

**MINUTES OF BOARD OF EDUCATION BUSINESS MEETING HELD
DECEMBER 5, 2019 AT 7:30 P.M. IN THE TOWN COUNCIL CHAMBERS**

Board Members Present: Adam Grippo, Kathryn Hallen, Faith Ham, Anne Harrigan, Andrew Martelli, Anthony Perugini, Tim White

Board Members Absent: None

Administrators Present: Jeffrey F. Solan, Superintendent of Schools; Marlene Silano, Assistant Superintendent-Instructional Services; Vincent Masciana, Chief Operating Officer; Kevin Hanlon, K-8 Curriculum Coordinator

1. CALL TO ORDER – 7:30 P.M.

- A. Roll for Quorum. The roll was called and a quorum determined.
B. Pledge of Allegiance to the Flag of the United States of America.
Mr. Perugini led the group in the Pledge of Allegiance to the Flag.

Mr. Perugini invited the new Board members to introduce themselves. Mr. White, Ms. Ham and Mr. Martelli all thanked the public for the opportunity to serve. Mr. Perugini thanked his fellow board members for electing him Chairman and said he will serve to the best of his ability. He welcomed all of the new board members and remarked that teamwork is key, and he knows the board will work together.

- C. Student Representatives. Isabel Orozco and RJ Streater, student representatives for the 2019/2020 school year, welcomed the new Board and said they were looking forward to working with them.

2. APPROVAL OF MINUTES

- A. **Approval of Minutes of the Board of Education (Business) Meeting Held November 21, 2019.**

MOTION by Ms. Harrigan and seconded by Ms. Hallen.

MOVED that the Cheshire Board of Education approve the minutes of the Board of Education Business Meeting held November 21, 2019.

VOTE: The motion passed 7-0.

MOTION by Mr. Perugini and seconded by Mr. Grippo.

MOVED that the Board of Education amend the agenda to move agenda item #6 AUDIENCE to immediately follow the Superintendent's report.

VOTE: The Motion passed unanimously, 7-0.

3. CORRESPONDENCE

There was no correspondence.

4. SUPERINTENDENT'S REPORT

Superintendent Solan reported that he attended the State Teacher of the Year ceremony this week with Cheshire's Teacher of the Year, Gina Corrado.

5. AUDIENCE

Rob Oris, 71 Autumn Court. Mr. Oris, Chairman of the Town Council, congratulated new Board members as well as Mr. Grippo and Mr. Perugini on their new positions on the Board of Education. He said he and the Town Council are looking forward to working with the Board of Education to advance what is in the town's best interest.

Sylvia Nichols, 100 Barytes Drive. Ms. Nichols welcomed the new Board members and said she is looking forward to once again being the Town Council liaison to the Board of Education.

Mr. Perugini read the Committee/Liaison Assignments as follows:

| Subcommittee* | Chairperson | BOE Members |
|--------------------|------------------|---------------------------------|
| Curriculum | Faith Ham | Anne Harrigan, Anthony Perugini |
| Finance | Adam Grippo | Faith Ham, Kathryn Hallen |
| Legislative | Anthony Perugini | Adam Grippo, Anne Harrigan |
| Liaison | Kathryn Hallen | Andrew Martelli, Tim White |
| Personnel | Tim White | Anthony Perugini, Anne Harrigan |
| Planning | Andrew Martelli | Tim White, Kathryn Hallen |
| Policy | Adam Grippo | Tim White, Kathryn Hallen |
| Public Information | Andrew Martelli | Faith Ham, Anne Harrigan |
| Transportation | Tim White | As needed |

| Organization | BOE Member |
|--------------------------------------|---------------------------|
| ACES | Tony Perugini |
| Cheshire Education Foundation | Tony Perugini |
| Adult Education | Anne Harrigan |
| CABE | Adam Grippo |
| Calendar Committee | Kathryn Hallen |
| Cheshire PTA Council | Tony Perugini |
| Advisory Council | Kathryn Hallen |
| Professional Development Committee | Faith Ham |
| School/Business Partnerships Council | Andrew Martelli/Tim White |
| Teacher Evaluation Committee | Tim White |
| Town Council | Tony Perugini |
| Planning and Zoning | Andrew Martelli |
| Public Building Commission | Adam Grippo |

SCHOOL REPRESENTATIVES

| School | BOE Member |
|---------------|-------------------|
| Chapman | Anne Harrigan |
| CHS | Tony Perugini |
| Darcey | Adam Grippo |
| Dodd | Kathryn Hallen |
| Doolittle | Faith Ham |
| Highland | Andrew Martelli |
| Norton | Tim White |

6. REPORTS OF STANDING COMMITTEES**A. CURRICULUM**

- I. Mr. Perugini reported that the next Curriculum Committee meeting will be held on Monday December 9, 2019.

B. FINANCE**I. Financial Report**

Mr. Masciana first welcomed the new Board and said he was looking forward to working with them and supporting all members. He explained the finance reports to the new members stating that this year's budget is \$33,356,511. He noted that, per Mr. Grippo's request, he added a column labeled "% of Budget Expended." He stated there are no significant budget concerns at this point, and they are projecting to end the year in balance.

Mr. Grippo said he noticed that Pupil Services and Tuition Outplacement went from a low number to almost 100%. Mr. Masciana said that is the result of a few things including settlements and outplacements that are now encumbered. The amount is up, but it is still within our budget. Outplacement is very difficult to project, but we are still within our budget.

Mr. White questioned the settlements. Mr. Solan replied that sometimes students are placed at special education schools outside of our district and we are responsible for the costs.

Mr. White questioned Board of Education responsibilities in the budget versus the Superintendent's responsibilities. He said his understanding is that the Board is responsible for the six major categories and the Superintendent is responsible for the individual line items under those accounts. Mr. Solan said that is basically true, the district monitors and manages all of the line items throughout the year. Mr. Masciana stated the Board policy and State law allow the Board to make transfers between the five categories funds from one account to another at the close of the

school year. On the last fiscal day of the year, the Board meets and approves the recommended transfers to balance the budget to zero.

Ms. Hallen asked Mr. Masciana to explain the concept of encumbered. He answered that all it means is that they reserve the funds because they know they will expend those funds throughout the year. He explained they put a 60% expenditure cap on non-payroll accounts, such as instructional supplies. Principals are only allowed to spend up to 60% of their budget. As they get through the first 6 months of the year and funds are still available, they increase the amount that can be spent. This is the way that they manage the budget as they go through the year.

Ms. Ham asked if the cap in any way compromises materials in the classroom. Mr. Masciana said they never compromise anything in the classroom.

II. Medical Benefits Update

Mr. Masciana reported on the status of the health insurance expenditures and the balance in the medical benefits trust fund as of October 31st. He reviewed his report and noted we are self-insured for our medical insurance. He explained the report in detail for the new members. Claims for October were \$1,071,956. The trust fund balance is \$3,428,082 which is a healthy 4.57 months in reserves.

Ms. Ham asked what safety guards exist should there be a catastrophic occurrence. Mr. Masciana replied there are safeguards. One safeguard is stop loss insurance which goes into effect when a claim exceeds \$175,000, where the carrier reimburses for any amount over \$175,000. He said if the trust fund balance drops down to a 2-3 month reserve, we would have to increase our contributions. He noted there will be a great deal of discussion around this subject during the budget season.

Mr. Perugini added that many years ago, the balance in the trust fund went too low due to drawing down through the budget process and some high claims. At that point, the Board and Council worked together to replenish the fund. He said the high claims for November is not the norm. Mr. Masciana added that claims were high this month because it is the end of the HSA year and employees have met their deductibles. Claims may be high for the next few months, but should decrease in January when the deductibles kick in again.

C. PLANNING

Mr. Perugini announced that there will be an upcoming Planning meeting on December 18th. A draft agenda will be sent to the Board. Some topics they will

cover include the Communication Plan, security updates and the capital budget process.

D. POLICY

Mr. Grippo announced that the Policy Committee will be meeting on Wednesday, December 11th at 6:30 pm. He noted that the new committee members will continue their review of policies in process and also will embark on the review of some Board Bylaws. In addition, they will review the School Climate Policy and how the new law will affect the current policy. Mr. Perugini added that they will be looking at Bylaws regarding how meetings are conducted, how agendas are formulated, and FOIA updates. He said the majority of the Board is going to the CABE New Board Member/Leadership Conference next week.

Mr. White asked if, when Mr. Grippo mentioned school climate, it was specifically in regard to the Superintendent, gathering metrics and coming up with ideas for improving school climate. Mr. Grippo said he mentioned it as more of a discussion of school climate.

E. SCHOOL MODERNIZATION COMMITTEE

MOTION TO AMEND the Agenda to include action under the School Modernization Committee Report. Seconded by Ms. Hallen.

***MOVED** that the Cheshire Board of Education assign Andrew Martelli to the School Modernization Committee to replace the vacancy left by the resignation of Kathryn Hallen.*

Discussion:

Mr. Perugini explained that the School Modernization Committee was formed, has met and the next meeting is scheduled for December 16th. He said as the Board of Education majority representation changed with the election, Ms. Hallen has resigned and Mr. Martelli is being recommended by the Board to fill that vacancy. The Town Council must act on this and hopefully this will be approved at their meeting next Tuesday evening.

VOTE: The Motion passed unanimously 7-0.

F. OTHER STANDING COMMITTEES

There were no other committee reports.

7. OLD BUSINESS

None.

8. NEW BUSINESS

None.

Mr. Grippo congratulated Mr. Perugini on being elected as Chair and thanked all for electing him to be Vice Chairman. He said he takes this position very seriously and hopes to serve this position with distinction and honor. He said a wise person once told him that it is easy to burn a house down but it takes a skilled carpenter to rebuild that house and he thinks all of them are very skilled and can rebuild a strong house and possibly a strong school going into the future.

9. **ADJOURNMENT**

On a Motion by Mr. White, and seconded by Mr. Martelli, the Board voted unanimously to adjourn the meeting at 8:32 p.m.

Respectfully submitted,

Anthony Perugini, Chairman of the Board

Attest:

Carol K. Jesensky, Board of Education Clerk

Filed at the Town Clerk's Office, Town Hall, Cheshire: 12/16/2019.