

**Milford Board of Education**

**Business Meeting Minutes**

July 8, 2019

**Board members present:**

Ray Arnold  
Adam De Young  
Jennifer Federico  
Scott Firmender  
Corinne Fucci  
Susan Glennon, Chair  
Rita Hennessey  
Warren Pawlowski  
Una Petroske

**Administration present:**

Dr. Anna Cutaia  
Dr. Amy Fedigan  
Wendy Kopazna  
Jim Richetelli

**Board members absent:**

Claire Casey

**I. CALL TO ORDER**

Ms. Glennon called the business meeting to order at 7:00 p.m. in the Board of Education Room.

**II. PUBLIC COMMENT**

None.

**III. CHAIR'S REPORT**

Ms. Glennon told the Board a special meeting will be held on August 12 to do policy work. The August business meeting will be held on August 26. She called for liaison reports.

Ms. Glennon shared that Milford Education Foundation (MEF) is working on 1DAY4DAY1 which will be held in August.

Mr. Firmender said the Permanent School Buildings Facilities Committee have awarded Silver Petrucelli as the contractor to the Jonathan Law roofing project.

**IV. SUPERINTENDENT'S REPORT**

**2018-19, A Year in Review**

Dr. Cutaia narrated a presentation that provided the Board with highlights of the 2018-19 school year. The presentation included facilities work, samplings of learning, the arts, district achievements, partnerships and much more. The presentation is on file and on the website.

**Discuss and Potentially Revise the 2019-20 Academic Calendar**

Dr. Cutaia explained the PSAT will be administered to students on October 16, 2019. Currently, the district calendar shows an early release day scheduled for that day. The students who take the PSAT will

need approximately four hours; an early release will not give the students enough time. Thus, she requested that the early release day be moved to October 30, 2019.

Ms. Glennon called for a motion.

Mrs. Federico made a motion that the Milford Board of Education approves administration's request to change the school calendar to a full day for students and staff on October 16, 2019 and designate October 30, 2019 to be an early release day for students and professional learning for staff. Mr. Firmender seconded. The motion passed unanimously.

### **Policies for a First Reading**

Dr. Cutaia presented 14 policies for review. The policies were:

- P2500 Districtwide Support of Energy Efficiency
- P3517.3 Responsibility for Loss or Damage of Personal Property on School Premises
- P3520.13 Student Data Protection and Privacy/Cloud-Based Issues
- P3524.1 Hazardous Material in Schools – Pest Management/Pesticide Application
- P3524.2 Hazardous Material in Schools – Green Cleaning
- P3532 Insurance
- P3533 Employee Bonds
- P3541.44 Use of Private Automobiles on School Trips
- P3542 Food Service – School Lunch Service
- P3542.22 Food Service Personnel – Code of Conduct
- P3542.31 Free or Reduced Price Lunches
- P3542.33 Food Sales Other than National School Lunch Program
- P3542.41 School Lunch Service
- P3543.31 Electronic Communications Use and Retention

The Board discussed each policy and offered edits to some. Those changes will be made and all 14 will be presented at the August 12 policy workshop.

### **Human Resources Report**

Mrs. Kopazna shared the human resources activity for June.

### **Final Budget Report**

Mr. Richetelli presented the final budget report for 2018-19, which closes out the fiscal year.

Mr. Richetelli presented the final budget transfers for approval. \$2,167.23 will be transferred to the 3304 Arch/Eng Services account series, and \$155,738.62 will be transferred to the 7340 Furniture and fixtures account series.

Ms. Glennon called for a motion.

Mrs. Federico made a motion that the Milford Board of Education approves administration's recommended 2018-2019 Budget Transfers in the amount of \$157,905.85. Mr. Firmender seconded. The motion passed unanimously.

**Disbursement Report**

Mr. Richetelli shared the Disbursement Report for June 2019. The report contains expenditures over \$1,500.

Ms. Glennon called for a motion on the consent agenda items.

**V. CONSENT AGENDA ITEMS**

Mrs. Federico made a motion that the Milford Board of Education approves Consent Agenda Items:

Consideration of Minutes:

June 3, 2019 Special Meeting

June 17, 2019 Special Meeting

Mr. Firmender seconded. The motion passed unanimously.

**VI. BOARD COMMENT**

Mr. DeYoung told the Board he attended the Foran graduation ceremony. All graduations are on YouTube, made available by MGAT.

Mr. Richetelli gave a shout out to the information technology department for filming the graduations.

Ms. Glennon attended the HQI Live training. The concept is very impressive.

**VII. ADJOURNMENT**

Mrs. Federico made a motion to adjourn. Mrs. Casey seconded. The motion passed unanimously.

The meeting adjourned at 8:50 p.m.

Recording Secretary: \_\_\_\_\_  
Mrs. Pam Griffin

Corresponding Secretary: \_\_\_\_\_  
Mrs. Jennifer Federico