

**Milford Board of Education**

Business Meeting Minutes  
July 11, 2016

**Board members present:**

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

**Administration present:**

Dr. Elizabeth Feser  
Jeffrey Burt  
James Richetelli  
Mrs. Carole Swift

**Board members absent:**

Dr. Jess Gregory

**I. CALL TO ORDER**

Ms. Glennon called the business meeting to order at 7:05 p.m. with the reciting of the Pledge of Allegiance. She notified the Board of Dr. Gregory's absence due to a work conflict and welcomed Mrs. Swift.

She then said Mr. Jagodzinski has asked that the Disbursement Report be moved to New Business.

**II. PUBLIC COMMENT**

None.

**III. CHAIR'S REPORT**

Ms. Glennon updated the Board on the topics that would be discussed during some of the upcoming meetings. Policy will be a high priority, a second career pathway workshop to be held on September 6 at 6:00 p.m. Administration will provide an update on the DMC audit report and the social and emotional curriculum in the spring, as well as targets and the enrichment program.

Ms. Glennon called for the Liaison Reports. There were none.

She turned the meeting over to Dr. Feser.

**IV. SUPERINTENDENT'S REPORT**

**Summer Curriculum Work and Summer Professional Development**

Mr. Burt explained the purpose of summer curriculum work is to ensure horizontal and vertical alignment in grades. He shared the curriculum work occurring for the subjects at all grade levels. He mentioned discussions with staff on how to develop strong assessment questions and how to formulate high quality high school exams that allow students to really demonstrate their knowledge, including high school mid-term exams.

Mr. Burt then reviewed the professional development work. The work serves as training for various subjects to strengthen the practices of teacher's district-wide.

### **MPS/Special Education Summer School Programs**

Mrs. Swift explained the purpose of the Extended School Year program for special education students. The program is offered to students based on their IEP. Tutoring is offered four weeks and autism is offered for five weeks. Walk In services are available, as well as Camp Happiness, a day camp program managed through the Recreation Department. Services are offered at all grade levels.

Mr. Burt reviewed the summer programs for regular education. Summer Academy is available to elementary students who have displayed weaknesses in math or English. Students are invited to participate based on teacher recommendation. Summer Transition Academy is offered to students, who will be transitioning from elementary to middle school in the advanced math class, again by invitation only. Credit recovery is offered at the high school level to students who have lost credit, or received a D. The fee is \$300 per class. Dr. Feser will provide the Board with information on financial assistance.

AP Summer Academy is offered to students transitioning to advanced classes, and the K-12 Enrichment program offers a variety of courses and is tuition based.

Transportation is provided for students in the Elementary Summer Academy using central stops.

The Board requested to receive the tuition costs vs the operating costs of the Enrichment program.

### **Change in Calendar Early Dismissal Days**

Dr. Feser explained that two early dismissal days would need to be moved. The state had not released the dates for the SAT and PSAT exams when the Board approved the 2016-17 Academic Calendar in March. Those dates were released this week. Therefore, administration requests to move early dismissal days, October 19<sup>th</sup> and April 5<sup>th</sup> to October 26<sup>th</sup> and March 29<sup>th</sup>. It was noted a change had been previously made to make December 23<sup>rd</sup> an early dismissal day.

Ms. Glennon asked for a motion to approve the calendar with the changes presented.

Ms. DiBiase made a motion to approve the revisions to the 2016-17 Academic Calendar, adding December 23, 2016 as an early dismissal, and changing the October 19, 2016 Early Dismissal date to October 26, 2016, and the April 5, 2017 Early Dismissal date to March 29, 2017. Mrs. Federico seconded. The motion passed unanimously.

### **End of Year Financials Report**

Mr. Richetelli presented the final year end quarterly budget report and the final transfers. After the transfers are approved the budget will be balanced.

The Board discussed the budget and transfer process, and how the budget is presented to the Board.

Mr. Richetelli explained the reports presented to the Board have been in place for many years. He suggested the final 2016-17 budget book may give the information some board members would like to see.

A discussion over the building grounds and projects ensued. Mr. Richetelli reminded the Board they received a memo in May which outlined potential projects and the respective estimated costs. The Board will be informed in the Fall as to what projects were carried out.

Ms. Glennon asked for a motion.

Ms. DiBiase made a motion that the Board of Education approves administration's recommended 2015 – 2016 Final Budget Transfers as presented. Mrs. Federico seconded the motion. The motion carried unanimously.

### **Human Resources Report**

In the absence of Mrs. Kopazna, Dr. Feser reported on the human resources activity for June.

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 the Consent Agenda Item 2. Consideration of Minutes.

a. June 13, 2016 Business Meeting Minutes

b. June 27, 2016 Special Meeting

Mrs. Federico seconded. The motion passed unanimously.

## **VII. NEW BUSINESS**

Ms. Glennon asked for a motion to approve the Disbursement Report.

Ms. DiBiase made a motion that the Board of Education approves the Disbursement Report. Ms. Federico seconded.

Mr. Jagodzinski asked if the Disbursement Report shows funds that have already been paid. Mr. Richetelli confirmed that is correct. He then asked what happens if the Board does not approve it. Mr. Richetelli indicated he looked through past records and there does not seem to be any requirement that the Board approves it. He assumes at some point a board member asked for this report arbitrarily choosing \$1500 as the threshold.

Ms. Glennon recalled at one time the Human Resources Report was voted on by the Board. However, the staff had already been hired. The Board at that time moved it from an action item to a report. She suggested the same could be done for the Disbursement Report.

Board members discussed raising the dollar amount on the report. No agreement was reached.

Ms. Glennon asked the members of the Board if there were any objections to moving the Disbursement Report from Consent Agenda to Informational. There were no objections.

Approved

Ms. Glennon asked that the motion be withdrawn since the Board would not be voting on the Disbursement Report.

Ms. DiBiase withdrew her motion. Mrs. Federico withdrew her second.

After additional conversation about financials and budgeting the Board agreed to hold off further discussion until later in the fall after the final budget book is compiled.

## **VIII. BOARD COMMENT**

None.

## **IX. ADJOURN**

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

The meeting adjourned at 8:29 p.m.

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

Corresponding Secretary: \_\_\_\_\_  
Ms. Suzanne DiBiase