

# WESTON BOARD OF EDUCATION

Tuesday, July 28, 2015

Weston Middle School Library Resource Center

Executive Session 5:00 p.m.

Regular Session 7:30 p.m.

## Agenda

- I. **CALL TO ORDER, VERIFICATION OF QUORUM**  
Philip Schaefer, Chairperson
- II. **EXECUTIVE SESSION**
  1. Interview and Discussion of Finalist(s) for Weston High School Assistant Principal
  2. Discussion of Superintendent of Schools' Contract
- III. **PLEDGE OF ALLEGIANCE**
- IV. **RECOGNITION** None
- V. **APPROVAL OF MINUTES, *pages 1-10*** Motion

The Board will vote to approve the minutes from June 15.

The Board will vote to approve the minutes from June 18.

The Board will vote to approve the minutes from June 29.

The Board will vote to approve the minutes from July 10.
- VI. **PUBLIC COMMENT** Information
- VII. **NEW BUSINESS**
  1. **Resignation, *page 11*** Motion
  2. **Appointment of Weston High School Assistant Principal** Motion

Dr. Palmer, Superintendent of Schools, will present the finalist(s) for Weston High School Assistant Principal.
  3. **Discussion and Vote on Corrected Salary for FY 2016 for Director of School Facilities** Motion
  4. **Discussion and Vote on Superintendent of Schools' Contract** Motion
- VIII. **OLD BUSINESS** None
- IX. **SUPERINTENDENT'S REPORT** Information
  1. Next Regular Board Meeting is Monday, August 17, 2015, at 7:30 p.m.
  2. District Update

**X. COMMITTEE REPORTS**

- 1. Communications Committee - Nina Daniel**
- 2. Curriculum Committee - Ellen Uzenoff**
- 3. Finance Committee - Denise Harvey**
- 4. Facilities Committee - Ellen Uzenoff**
- 5. Policy Committee - Dana Levin**
- 6. Negotiations Committee - Denise Harvey**
- 7. CES - Nina Daniel**
- 8. CAFE - Elise Major**
- 9. Weston Education Foundation - Denise Harvey**

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**XI. ADJOURNMENT**

**Motion**

Weston Public Schools  
Board of Education Meeting  
Weston Middle School Library Resource Center  
June 15, 2015

**Attendance:**

Philip Schaefer, Chairperson	Dr. Colleen Palmer, Superintendent
Ellen Uzenoff, Vice Chairperson	Dr. Kenneth Craw, Assistant Superintendent
Dana Levin, Secretary/Treasurer	Dr. Jo-Ann Keating, Director of Finance & Ops.
Nina Daniel	Lewis Brey, Director of Human Resources
Denise Harvey	
Elise Major	
Sara Spaulding	

**I. CALL TO ORDER, VERIFICATION OF QUORUM**

**Philip Schaefer, Chairperson**

**II. PLEDGE OF ALLEGIANCE**

**III. RECOGNITION**

**1. The Board of Education Honored Retirees**

Dr. Palmer, Superintendent of Schools, and Mr. Schaefer, Board of Education Chairperson, recognized this year's retiring staff: Arline Beckoff, Heidi Fontneau, Joanne McDonough, Jean Murdoch, and Nancy St. Clair. Dr. Beckoff was present.

*Motion: Moved that the Weston Board of Education recognizes Arline Beckoff, Heidi Fontneau, Joanne McDonough, Jean Murdoch, and Nancy St. Clair for their years of outstanding service to the students of Weston Public Schools. Motion by Ms. Daniel, second by Ms. Harvey, all in favor. (7-0)*

**2. The Board of Education Recognized Dr. Jo-Ann Keating and Amy Watkins for Their Administrative Service to the District**

**3. The Connecticut Association of Schools Scholar Leader Award**

Ms. Watkins, Weston Middle School Principal, presented Brendan Moore and Carolyn Zech, recipients of the CAS Scholar Leader Award.

*Motion: Moved that the Weston Board of Education recognizes Brendan Moore and Carolyn Zech for their distinguished scholarship and leadership in school and the community. Motion by Mrs. Levin, second by Ms. Major, all in favor. (7-0)*

**4. CABA Student Leadership Award**

Student Leadership Awards from the Connecticut Association of Boards of Education were presented by Ms. Watkins, Weston Middle School Principal, to Weston Middle School students Siera Daly and Doran Sekaran and by Mrs. Deorio, Weston High School Principal, to Weston High School students Danielle DeCanio and Jackson Marvin.

*Motion: Moved that the Weston Board of Education recognizes Weston Middle School students Siera Daly and Doran Sekaran, and Weston High School students Danielle DeCanio and Jackson Marvin for being chosen to receive CABE's Student Leadership Award. Motion by Mrs. Uzenoff, second by Ms. Harvey, all in favor. (7-0)*

#### **IV. APPROVAL OF MINUTES**

The Board voted to approve the minutes from May 18.

*Motion: Moved that the Weston Board of Education approves the minutes of the May 18, 2015, Regular Meeting and Executive Session. Motion by Mrs. Uzenoff, second by Ms. Major, all in favor. (7-0)*

#### **V. PUBLIC COMMENT**

**Ira Saferstein, Norfield Farm Lane.** Mr. Saferstein spoke in favor of maintaining the Weston gymnastics team for at least one more year. His daughter would be captain of the team this year. Mrs. Saferstein answered questions by the Board related to differences in schedules and experiences between club teams and high school teams.

#### **VI. NEW BUSINESS**

##### **1. Resignations**

*Motion: Moved that the Weston Board of Education notes the resignation of Luke Henderson, 1.0 FTE Hurlbutt Elementary School Music Teacher, effective June 30, 2015. Motion by Mrs. Levin, second by Ms. Major, all in favor. (7-0)*

##### **2. Discussion and Vote on Mitigation Strategy to Address \$100k Reduction in the Board of Education Operating Budget for FY 2016**

Dr. Palmer, Superintendent of Schools, reviewed the budget mitigation plan to address the \$100,000 reduction by the Board of Finance to the FY 2016 Operating Budget and highlighted changes to the proposed reductions since the May 18, 2015, Board meeting, which are due to turnover savings and the need for a kindergarten contingency teacher. Discussion by the Board followed on the kindergarten contingency teacher, ventilation in the high school locker rooms, and gymnastics.

*Motion: Moved that the Weston Board of Education approves the Administration's proposed mitigation plan to address the \$100,000 reduction to the FY 2016 Operating Budget. Motion by Mrs. Uzenoff, second by Ms. Major, all in favor. (7-0)*

##### **3. Discussion and Vote on Fee for Student Athletes**

Dr. Keating, Director of Finance and Operations, discussed the proposed fee for student athletes, which is an increase of \$25 per sport and \$100 per family cap.

*Motion: Moved that the Weston Board of Education approves an increase in the high school per sport athletic fee from \$75 to \$100 and the family cap from \$300 to \$400. Motion by Ms. Harvey, second by Mrs. Levin, all in favor. (7-0)*

**4. Discussion of Long-Term Facilities Plan**

Mrs. Uzenoff, Board Vice-Chair, and Dr. Palmer, Superintendent of Schools, discussed the long-term facilities plan that was approved by the Board of Selectmen, and the request that the Board of Education embrace the concept of exploring the option. The Board discussed the current five-year MOU, of which there are four years remaining, and other viable options for Central Office.

**5. Discussion and Vote on 2015-2016 Tuition Rates**

Dr. Keating, Director of Finance and Operations, reviewed the 2015-2016 tuition rates.

*Motion: Moved that the Weston Board of Education approves the 2015-2016 tuition rates. Motion by Mrs. Uzenoff, second by Ms. Major, all in favor. (7-0)*

**6. Weston Board of Education Policies, Regulations, and Bylaws**

Mr. Brey, Director of Human Resources and Internal Counsel, reviewed Weston Board of Education Administrative Regulation 3323, Soliciting Prices (Bids and Quotations). The proposed threshold for bidding will increase to \$15,000 from \$5,000.

**7. Discussion and Vote on Adjustments to the 2015-2016 District Calendar**

Dr. Palmer, Superintendent of Schools, discussed moving the parent conferences from May to March and moving a professional development day from March 9 to April 26 due to the Connecticut Presidential Primary Election that will be held in Weston Middle School.

*Motion: Moved that the Weston Board of Education approves moving the parent conferences from May 5 and 6 to March 17 and 18 as indicated in the attached calendar and moving the professional development day on March 9 to April 26. Motion by Ms. Harvey, second by Mrs. Levin, all in favor. (7-0)*

**8. Discussion and Vote on Changes to Energy Charges for Facilities Use**

Dr. Keating, Director of Finance and Operations, discussed a proposed annual increase to energy charges for facilities use according to the Consumer Price Index. Both Facilities and Finance Committees agreed to this approach.

*Motion: Moved that the Weston Board of Education approves the energy charges for facilities use as presented by Dr. Keating, namely to increase the facilities users' fees each year by the Consumer Price Index and to establish an hourly energy rate for each year, no later than July 1, based on anticipated rates. Motion by Ms. Harvey, second by Ms. Major, all in favor. (7-0)*

**9. Ninth FY 2015 Financial Update and Approval of Transfers**

Dr. Keating, Director of Finance and Operations, provided a monthly financial report, including transfers for salaries, books for English/language arts, substitute paraprofessionals and bus aides, contracting speech and language professionals, reclassifying funds for SAT proctors, materials, administrator compensation, overtime, repairs to grounds equipment, facilities supplies, energy, and copier paper.

*Motion: Moved that the Weston Board of Education approves the transfers as presented by Dr. Keating in the ninth FY 2015 financial report. Motion by Mrs. Uzenoff, second by Mrs. Levin, all in favor. (7-0)*

## **VII. EXECUTIVE SESSION**

- 1. Matters Pertaining to Security**
- 2. Matters Pertaining to Personnel**
  - **Discussion of Salary and Contract Term for 2015-16 for Unaffiliated Central Office Administrators**
  - **Discussion of Salary Increase for the District Medical Advisor**
- 3. Discussion of Pending Litigation – Steep Hill Renewables LLC v. Weston Board of Education, et al.**

## **VIII. RESUME PUBLIC SESSION**

- 1. Discussion and Vote on School Resource Officer Program Agreement**

This The Board had a productive discussion in executive session and will continue the discussion next month.
- 2. Discussion and Vote on Salary and Contract Term for 2015-16 for Unaffiliated Central Office Administrators**

### **A. Assistant Superintendent of Curriculum and Instruction Contract**

*Motion: Moved that the Weston Board of Education: (1) approves the contract term of Dr. Kenneth Craw (the Assistant Superintendent of Curriculum and Instruction) for a new period of three years, July 1, 2015 through June 30, 2018; (2) establishes a base salary of \$185,556 representing a 2.25% increase; and (3) authorizes the Chairperson to negotiate and execute a revised contract with the Assistant Superintendent of Curriculum and Instruction incorporating these changes. Motion by Mrs. Levin, second by Ms. Spaulding, all in favor. (7-0)*

### **B. Director of Human Resources Contract**

*Motion: Moved that the Weston Board of Education: (1) approves the contract term of Mr. Lewis Brey (the Director of Human Resources) for a period of three years, July 1, 2015 through June 30, 2018; (2) establishes a base salary of \$163,309 representing a 2.25% increase; and (3) authorizes the Chairperson to negotiate and execute a revised contract with the Director of Human Resources incorporating these changes. Motion by Mrs. Levin, second by Mrs. Uzenoff, all in favor. (7-0)*

### **C. Director of School Facilities Contract**

*Motion: Moved that the Weston Board of Education: (1) approves the contract term of Mr. Joseph Olenik (the Director of School Facilities) for a period of three years, July 1, 2015 through June 30, 2018; (2) establishes a base salary of \$128,835 representing a 2.25% increase; and (3) authorizes the Chairperson to negotiate and execute a revised contract with the Director of Human Resources*

*incorporating these changes. Motion by Mrs. Levin, second by Mrs. Uzenoff, all in favor. (7-0)*

**3. Appointment of District Medical Advisor for 2015-16**

**Motion**

*Motion: Moved that the Weston Board of Education re-appoints Dr. Laura Marks as the District Medical Advisor for the period July 1, 2015 – June 30, 2016, and establishes a stipend of \$6,012 representing a 2% increase. Motion by Mrs. Uzenoff, second by Ms. Major, all in favor. (7-0)*

**IX. OLD BUSINESS**

**1. Vote on a Weston Public Schools Vision Statement, page 45**

**Motion**

The Board reviewed the vision statement presented by Dr. Palmer, Superintendent of Schools, at the May 18, 2015, Board of Education meeting and discussed placement of the word “continued.”

*Motion: Moved that the Weston Board of Education adopts the vision statement presented by Dr. Palmer. Motion by Ms. Major, second by Mrs. Levin, all in favor. (7-0)*

**2. Weston Board of Education Policies, Regulations, and Bylaws, pages 46-62**

**Motion**

The Board voted to approve Weston Board of Education Policy 4118.25-5141.4, Reports of Suspected Abuse or Neglect of Children, and Regulation 4118.25-5141.4, Reporting of Suspected Child Abuse and Neglect.

*Motion: Moved that the Weston Board of Education approves Policy 4118.25-5141.4, Reports of Suspected Abuse or Neglect of Children, and Regulation 4118.25-5141.4, Reporting of Suspected Child Abuse and Neglect. Motion by Ms. Daniel, second by Mrs. Levin, all in favor. (7-0)*

**X. SUPERINTENDENT’S REPORT**

**Information**

**1. Next Regular Board Meeting is Monday, July 27, 2015, at 7:30 p.m.**

**2. District Update**

No report due to length of meeting.

**3. Principals’ Reports**

No report due to length of meeting.

**X. COMMITTEE REPORTS**

**1. Communications Committee**

There was nothing to report.

**2. Curriculum Committee**

Per Mrs. Uzenoff, the following items were discussed at the June 3 meeting: next generation science standards, an update on STEM programming, K-5 progress reports, new Algebra II textbooks, and the Tri-State visit report.

**3. Finance Committee**

Per Ms. Harvey, in addition to what was discussed previously in the agenda, the following items were discussed at the June 4 meeting: the RFP for food service, transfers, equipment requests, uniform chart of accounts process, security grant update, camera replacement, technology grant, and transition of the Director of Finance.

**4. Facilities Committee**

Ms. Uzenoff discussed the following items from the June 3 meeting: summer and capital projects, security grant update facilities fees and bidding policy, completion of fencing between the south house playground and bus garage, and resurfacing of basketball court outside Central Office by the Town.

**5. Policy Committee**

There was nothing to report.

**6. Negotiations Committee**

There was nothing to report.

**7. CES**

There was nothing to report.

**8. CAFE**

There was nothing to report.

**9. Weston Education Foundation**

There was nothing to report.

**XI. ADJOURNMENT**

*Motion: Motion to adjourn by Mrs. Levin, second by Ms. Spaulding, all in favor.  
(7-0) Meeting adjourned at 12:14 a.m. on Tuesday, June 16, 2015..*

Minutes prepared by Jennifer Markov, Board of Education Clerk.



Weston Public Schools  
Board of Education Special Meeting  
Central Office Conference Room  
June 18, 2015

**Attendance:**

Philip Schaefer, Chairperson	Nina Daniel
Ellen Uzenoff, Vice Chairperson	Sara Spaulding
Dana Levin, Secretary/Treasurer	Dr. Colleen Palmer, Superintendent

**I. CALL TO ORDER, VERIFICATION OF QUORUM**

**Philip Schaefer, Chairperson**

**II. EXECUTIVE SESSION**

**1. Interview of candidates for Weston Middle School Principal**

**III. RESUME PUBLIC SESSION**

**1. Vote to accept Superintendent's recommendation for Weston Middle School Principal**

*Motion: Moved that the Board hereby appoints Daniel Doak to the position of Weston Middle School Principal, effective July 1, 2015, subject to final background checks. Motion by Ms. Spaulding, second by Mrs. Levin. All in favor (7-0)*

**IV. ADJOURNMENT**

*Motion: Motion to adjourn by Mrs. Uzenoff, second by Ms. Spaulding, all in favor. (7-0) Meeting adjourned at 10:00 p.m.*

Minutes prepared by Jennifer Markov, Board of Education Clerk.

Weston Public Schools  
Board of Education Special Meeting  
Central Office Conference Room  
June 29, 2015

**Attendance:**

Philip Schaefer, Chairperson	Dr. Colleen Palmer, Superintendent
Dana Levin, Secretary/Treasurer	Dr. Jo-Ann Keating, Director of Finance and Ops.
Denise Harvey	Richard Rudl, Director of Finance and Operations
Sara Spaulding	

**I. CALL TO ORDER, VERIFICATION OF QUORUM**  
**Philip Schaefer, Chairperson**

**II. Anticipated Executive Session**

- 1. Discussion of evaluations relative to a prospective public supply contract (food service)**

**III. Resume Public Session**

**1. Award food service contact**

Dr. Keating provided an overview of the bidding process. Chartwells scored higher than the other two companies that bid, using that State's scoring matrix. There will be the option of a one-year renewal, and Dr. Keating will let the other two companies know the status of the bid.

*Motion: Moved that the Weston Board of Education awards the food service contract for the fiscal year 2016, commencing on July 1, 2015 to Chartwells, a member of the Compass Group. Motion by Ms. Harvey, second by Mrs. Levin, all in favor. (4-0)*

**IV. ADJOURNMENT**

*There being no further business to discuss, meeting adjourned at 6:02 p.m.  
Motion by Ms. Harvey, second by Mrs. Levin, all in favor. (4-0)*

Minutes prepared by Jennifer Markov, Board of Education Clerk.

Weston Public Schools  
Board of Education Special Meeting  
Central Office Conference Room  
July 10, 2015

**Attendance:**

Philip Schaefer, Chairperson (arrived 3:05 p.m.)	Dr. Kenneth Craw, Assistant Superintendent
Ellen Uzenoff, Vice Chairperson	Richard Rudl, Director of Finance & Operations
Nina Daniel	Joseph Olenik, Director of School Facilities
Elise Major	
Sara Spaulding	<i>Absent:</i> Dana Levin, Secretary/Treasurer
Dr. Colleen Palmer, Superintendent	Denise Harvey

**I. Public Session**

**1. Approval of the following purchases without bidding, due to urgency, per section 2(C) of Administrative Regulation 3323, Soliciting Prices (Bids and Quotations):**

- **Glass walls for middle school STEM space \$20,530;**
- **LED lighting \$18,449;**
- **New flooring \$13,852; and**
- **Painting the ceiling \$7,500.**

Dr. Palmer, Superintendent of Schools, discussed the need to have this educational space ready for the start of school. With regards to the glass doors, two quotes were received from the only two vendors that could be located for this specialized product. Discussion by the Board followed on the safety of the glass and maintaining a cohesive look for the middle school's interior.

*Motion: Moved that the Weston Board of Education approves the following purchases without bidding, due to urgency, per section 2(C) of Administrative Regulation 3323, Soliciting Prices (Bids and Quotations):*

- *Glass walls for middle school STEM space;*
- *LED lighting;*
- *New flooring; and*
- *Painting the ceiling. Motion by Ms. Major, second by Mrs. Uzenoff.*

*Revised Motion: Moved that the Weston Board of Education approves the following purchases without bidding, due to urgency, per section 2(C) of Administrative Regulation 3323, Soliciting Prices (Bids and Quotations):*

- *Glass walls;*
- *LED lighting;*
- *New flooring; and*
- *Painting the ceiling*

*for middle school STEM space. Motion by Ms. Spaulding, second by Mrs. Uzenoff, all in favor. (5-0)*

## **II. Adjourn**

*Motion: Motion to adjourn by Ms. Major, second by Ms. Spaulding, all in favor.  
(5-0) Meeting adjourned at 3:15 p.m.*

Minutes prepared by Jennifer Markov, Board of Education Clerk.

## Jennifer Markov

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**From:** Brad Holderbach  
**Sent:** Thursday, July 16, 2015 8:14 AM  
**To:** Colleen Palmer; Lewis Brey; Lisa Deorio  
**Subject:** Thank you

All,

As you know, I have decided to resign from my position as teacher at Weston High School. Thank you again for the opportunity to teach in the district over the past 2 years, as it has been a great experience. I will be coordinating with the high school regarding dropping off my materials (laptop, etc.).

Sincerely,

Brad Holderbach