

Milford Board of Education

Business Meeting Minutes

October 9, 2017

Board members present:

Claire Casey
Michael DeGrego
Suzanne DiBiase
Jennifer Federico
Susan Glennon, Chair
Dr. Jess Gregory
Walter Hagedorn
Tom Jagodzinski
Susan Krushinsky
Earl Whiskeyman

Administration present:

Dr. Elizabeth Feser
Jeffrey Burt
James Richetelli
Wendy Kopazna
Carole Swift

I. CALL TO ORDER

Ms. Glennon called the business meeting to order at 7:03 p.m. in the Board of Education Room. She asked everyone to join in the reciting of the Pledge of Allegiance.

II. STUDENT REPORTS

Khadija Ashfaq and Max Chang presented the student report for Foran. Shawna Winters and Michael McCarvill presented the report for Jonathan Law.

III. PUBLIC COMMENT

None.

IV. CHAIR'S REPORT

Ms. Glennon called for the liaison reports.

Dr. Gregory gave an update on the recent meeting of the Milford Education Foundation. An Evening Under the Stars will be held on November 3rd.

Mrs. Federico gave an update on the Permanent School Facilities Building Committee meeting. The West Shore project is moving along.

Ms. Glennon turned the meeting over to Dr. Feser for the Superintendent's Report.

V. SUPERINTENDENT'S REPORT

Instructional Highlight

School Security and Safety Coordinator Jeff Nielsen informed the Board of a new crisis drill program, STEP (Student Tools Emergency Planning), which has been piloted in all eight elementary schools. STEP focuses on education of emergency preparedness for fourth and fifth grade students. Students were on hand to share their home disaster kits, family communications plan and how they would react to an emergency or crisis. The program is funded through FEMA and is no cost to the district.

Ms. Glennon thanked the students and Mr. Nielsen for a wonderful presentation.

Dr. Feser asked that the Student Transportation Report be delivered before the Enrollment Report. She asked Mr. Richetelli to share the report.

Transportation Report

Mr. Richetelli delivered the Student Transportation Report for regular education students. He concluded the report stating there has been a 1.8% decrease in transportation costs from school years 2011-12 and 2016-17. The costs would have increased by 16% had the district not implemented changes over the past six years.

Enrollment Report

Mr. Burt delivered the state recorded district enrollment numbers with the Board. All districts provide the October 1st enrollment data to the state annually. Class sizes continue to be within the recommended Board guidelines. He noted there is a decline of approximately 123 students.

Budget Priorities and Assumptions

Dr. Feser presented the budget priorities and assumptions for approval. The Board reviewed them as a first reading at the September business meeting; requested the *fine arts* be added under the core curriculum in the priorities, and to *strike* the last sentence under the utilities savings regarding the solar cost savings in the assumptions. The Board discussed the status of the state budget, and the lack of an adopted state budget. Dr. Feser advised the Board children should remain the primary and the focus should be that of the true needs of the district.

Being no further discussion, Ms. Glennon called for a motion.

Ms. DiBiase made a motion that the Board of Education approve the 2018-19 Budget Priorities and Assumptions as presented. Mrs. Federico seconded.

Mr. Whiskeyman hopes the priorities can be revised, if necessary, once the state budget has determined.

The motion passed unanimously.

Proposed District Academic Targets

Administration and the Board met previously in a workshop and established three types of targets for the district in math and literacy. They are “year over year achievement”, “year over year growth” and “cohort”, or same students’ growth over time.

Mr. Burt shared the first draft of the proposed academic targets with the Board. Each target was connected to a specific percentage goal through to year 2020. A column to show the benchmark goal was added to 2017; however, the Board requested that the benchmark be added to each subsequent year. There were other formatting changes recommended to make the document more clear. The targets will be brought forward for adoption at the October Committee of the Whole meeting.

Policies for Second Reading and Approval

Ms. Glennon asked Board members if they had any further comments on policies 5118 Resident and Non-Resident Students, 5124 Reporting to Parents or 5131.91 Hazing. Being none, she asked for a motion.

Ms. DiBiase made a motion that the Board of Education approves Policy 5118 Resident and Non-Resident Students, Policy 5124 Reporting to Parents/Guardians and Policy 5131.91 Hazing as presented. Mrs. Federico seconded. The motion passed unanimously.

Policies for First Reading

Dr. Feser reviewed Policy 5111 School Age Attendance. Information pertaining to ages of entrance, admission and placement has been added since the subjects are linked. In addition, the policy is up to date with state laws.

The Board requested to change “person in control” to “guardian.”

Page 2 of 5, second paragraph, where it references immunizations will be paid by the city if a parent is unable to cover the cost. Dr. Feser will confirm that the city will cover the costs of the immunizations.

Policy 5113 Attendance was then reviewed. Change “Person in control” to “guardian.”

Some language could be removed from the policy and included in the administrative regulation, specifically, definitions found on pages 3 and 4.

Change “Board of Education” to “Superintendent” on page 5 of 7 in the first paragraph, “at the discretion of the ~~Board of Education~~ Superintendent.”

In the last sentence of the policy document, “If a court official with legal permission to take custody of a child, or if a police officer arrests a student, the parent/guardian *should* be notified of these Should the word “should” be changed to “must?” Dr. Feser will check with legal counsel.

The Board reviewed Policy 5113.2 Truancy.

The policy language on page 2 of 5 “For the tenth absence and all absences thereafter occurring within a school year....

It should have the same language used in the Attendance policy definitions, and possibly be moved to the administrative regulation.

Some housekeeping changes were also made.

The first sentence of Policy 5123 Retention is awkwardly written. Remove the word “total” from the first sentence.

Quarterly Budget Report

Mr. Richetelli presented the Quarterly Budget Report. He reported there is nothing that raises a concern in the report.

Mr. Richetelli suggested the Disbursement Report be discussed as it is connected to the budget report.

Disbursement Report

Mr. Richetelli shared the Disbursement Report for September, 2017. The report contains only expenditures over \$1,500.

Mrs. Krushinsky asked for clarification of the 192403 Trane expenditure for parts for Meadowside roof top in the amount of \$2,854.37. The Administration will research and provide the findings to the Board.

Human Resources Report

Mrs. Kopazna delivered the human resources report for the month. She noted the school nurse position will be employed by the City of Milford. Many of the terminations are due to database clean up.

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

VI. CONSENT AGENDA ITEMS

Ms. DiBiase made a motion that the Milford Board of Education approves Consent Agenda Items:

Consideration of Minutes

- a. September 11, 2017 Business Meeting
- b. September 18, 2017 Board Workshop
- c. September 25, 2017 Committee of the Whole

Mrs. Federico seconded. The motion passed unanimously.

VII. UNFINISHED BUSINESS

None.

VIII. BOARD COMMENT

Mr. DeGrego commended Administration and Mr. Nielsen for raising awareness and educating students in emergency planning.

IX. ADJOURNMENT

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

The meeting adjourned at 10:20 p.m.

Approved

Recording Secretary: _____
Mrs. Pam Griffin

Corresponding Secretary: _____
Ms. Suzanne DiBiase