

Board of Education Regular Meeting  
January 7, 2019

Call to Order

The meeting was called to order at 6:34 p.m. in the Suffield Middle School Auditorium.

Present: Board members Susan Mercik Davis, Maureen Sattan, Jamie Drzyzga, James Mol, John Richter, Debra Dudack, George Beiter; Interim Superintendent Mark Winzler, Assistant Superintendent Michelle Zawawi, Business Manager Bill Hoff; and SHS Student Representatives Sarah Dubocq and Hannah Stack

Absent: Michael Sepko and Matt Service

The meeting opened with the Pledge of Allegiance.

Recognition

None

Suffield High School Student Representatives

Sarah Dubocq and Hannah Stack updated the board on happenings at Suffield High School including mid-term exams occurring next week, Mr. Kaput's trip to Antarctica, fundraiser events including one to benefit the Boys and Girls club and one to establish a scholarship in Ms. Kaplan's name, and a senior wall has been created where seniors can write the name of the college they will be attending.

Public Comment

Don Miner, 1855 Mapleton Avenue, commented on the superintendent search process. He asked the Board to look at recruiting a new superintendent differently. The process and applicant pool have been the same for the last several superintendent searches. He suggested considering business or former military leaders. He said the district does not need an educational technician but a good leader; one that will not micromanage teachers.

Presentations

None

Reports to the Board

- Superintendent's Report
  - Mr. Winzler said the main focus over the last few weeks has been on budget development with all departments and building administrators. He will be presenting the budget to the Board on January 22.
  - The Special Education Secondary Supervisor interviews are being held on January 10 and led by Mr. McGrath.
  - Results from the CREC survey are being compiled and focus groups are being planned by CREC.
  - Mr. Winzler and Ms. Zawawi attended a DCF summit in December. The discussion was on the long wait times for mandated reporters on the DCF call center line. DCF has not increased their staffing to effectively handle the increase in reporting. Mr. Winzler stated that all mandated reporters in the district have taken the training and have established their own internal protocols to ensure compliance with DCF guidelines.

- Next year’s school calendar has been drafted and will be presented to the Board later this month. Changes to next year’s calendar are being proposed to increase instructional time and limit interruptions in the students’ day.
- The district is collaborating with the town’s Youth Services Department to provide services to our students.
- Board Chair’s Report
  - Board Chair Mercik Davis welcomed Geert (James) Mol who was appointed to the Board on December 17. She thanked all the candidates who interviewed.
  - The Superintendent search is underway. NESDEC has been chosen as the executive search firm and a communication was sent to families, staff and town officials to inform the public that the search has begun. The NESDEC consultant, Dr. Elizabeth Osga, has already begun outreach efforts to potential candidates.
  - The second board meetings of each month will be a workshop model. Upcoming topics are special education, the Superintendent’s budget, and curriculum and instruction.
- Business Manager’s Report
  - Mr. Hoff said an employee wellness program, in conjunction with Cigna and in collaboration with the town, is being developed. A survey went out today asking employees what they would like in a wellness program.

#### Consent Agenda

- A. Approval of Minutes – December 3, 2018 Regular Meeting
- B. Approval of Minutes – December 17, 2018 Regular Meeting
- C. Approval of Minutes – December 17, 2018 Special Meeting
- D. Approval of Minutes – December 19, 2018 Special Meeting
- E. SHS Field Trip Request – Philadelphia, PA – March 7-9, 2019

Beiter moved, Dudack seconded to approve the consent agenda. All members voted in favor. The motion carried 7-0.

#### Discussion/Action Items

- Appointment of Debra Dudack to the Cable Advisory Council  
**MOTION #19-30:** Sattan moved, Richter seconded to appoint Debra Dudack to the Cable Advisory Council. All members voted in favor except Dudack, who abstained. The motion carried 6-0-1.
- Approval of Educational Specifications for McAlister Roof Replacement Project  
 Mr. Hoff said the roof is over 20 year old. The town has already approved the funds and it is anticipated the roof will be replaced this summer.  
**MOTION #19-31:** Drzyzga moved, Mol seconded to approve the educational specifications for the McAlister Roof Replacement Project. All members voted in favor. The motion carried 7-0.
- November 2018 Financial Report  
 Mr. Hoff said the projected year end net surplus is \$488. He said special education costs are projected to be \$381,136 above what was budgeted. He added the variables for the remainder of the year are heating and electricity costs. Mr. Hoff said there is a surplus in Choice funds for any emergency that may arise. Mr. Hoff stated that food sales are up over \$15,000 compared to last year.

#### Subcommittee Reports

None

### Future Business

- Update on policy manual review
- Wellness committee update
- Recognition - Mr. Kaput

Board member Beiter informed the Board that he will be resigning from the Board effective tomorrow, January 8, 2019. He said it was a difficult decision but due to the increased demands of his job and travel schedule, he cannot devote the time needed to the Board. He believed the timing was good with the start of the Board selecting a new superintendent. He will also be relocating out of Suffield in the near future. He read his resignation letter which he will submit to the Town Clerk tomorrow. Board Chair Mercik Davis presented Mr. Beiter with a gift and thanked him for his service. Several Board members and administrators expressed their gratitude as well.

### Executive Session

Board Chair Mercik Davis said due to not having the full Board present this evening, the executive session scheduled for this evening for the discussion concerning an attorney client communication to address the Board of Education's legal role and responsibilities will be postponed until all Board members can be present.

### Adjournment

Beiter moved, Richter seconded to adjourn the meeting at 7:32 p.m.

*Minutes are subject to approval at the regular meeting of February 4, 2019.*

Respectfully submitted,

Debra Dudack  
Secretary