

- A. Approval of Minutes – May 6, 2019 Regular Meeting
- B. Approval of Minutes – May 20, 2019 Regular Meeting
- C. Approval of Minutes – May 20, 2019 Special Meeting
- D. Approval of Minutes – May 29, 2019 Special Meeting
- E. SHS Field Trip Request – National FFA Convention, Indianapolis, IN – 10/29/19-11/2/19

All voted in favor. The motion carried 7-0.

Service returned 8:33pm

Drzyzga and Richter left at 8:34pm

Discussion/Action Item

- Healthy Foods Certification

Mr. Hoff said the district has been participating in the Healthy Foods program since 2015 and annual certification by the Board is required by Connecticut General Statutes. The program provides \$0.10 per reimbursable lunch.

MOTION #19-54: Mol moved, Dudack seconded that the Board approve participation in the Healthy Food Certification program for 2019-2020 with an exemption for food sold at events after the end of the school day at the location of the event. All voted in favor. The motion carried 6-0.

Drzyzga and Richter returned at 8:38pm

- April 2019 Financial Report

Mr. Hoff said the projected year end net surplus is \$176,739. He said additional money from the excess cost reimbursement will be used to fund next year's budget. He provided a report on significant budget variations. He reviewed some of the significant items and noted the large surpluses for both health insurance, due to less employees choosing family coverage than what was budgeted, and salaries. However, these surpluses are offset by negative balances in special education costs and utilities. There are no transfers needed this month; however the board will need to approve budget transfers at its July meeting in order to balance all budget line items.

- Approval of the Revised 2019-2020 Board of Education Budget

MOTION #19-55: Service moved, Sattan seconded that the Board approve the 2019-20 Budget in the amount of \$35,547,870. The budget is to be allocated with the line items as presented.

Mr. Winzler reviewed the administration's recommendation for line item reductions which include:

- Implementing Pay-to-Park at SHS at \$50 per semester with total budgeted **revenue of \$17,500.**
- Implementing Pay-to-Play at SHS only at \$75 per sport with a \$225 per family annual maximum. The budgeted **revenue is \$42,343.**
- **Addition** of 1.0 FTE Kindergarten teacher at a cost of **\$52,145** due to higher than projected enrollment.
- Elimination of the proposed 0.5 FTE additional SMS Music Teacher by using current staff **saving \$27,396.**
- Reduce 1.0 FTE ELA Teacher at SMS **saving \$53,250.**
(Note: We will fill one of the current openings as a Reading Interventionist, but not fill the other. This will result in the elimination of the double block of ELA in 8th grade.)
- Reduce 0.4 FTE PE Teacher at SHS based on class size **saving \$31,962.**
- Move the SHS Duty Clerk to AWS rather than adding an additional 0.4 FTE at AWS **saving \$7,131.** The duties at the high school will be eliminated or covered by other staff. (This is a transfer of a position from one school to another rather than adding a position as was originally proposed.)
- **Increase** the turnover/vacancy factor by **\$4,128.**

Ms. Zawawi explained the rationale for eliminating the double block of ELA in eighth grade which resulted in being able to fill one of the vacant positions due to internal movement with an ELA/reading specialist. The specialists ensure a strong SRBI program and she shared recent elementary students' scores demonstrating the effectiveness of the intervention model.

Mr. Sepko thanked Mr. Hoff for his work and diligence during the budget process, and he thanked Board Chair Mercik Davis for presenting the budget to the Board of Finance and the community. Board members discussed the difficult decisions that had to be made tonight. Some wanted to remove the implementation of pay to play and look at other items to reduce, such as reducing CCSN.

MOTION #19-56: Sepko moved to amend the original motion to maintain the budget amount of \$35,547,870 and reduce CCSN by \$20,000, reduce office supplies by \$10,000, reduce custodial supplies by \$12,343, and not implement pay to play. Dudack seconded the motion and stated now is not the time to implement pay to play. She suggested the possibility be reviewed and possibly included in the following year's budget. Board member Service was not in favor of reducing CCSN at this time as it may set the program up for failure by doing so. Board member Drzyzga said the Board should focus on the list recommended by the administration.

Board Chair Mercik Davis called for a vote: Sepko and Dudack voted in favor. Mercik Davis, Mol, Drzyzga, Richter, Service and Sattan voted against. The motion failed 2-6.

MOTION #19-57: Mol moved to amend the original motion to maintain the budget amount of \$35,547,870 and add \$53,250 for the SMS ELA teacher, reduce \$87,706 by eliminating the SHS math interventionist position, increase the turnover/vacancy factor by \$7,887, and not implement pay to play. Richter seconded the motion. Board member Sattan expressed her concern about losing the double block of ELA in eighth grade.

Board Chair Mercik Davis called for a vote: Mol, Richter and Dudack voted in favor. Mercik Davis, Drzyzga, Service, Sepko and Sattan voted against. The motion failed 3-5.

MOTION #19-58: Sepko moved to amend the original motion to maintain the budget amount of \$35,547,870 and reduce CCSN by \$22,343, reduce travel/conference expenses by \$8,000 reduce instructional supplies by \$6,000, reduce custodial supplies by \$6,000, and not implement pay to play. Dudack seconded the motion.

Board Chair Mercik Davis called for a vote: Sepko, Dudack and Richter voted in favor. Mol, Mercik Davis, Drzyzga, Service, and Sattan voted against. The motion failed 3-5.

MOTION #19-59: Dudack moved to amend the original motion to maintain the budget amount of \$35,547,870 and reduce \$15,000 from travel/conference expenses, \$15,000 from legal fees, \$5,000 from office supplies, \$2,343 from printing and binding, \$5,000 from custodial supplies, and not implement pay to play. Sepko seconded the motion.

Board Chair Mercik Davis called for a vote: Sepko and Dudack voted in favor. Mol, Richter, Mercik Davis, Drzyzga, Service, and Sattan voted against. The motion failed 2-6.

MOTION #19-60: Sattan moved to amend the original motion to maintain the budget amount of \$35,547,870 and add \$53,250 for the SMS ELA teacher, reduce \$87,706 by eliminating the SHS math interventionist position, implement pay to play and allocate the additional \$34,456 for intervention services at the middle school. Mol seconded the motion.

Board Chair Mercik Davis called for a vote: Sattan, Mol, Drzyzga, Service, and Sepko voted in favor. Richter, Mercik Davis, and Dudack voted against. The motion carried 5-3.

MOTION #19-61: Board Chair Mercik Davis called for a vote on the amended original motion. Sattan, Mol, Drzyzga, Service, Richter, and Sepko voted in favor. Mercik Davis and Dudack voted against. The motion carried 6-2.

Subcommittee Reports

May 23, 2019 Policy Subcommittee meeting: The following policies are being placed on a 30-day read: #1180- Memorials to Deceased Students and Staff; #5125.11 – Health/Medical Records; #5131.6 – Drugs, Tobacco, Alcohol; #5144.4 – Physical Exercise and Discipline of Students; #6146 – Graduation Requirements

Future Business

Review of substitutes

Adjournment

Sepko moved, Mol seconded to adjourn the meeting at 10:05 p.m.

Minutes are subject to approval at the regular meeting of June 17, 2019.

Respectfully submitted,

Debra Dudack
Secretary