

Milford Board of Education

Meeting Minutes

July 9, 2012

Board members present:

Tracy Casey
Suzanne DiBiase
George Gensure
Susan Glennon
Dora Kubek
James Maroney
Beverley Pierson
Christopher Saley
Earl Whiskeyman

Administration present:

Dr. Elizabeth Feser
Michael Cummings
James Richetelli
Wendy Kopazna
Susan Kelleher

Board members absent:

Mark Stapleton

I. CALL TO ORDER

The Milford Board of Education held a board meeting on Monday, July 9, 2012 in the Board Room in the Parsons Complex. Mrs. Casey called the meeting to order at 7:00 p.m.

Before turning the meeting over to Dr. Feser, Mrs. Casey read prepared comments about Kenneth Walker, a coach and physical education teacher at Foran who passed away recently. She concluded by saying that he was a coach in all aspects of his work, not only to students but to teachers and others as well. He impacted the community in a positive way. She then asked for a moment in silence in his name of the service he gave for the school system.

II. STUDENT AND STAFF RECOGNITION

Dr. Feser recognized Melanie Paolini, a physical education teacher at Law for being named Class M Softball Coach of the Year by the Connecticut High School Coaches Association. She ended her season with an 18-2 record! Congratulations to Melanie.

Dr. Feser then introduced the new administrators to the board. They are:

Amy Fedigan, Principal of Calf Pen Meadow Elementary School
Melissa Currier, Principal of Mathewson Elementary School
Ralph Barbiero, Supervisor of Social Studies and World Languages
Gail Krois, Supervisor of District Improvement
Carol Scaramella, Supervisor of English and Language Arts
David St. Germaine, Supervisor of Media Services and Instructional Technology
John Scalice, Supervisor of Student Development
Justine LaSalle, Supervisor of Science and Technical Arts
Carrie Keramis, Principal of Pumpkin Delight Elementary School

III. PUBLIC COMMENT

Cathy Berni – 96 Centennial Drive – Mrs. Berni shared her concern of the layoff of four paraprofessionals. She noted there were eight layoffs last year. She recently attended a meeting where every parent had a child with special needs. She hopes administration knows where they are going.

IV. CHAIR'S REPORT

Mrs. Casey commended administration on the graduations. She thought it was a huge success.

She then told the public that the Long Range Planning RFP committee has concluded its work and has chosen a consultant. She thanked Ms. Glennon, Dr. Stapleton, Mr. Cummings, Mr. Richetelli and Dr. Feser for their time. She further said that five organizations responded to the RFP and three were interviewed. Of the three, Milone and MacBroom stood out from all of the rest. She told the board the majority of the organizations that submitted RFP's were architects. While looking at buildings is a part of the work to be done Milone and MacBroom rose above the rest. The focus is about student achievement and in alignment with the district's vision, Milone and MacBroom shares the same vision. They will bring in an educational expert, Dr. Jokubaitus who brings many years of being a former superintendent. The architecture firm they will bring in is Silver Petrucelli. Silver Petrucelli is very familiar with the district's buildings, which is very good. She also told the board the cost of the consultant is \$80,000.00.

Mr. Maroney asked how Milone and MacBroom faired in previous districts they worked with. He was told they worked with Stratford, Bristol, East Hartford, Hamden and also had done similar work. In addition, Ms. Glennon told him that Milone and MacBroom had done some work with the city years ago. Administration performed reference checks.

Mr. Gensure asked for the allocated amount that was budgeted.

Mrs. Casey told him the amount was \$50,000. The amount was set before researching the costs involved. She then referenced a similar project that was held up because the bids came in much higher than the allocated dollars. She then said that in the future RFP's may be brought to the board before setting a budget.

Mr. Saley asked Mrs. Casey if all options are on the table.

Mrs. Casey told him there are no sacred cows. The consultant will verify the enrollment projections. She then assured him that all options will be visited.

Mr. Maroney made a motion to approve the selection as recommended by the Long Range Planning Committee of Milone and MacBroom for the purpose of developing a long range plan at a cost of \$80,000. Ms. DiBiase seconded. The motion passed unanimously.

Mrs. Casey then told the board there will be a meeting of the Long Range Planning Committee Wednesday, July 11th. An update will be provided at the next board meeting.

VI. SUPERINTENDENT'S REPORT

SUMMER SCHOOL UPDATE

Mr. Cummings reported on the summer school programs. He distributed a document which listed the programs (attached). He explained this is the first year and the administration will be learning from this experience. He then told the board the students are being tracked. This will help administration when doing the data analysis.

Mr. Maroney asked him how the enrollment is relative to the expectations. Mr. Cummings told him the elementary enrollment is a little lower than expected. He believes with prior notice, the numbers will rise.

Mr. Saley asked administration to keep in mind that many parents work. Maybe next year the program could be extended to a full day. Mr. Cummings told him that the program is needs based.

Mr. Maroney asked if there were fees involved. He was told that there were small fees for the summer school elementary program to cover snacks. However, the money could be returned at the end of the program. That has not yet been determined. He also told the board there is a fee associated with the credit recovery program at the high schools.

UPDATE ON STAFFING

In May, they discovered that there were seven available FTE at the time. Since that time, four FTE have been placed. Based on the information that was provided at the May board meeting, an additional kindergarten class has been added to every K-2 elementary school. He then said The Academy currently has .5 open position. The administration would like to add a .5 guidance counselor to stay in alignment with student support i.e. increasing requirements in student success planning, college readiness and the advisory program. He further told the board the administration would like to allocate the .5 as well as .3 to make a total of .8 for the position at The Academy.

Mr. Maroney asked how students are currently being advised. Ms. Spaziano told him that it is based on an as needs basis by teachers. Ms. Spaziano wants to look further out than just graduating high school.

Mr. Maroney then said that the guidance counselor would require a different certification. Therefore, the dollars would be transferred to a new position.

Mr. Saley asked for the class ratios at The Academy and was told 15-1.

Mr. Maroney told the board that he supports the position. For students to be successful in college, you need to find the right environment.

Mrs. Casey asked for clarification of the .5 position at The Academy. Mr. Cummings told her that the current .5 position is a business position. There is not a need for that position. The position was managed through attrition.

Dr. Feser then said that .5 was included in the original seven positions.

Mr. Saley asked what the ratios at the high school level were. He suggested extending the day at The Academy to mirror the hours at the high schools.

Mrs. Spaziano told him that when the school day was longer kids were getting lost. Downtime was eliminated so they wouldn't get lost. In addition, a lot of kids were working 15 hours a week.

Mr. Cummings told him that the ratio is roughly around 1-200. The ratio at The Academy is approximately 1-80. He then told the board the guidance counselor at The Academy has a very difficult role.

FINAL BUDGET TRANSFERS

Mr. Richetelli explained that the state requires boards to complete the budget year by July 31st. He then presented the final transfers to the board. He then explained the extra \$35,000 for the Special Education audit will come from the 3000 series. There is not a transfer because monies are already in the account.

Mr. Maroney asked if the board will see a savings in the budget for equipment at Foran next year. Mr. Richetelli told him that there will be a savings in next year's budget but he did not know how much.

Mr. Maroney made a motion that the board approve the 2011-12 final budget transfers in the amount of \$156,719.01. Ms. DiBiase seconded. The motion passed unanimously.

FINAL BUDGET REPORT

Mr. Richetelli then reported out on the final budget report. The expenditures have been completed for the year with \$450,000 being transferred into an account. He noted that the budget has now been "zeroed" out.

PROPOSED NEW POLICIES

Dr. Feser explained that when the administration presented the board with the non-lapsing information, the board asked for a policy to be written. She then presented the policy as a first read.

Mrs. Casey recommended that the language be changed to clarify that the board approved the transferring of money for a specific item instead of "the emphasis on needs." She then suggested that a procedure be drafted so accounting can be kept. For example, the \$450,000 is to be used for turf fields.

Dr. Feser asked the board if a monitoring piece could to be built into the policy.

Mrs. Casey told her that the purpose would outline how the administration will keep records of the information to provide historical data.

Dr. Feser then told the board the change to the Governance Policy 12 is to change the date of the August board meeting to the fourth Monday of the month.

Mr. Maroney asked that the language be changed to read "board members must receive then agenda at least 72 hours in advance."

HUMAN RESOURCES REPORT

Mrs. Kopazna reported on the personnel changes for the month of June. She told the board summer hires have been done. She further said that there are three administrator openings left (assistant principal at East Shore, Pupil Personnel Supervisor and an assistant principal at Law). The administration is continuing its

work to hire teachers; however, they will most likely be included in the next report. There are currently between 13 to 15 teachers left to hire.

Mrs. Casey asked Mrs. Kopazna if the reason the number of paraprofessionals reduced went from five to four was due to attrition. Mrs. Kopazna told her that was correct.

Mrs. Casey then made a motion to move the Sexual Harassment Policy from Consent Agenda Items to New Business. Mr. Maroney seconded. The motion passed unanimously.

VII. CONSENT AGENDA ITEMS

Mr. Maroney made a motion to approve consent agenda items

Ms. DiBiase seconded the motion. The motion passed unanimously.

VIII. UNFINISHED BUSINESS

Mr. Richetelli clarified that the energy savings amount, “net savings” was \$433,121.00. That is the true savings after the salary and fee were deducted.

IX. NEW BUSINESS

Mrs. Casey explained the policy that was included in the board packet had since changed. She then reviewed the changes to the board

Mr. Maroney made a motion to approve the Sexual Harassment and Discrimination policy as updated. Ms. DiBiase seconded. The motion passed unanimously.

Mrs. Casey then told the administration that she felt the guidance counselor position at The Academy is a new position. Therefore, it would be necessary for the board to approve the position. It would then be added into the budget.

Mr. Maroney made a motion to approve .8 guidance counselor at The Academy. Ms. DiBiase seconded.

Mr. Gensure asked if the guidance counselor would come out of the same account.

Mrs. Casey stated that the budget books should be updated to reflect the change.

Mr. Gensure made a motion to amend the original motion to read that the board is reallocating to provide a .8 position at The Academy. Ms. DiBiase seconded the motion. The motion passed unanimously.

X. BOARD COMMENT

None.

XI. ADJOURNMENT

Mr. Maroney made a motion to adjourn. Ms. DiBiase seconded the motion. The motion passed unanimously.

Meeting adjourned at 8:20 p.m.

Pam Griffin
Recording Secretary

James Maroney
Corresponding Secretary