

The Bolton Board of Education held its regularly scheduled Business Meeting on September 10, 2015. Members present were Chair Matt Giuffre, Chris Davey, Rich Hayes, Liz Krueger and Alison Romkey. Superintendent Kristin Heckt was also present. BOE members Julie Begin and Kate Gallé were absent. BOE member Liz Krueger left the meeting at 8:00 PM.

- A. Call to Order – Chair Giuffre called the meeting to order at 6:35 PM.
- B. Celebration of Excellence – BHS Staff member, Mark Mishriky, was recognized as the Bolton Public Schools Teacher of the Year for 2015-2016.
- C. Comments from the Audience – none
- D. Additions to Agenda – none
- E. Routine Business Items
 - 1. Communications to Board Members – Rich Hayes noted he received a letter in his mailbox earlier in the summer that was addressed to a former Board member at an address across the street and wasn't aware that the Board member had lived there. The mail was returned to the addressed mailbox. Chris Davey heard from a parent who was concerned that the BCS cafeteria has shifted from using metal utensils, which are washable and reusable, to plastic ones. Chair Giuffre also received a communication from a parent requesting the Board consider establishing a policy to use the large fans on the 2nd floor of BCS at the beginning of the year, if they had proved to be helpful this past week. Superintendent Heckt followed-up, noting that Facilities Director, Ray Boyd, had made arrangements to borrow the large fans from the BVFD to improve the cross ventilation on the 2nd floor of BCS. BCS Principal, Mary Grande, thanked Superintendent Heckt for her prompt action and communication with parents on the heat situation and her assurance that the first priority is keeping students safe.
 - 2. Approval of Minutes
 - a. June 22, 2015 – A **motion** to approve the minutes was presented by Liz Krueger; 2nd by Alison Romkey; motion passed 4-0 with Rich Hayes abstaining.
 - b. August 20, 2015 – A **motion** to approve the minutes was presented by Alison Romkey; 2nd by Rich Hayes. Alison Romkey asked for a change to remove Liz Krueger from preferring morning meetings in item F.3. The minutes will be corrected as noted per Board consent. Rich Hayes questioned the statement in item D.3.a. regarding an asterisk noting changes in line items. This sentence will be removed per Board consent. Mr. Hayes also requested the statement in item D.5.c. regarding "...the only item of note..." to be corrected to "...one item of note..." and the statement in item D.5.e. regarding unspent CAPA funds be corrected to read "there was discussion on formulating a CAPA subcommittee for purchasing purposes". These corrections will be made per the Board consent. Mr. Hayes also requested the Board to look at the policy for amending minutes. After discussion on the email request for changes to the minutes from member Kate Gallé, there was consensus to table the

- approval of the minutes to the next meeting when Mrs. Gallé would be present to discuss her request. A call for the **motion** to approve the August 20, 2015 BOE Business Meeting minutes was made by Chair Giuffre; motion did not pass with a 0-5 vote. It was agreed that all requested changes would be made and posted as unapproved. A **motion** to include the August 20, 2015 BOE Business Meeting minutes as an agenda item under Approval of Minutes at the next meeting was presented by Rich Hayes; 2nd by Alison Romkey; MUP.
- c. August 20, 2015 – BOE Retreat Meeting – A **motion** to approve the minutes was presented by Alison Romkey; 2nd by Rich Hayes; after clarification on the Code of Ethics item, the motion was passed 5-0.
 3. BHS Student Representative Report – Elena Harvey reported that the Student Council facilitated a great first day with a Trip Across the U.S. theme involving, among other things, a scavenger hunt throughout the school. October upcoming events include the Trick-or-Treat for canned goods, leaf raking and the first dance. The BHS Playschool is looking for participants ages 3-5 and interested parents can contact her or staff member Wendy Scott. Justin Wiles reported that the fall sports have begun and all are looking forward to their season.
 4. Board of Education Committee Reports
 - a. Communications – Liz Krueger noted the meeting was rescheduled to next week.
 - b. Finance – Rich Hayes provided an overview of the monthly expenses and confirmed with Superintendent Heckt that a firmer dollar value of funds to be returned to the Town will be forthcoming.
 - c. Policy – Chair Giuffre noted the subcommittee has met several times and will be presenting policies for First Read later in the meeting.
 5. Community Meeting Reports / Board of Education – Rich Hayes noted the Three Boards met on 8-31-15 to discuss the feasibility study on the consolidation of the Town and BOE finance responsibilities. Superintendent Heckt will follow-up with the Town to obtain a copy of the document from the meeting facilitator. Chair Giuffre noted that he, Superintendent Heckt and Kate Gallé met with First Selectman, Bob Morra, and Town Administrator, Joyce Stille, for a discussion on the Town Code of Ethics. The BOS did not adopt the Code of Ethics as presented and, per information provided by Joyce Stille, the Board of Selectman has continued the hearing until the next regular meeting on October 6th which will be held at 7:00 PM. Once the Board closes the hearing, they have 14 days to act on the ordinance. Chair Giuffre has formally requested the Town to provide legal interpretation from their council to Superintendent Heckt of who is covered by the proposed Code of Ethics even though we are a separate entity does “employee” have any implications to BOE. He will follow-up on the status of this request tomorrow. Chris Davey shared the status of the language provided by the BOE regarding the use of unspent paving/sidewalk repair funds for re-carpeting and asbestos tile abatement at BCS. Chair Giuffre confirmed the language was accepted and also noted that he had submitted a formal request for information on unspent CAPA funds for BOE projects and will follow-up in a couple of weeks if no response is received.
 6. Superintendent of Schools Report
 - a. Opening of School Report by Administrators

BCS – Principal Mary Grande noted it was a successful opening and, once again, the PK and K students were met at the buses by their teachers, the 1-5 students met their teachers in the gym and the 6-8 students went to their homerooms where they received their schedules. Mrs. Grande also complimented Assistant Principal, Darryl Giard, on his diligent work on middle school schedules over the summer which resulted in very few adjustments once school opened. Bus evacuation drills have been completed for all students and bus conduct was covered in the PBIS lesson. All upcoming PBIS lesson topics have been completed. Two PBIS assemblies for the elementary and middle school students were held on September 9 and school expectations were covered. Sports teams have been selected and the Cross Country team has 45 students participating this year. Homework Club for grades 6-8 will begin on Monday, September 14. The 6-8 Open House was well attended and the PK-5 Open House was rescheduled to September 17 from 6:00-7:00 PM. The Veteran's Day celebration will be held on November 10 at 9:30 AM in the BCS Gym. Mrs. Grande provided a brief overview of the program and enthusiastically encouraged the Board members to attend. She also noted that addresses for veterans are provided by the Town and Superintendent Heckt offered to contact Joyce Stille to see if information on the event could be published in the Bolton Bulletin. The first publication of the school newsletter is not released until after the event date. There have not been any transportation issues. Chris Davey asked for confirmation of the recent Facebook post on some classrooms registering a 93 degree temperature. Mrs. Grande stated classroom temperatures had been carefully monitored and none registered to that degree to her knowledge and that students in grades 4 and 5 were relocated to 1st floor classrooms after the middle school dismissal.

BHS – Principal Joe Maselli complimented Facilities Director, Ray Boyd, and his custodial crew for a great job in preparing the building for school opening. He also expressed appreciation to the athletic team coaches for either relocating to an indoor, air conditioned space or canceling practice on Tuesday because of the extreme heat. The Columbia school district was also commended for providing an additional bus run for their BHS students that allowed them to complete the day even though the Columbia school district had an early dismissal. The BHS Open House went very well with 42% of the families attending. Board member, Alison Romkey, parent of a BHS student, also commented on how well organized it was. Mr. Maselli emphasized what a fantastic job Student Council President, Elena Harvey, and the Student Council members did in organizing the events of the opening day of school which included the scavenger hunt previously mentioned, presentations by all of the clubs providing an opportunity for the students to meet the club advisors, next day club sign-ups in the Student Commons and distribution of all club sign-up lists to the appropriate advisory staff. Chair Giuffre asked if consideration should be given to having the first day opening activities be a presentation to CABA during one of their student recognition events. The extended learning bell schedule will begin next week and will incorporate time for

co-curricular activities. The only transportation issue involved the pick-up bus not being in Westbrook at the end of the Girls Soccer Team scrimmage. Athletic Director, David Humiston, and Mr. Maselli were notified and made arrangements through the First Student Supervisor to facilitate the later pick-up. The Girls won both scrimmage games and were treated to dinner. There will be no cost to the BOE for the bus. Students contacted their parents of the delay.

- b. Veteran's Day Celebration – covered in the BCS opening report, item E.6.a.

F. Unfinished Business

1. Migration of Phoenix Data – Director of Business and Finance, Kusal Huynh, and Superintendent Heckt provided the following information which has been determined as a result of Mr. Hayes' FOI request. The BOE owns the data in Phoenix. Both the Town and BOE utilized the system. There have been no known updates to the system since at least 2006 and the existing reports do not produce the requested FOI data. It is a sequel, access based system. Phoenix charges \$1500 per day for support. It would cost a minimum of \$3K to hire a programmer to write the code to extract the data, but there would be additional costs to then map the data for import to IVEE. The audit reports do not provide the detail of the requested data; they provide bottom line information. Chair Giuffre asked Mr. Hayes to send the data he received from former Superintendent Smith in the hopes that it might assist the staff in better determining the requested information breakdown. Mr. Hayes agreed to send the information to Superintendent Heckt tomorrow. BOE staff will be able to access their personal payroll information (salary, wages, insurance, etc.) through the IVEE portal in the near future, but currently the breakdown per employee is not available in a standard IVEE report. Gathering the requested data for 2012-2013 is a manual research per employee.
2. Press Releases – Superintendent Heckt read the following information from School Counsel, Gary Brochu. "...Bylaw 9121 provides that the BOE Chairperson will be the public spokesperson for the Board at all times except as this responsibility is specifically delegated to others. While the Chairperson can provide a copy of a press release to the rest of the Board as a courtesy, there is no requirement that he/she do so..." To further clarify the suggestion at the previous BOE meeting of circulating prepared statements to BOE members for comment prior to release, Counsel Brochu offered the following, "...this could constitute an illegal meeting and a violation of the FOIA, the FOIC has held that "substantive discussion of agency business via email may constitute an illegal meeting"...After further discussion, Chair Giuffre stated that he would consult with Vice Chair, Kate Gallé, in the preparation of any press releases and would send any released information to the Board members. Not all Board members were in agreement, but conceded that this would be the procedure followed.
3. Code of Ethics – covered in E.5.
4. FOI Request – Director of Business and Finance, Kusal Huynh, and Superintendent Heckt provided the following information. The staff is working on the 14-15 data and it should be available in the next two weeks. Rich Hayes noted that he is disappointed that Board members have asked what he will do with

the FOI information and not why he asked for it. In summary, Mr. Hayes stated that the salaries and wages make up 70% of the overall \$13 million budget and he feels it is his fiduciary responsibility as a member of the Board to thoroughly understand where all of the \$13 million are being spent and further noted that the transparency of BOE expenses isn't any better than when he first became a BOE member four years ago. He further noted that his FOI request should not be misconstrued as a criticism or mistrust of anyone, but he is frustrated at the inability of the IVEE system to provide financial information that he feels should be readily accessible. Chair Giuffre was appreciative of the comments and went on to state the FOI request is being taken very seriously, but the level of detail of the request is what is taking the time and the commitment of the BOE staff to make sure the data is correct. He also stated it is his belief that the BOE's responsibility is to set the policies by which the Superintendent and school district abide by, including preparing budgets and documenting expenses; the BOE does not necessarily need to know what each staff member receives in annual compensation, but to know the bottom line and how it was arrived at. Mr. Hayes feels that the FOI request has been a good exercise and will result in being able to produce financial data moving forward and it should be recognized that FOI requests are on the rise and we should be better able to respond to them. Chris Davey agreed that financial data should be more readily available. Superintendent Heckt reiterated the staff commitment noting that several ten and twelve hour days have been spent gathering data and assuring it's accuracy. Further, errors were discovered in the information already provided and a correction will be sent.

G. New Business

1. First Read – 2016-2017 School Calendar – Superintendent Heckt presented a draft to coincide with the CREC calendar. One of the asterisks needs to be removed from the Half-day, BCS only descriptor. With the Board consent, Rich Hayes presented a **motion** to approve the 2016-2017 School Calendar; 2nd by Chris Davey; MUP.
2. Revised 2015-2016 BOE Meeting Schedule – Superintendent Heckt presented the revised 2015-2016 BOE Meeting Schedule to include an extra meeting in May and June. An additional April meeting was not included as originally discussed as the Board of Finance typically has at least two additional meetings that month that the BOE attends and the Superintendent didn't feel the BOE needed an additional meeting in April. A motion to approve the revised 2015-2016 BOE Meeting Schedule was presented by Alison Romkey; 2nd by Rich Hayes; MUP.
3. Resignation – Superintendent Heckt presented the resignation of BHS cafeteria employee, Judy Tonzi, effective September, 4, 2015. A motion to accept the resignation was presented by Alison Romkey; 2nd by Rich Hayes; MUP.
4. Policies – First Read – Superintendent Heckt presented policies a. through l., noting the majority of the revisions were required because of legislative changes (all not otherwise noted), discontinuance of requirements (4131.5), renumbering to coincide with CABE policy (5110) or clarification of current procedures (0200 and 6172.12).
 - a. 0050 – Code of Ethics – BOE
 - b. 0200 – Goals for Bolton Public Schools
 - c. 1331 – Smoke Free Environment

- d. 4112.2 – Personnel Certification
 - e. 4131 – Staff Development
 - f. 4131.5 – CEUs – to be removed; no longer needed
 - g. 5110 – Attendance – to be replaced with 5113
 - h. 5113.2 – Truancy Policy and Regulation
 - i. 5131 – Conduct and Discipline
 - j. 5131.6 – Alcohol, Drugs and Tobacco
 - k. 5144.1 – Use of Physical Force
 - l. 6172.12 – Magnet Schools
- H. Future Business – none
- I. Adjournment – A motion to adjourn was presented by Chris Davey; 2nd by Rich Hayes; MUP. The meeting adjourned at 8:33 PM.

Respectfully submitted,

Lori Boyd
Board Clerk