

Note: Per C.G.S. 10 – 218, Board of Education meeting minutes are provided in a draft format within 48 hours of the date the meeting was held. With the exception of motions and votes recorded, these minutes are unofficial until they have been read and approved by a majority vote of the Board. Should edits be necessary, they will be made at the next regularly scheduled meeting, noted in the meeting minutes, and voted upon.

SCOTLAND BOARD OF EDUCATION
Scotland, Connecticut
Meeting Minutes
August 14, 2018

Chairperson Brynn Lipstreu called the meeting to order at 7:01 PM. Present were Board members Steven Kurcinik, Cassidy Martin, Scott Sears, Rod Perry and Anne Stearns. Administrators present were Superintendent Dr. Francis Baran and Principal Dr. Catherine Pinsonneault. Unable to attend was Board member Sherry Smardon and Finance Coordinator Donna Sharp.

The Board recited the Pledge of Allegiance.

2. BOE ATTORNEY PRESENTATION: FOIA/BOARD RESPONSIBILITIES:

Board Attorney Mark Sommaruga presented the Board with a book he published on the FOIA and a pamphlet on Board roles and responsibilities. He recommended the Board attend the CABE Convention. The Board was presented with a pop quiz pertaining to FOIA and Board meetings that included the following:

- Participating in a meeting without being physically present can be done via audio or video.
- All Items on an agenda do not have to be covered but should be tabled.
- Minutes of a meeting do not have to be posted on the website but it is a good idea to do so.
- A regular meeting agenda does not have to be posted on the website but should be. A special meeting is required to be posted on the website.
- Executive Session needs 2/3 vote to enter into and needs a reasonable specific reason. The minutes must always name who is present during Executive Session except the name of a parent, child or candidate for a position. No motion is needed to come out of Executive Session, just list the time entered back into public session and open the door.
- Documents drafted by the Board Attorney are not always covered by Attorney/Client privilege.
- Anyone can record the meeting.
- Personal email accounts are considered public record if conducting business and are subject to a FOIA request even if the person is no longer a Board member (records must be retained for former Board members).
- Conducting business via email with a quorum is considered a meeting.
- Committee meetings are considered the same as Board meetings and require minutes.
- Any written communications whether signed or anonymous must be kept on file.
- An FOIA request is subject to a 4 business day response.

3. CELEBRATIONS/RECOGNITION:

- Congratulations to Mrs. Linda Stefon for being selected as SES Teacher of the Year.
- Congratulations to Mrs. Allaire who welcome a baby boy on July 11th.

4. WRITTEN COMMUNICATIONS:

- A thank you card was received from Rose Khourie Scholarship recipient Hanna Viera.

- A letter was received from the Town of Windham regarding Tuition Policies that might impact the STEM Magnet School.
- A letter of resignation was received from Kelly McGillivray, Special Education.

5. COMMUNICATION WITH THE AUDIENCE: None

6. APPROVAL OF MINUTES:

#1-18/19 Motion to approve the regular meeting minutes of June 5, 2018, was made by Rod Perry, seconded by Anne Stearns and carried unanimously.

#2-18/19 Motion to approve the special meeting minutes of June 26, 2018, was made by Scott Sears, seconded by Steve Kurcinik and carried unanimously.

7. FINANCE COORDINATOR REPORT:

A. Financial Report:

Dr. Baran presented the Financial Report for Finance Coordinator Donna Sharp who could not attend tonight's meeting.

- A full report for 2018-19 will be presented at the September meeting.
- Grants are being received and recorded.
- The auditors are in the process of completing their report.

B. Approval of Financial Statement:

#3-18/19 Motion to approve the Financial Statement dated August 8, 2018, was made by Steve Kurcinik, seconded by Scott Sears and carried unanimously.

8. SUPERINTENDENT REPORT:

A. Solar Panel Program:

A meeting was held with the representative and project manager from Green Skies. The hardware is expected to be delivered on August 21st with work to be completed in 4-6 weeks. All workers will sign in at 6am and take a break at 8:25am when the school buses arrive. They will work until 3pm and notify the administration if staying late.

B. Staffing:

Mrs. McGillivray has resigned and Paraprofessional Beth Card has resigned. Both positions will be advertised.

C. 2017-2018 End-of-Year Budget:

The audit is not yet complete. The unaudited budget balance of approximately \$122,000 was returned to the town.

D. 2018-2019 Budget update:

The following are concerns with the 2017-18 budget:

- There are three additional magnet school students with one student attending a magnet school in Hartford. The tuition for the STEM Magnet School in Windham is \$6,500.
- There is currently no heating contract in place. The price is coming down and the fuel left in the tanks should last through October.

E. Request for use of CNR funds (Action Anticipated):

The refrigerator in the Nurse's office needs to be replaced. The Board of Selectmen approved use of CNR Funds up to \$600 to purchase a new refrigerator.

#4-18/19 Motion to approve the use of CNR Funds up to \$600 to purchase a new refrigerator for the Nurse's Office, was made by Anne Stearns, seconded by Steve Kurcinik and carried unanimously.

F. Special Education Director Update:

All six RESC Directors have been contacted for any interest in a part-time Special Education Director for Scotland Elementary. Two have responded to date.

G. Other: None

9. PRINCIPAL REPORT:

A. Current Enrollment:

Enrollment has gone down with changes expected near the beginning of the new school year.

B. Opening Day Prep:

Teachers will be returning to school slowly starting Monday. Their official return is on August 27th. A staff meeting will be held on August 28th with a review of SBAC. The first day for students is August 29th.

C. Other:

Open House will be held on September 12th.

10. FRIENDS OF SES REPORT:

- The Friends of SES have been working on gardens over the summer with an additional 15 yards of mulch delivered.
- The Niantic Bay Sunset Cruise will be held on September 8th at a cost of \$20 per person, with the hope of filling the 95 people capacity.

11. SECOND AUDIENCE FOR CITIZENS: None

12. NEXT STEP HOMEWORK ASSIGNMENTS:

- All Board members asked to review their BOE biography on the website and submit any feedback to Jen Morelli.

13. NEXT MEETING AGENDA ITEMS:

The next meeting will be held on September 11th.

14. ADJOURNMENT:

#5-18/19 Motion to adjourn (8:26 PM) was made by Steve Kurcinik, seconded by Rod Perry and carried unanimously.

***Respectfully submitted by Kathleen Scott
Recording Clerk***