

**Milford Board of Education**

Business Meeting Minutes  
December 12, 2016

**Board members present:**

Claire Casey  
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  
Carole Swift  
Wendy Kopazna

**Board members absent:**

Michael DeGrego

**I. CALL TO ORDER**

Ms. Glennon called the business meeting to order at 7:00 p.m. with the reciting of the Pledge of Allegiance. Ms. Glennon noted for the record that Mr. DeGrego was ill and would not be in attendance.

**II. MUSIC PRESENTATION**

Ms. Voss led the Joseph A. Foran Choral Ensemble in a harmonic rendition of holiday songs. Ms. Glennon thanked the group.

**III. STUDENT REPORTS**

Jillian Bendlak and Tyler Chavez presented the student report for Jonathan Law. Julia Agram and Pierce Klein presented the report for Joseph A. Foran.

Ms. Glennon read the Public Comment statement.

**IV. PUBLIC COMMENT**

None.

**V. CHAIR'S REPORT**

Ms. Glennon reminded the Board there is no Committee of the Whole meeting in December. The January business meeting begins the budget process. Budget workshop dates were previously sent to the Board. She then wished the Board a happy holiday season and asked that they keep former Board member, John DeRosa in their thoughts. He passed away at this time last year.

Ms. Glennon called for the liaison reports.



Mr. Whiskeyman reported on the ACES design contest held each year for their annual holiday cards. He then shared some of the cards with the Board.

Mrs. Federico updated the Board on the recent Permanent School Facilities Building Committee meeting. The West Shore renovation project is moving ahead and is to begin soon. The Committee is reviewing outstanding projects. Four more roofs are to be replaced next summer.

Ms. Glennon turned the meeting over to Dr. Feser.

## **VI. SUPERINTENDENT'S REPORT**

### **Instructional Highlight: Connecticut Kids Governor**

Dr. Feser, Mr. Burt and fifth grade teacher, Ms. Stuart offered congratulatory remarks to fifth grade student Jessica Brocksom. Jessica has been named Connecticut Kid Governor for 2017. The kid governor program has been in place for one year. The program is designed to teach fifth grade students about civics, how to vote, how to run for office etc. Students are tasked with crafting a platform which addresses community issues. Jessica's platform focused on ways to stop animal cruelty. Jessica will have an office in the Old State House in Hartford.

Jessica shared the three ways she plans to stop animal cruelty. Following her comments, Principal Smyth showed her video. The Board congratulated Jessica on her appointment.

### **Energy Conservation Update**

Mr. Whitaker and Mr. Richetelli narrated a PowerPoint presentation that provided an update of the energy conservation program. The majority of the program reductions are realized by behavioral changes such as turning off lights, shutting down computers, turning down the heat, reducing run time of fans, etc.

Mrs. Fedigan acknowledged third grader Charese Falmeta for her efforts of cost savings at Calf Pen Meadow. Charese shuts off monitors and computers daily. She reviews the energy report cards with Mrs. Fedigan to track progress.

Mr. Bradbury reported on the \$125,000 the Board allocated in the budget for upgrades to assist in the energy savings efforts.

Mr. Richetelli reported the schools will be installed with solar roof panels. There will be no upfront costs to the school district. The school will enter into a 20 year lease with the city. The buildings are owned by the city, and thus, the Board of Aldermen will approve the lease. He went on to inform the Board of the bid process and the final selection of the vendor, Davis Hill Developer, and the incentives.

### **Approval of Plans, Specifications and Estimates – Expansion and Alterations Project at West Shore Middle School**

Mr. Richetelli reported the Board must now approve the Plans, Specification and Estimates for the Expansion and Alterations Project for West Shore Middles School.

Ms. DiBiase made a motion that the Board of Education approves the Plans, Specifications and Estimates – for Phase 2 of 2 – Furniture, Fixtures, Equipment and Technology for the Expansion and Alterations Project



at West Shore Middle School – (State Project #TMP-084-JLGB). Mrs. Federico seconded. The motion passed unanimously.

### **2017-2018 Academic Calendar**

Dr. Feser presented the 2017-18 Academic Calendar. The calendar is being presented as a first reading of the Board. The calendar will be brought back before the Board to be approved at the January Business meeting. She explained that school districts are now mandated to align their academic calendar to a regional calendar. Milford follows the ACES calendar. The first day for students will be August 28<sup>th</sup>. She reviewed the non-negotiable dates relative to the calendar.

A discussion ensued around the early release dates. Administration provided the Board with examples of professional development needed for staff that would be accommodated by early release time. Some of which include state and federal mandates, implementation of new standards, preparation and analyzing of new assessments, etc.

Mr. Burt confirmed the six early release days for professional development are essential. In addition, it allows for less out of the classroom time for teachers.

Ms. Glennon noted that Milford started with 10 late starts. It has now been reduced to six early release days.

Missing from the calendar is the spring parent/teacher conferences. Those are to be determined.

Mr. Jagodzinski asked if the parent/teacher conferences could be cut back to only two days for all grade levels. This will be researched.

Mrs. Federico suggested following the format of the 2016-17 Academic Calendar. Outlining the vacations can cause confusion.

### **Policies 5000s - Students**

Policies 5131.1, 5131.5, 5134 and 5145.124 were submitted at the November Committee of the Whole meeting for a first reading. They were presented for approval.

Ms. Glennon called for a motion.

Ms. DiBiase made a motion that the Milford Board of Education Approves the following Students policies as presented: P 5131.1, P 5131.5, P 5134 and P 5145.124. Mrs. Federico seconded. The motion passed unanimously.

Dr. Feser then spoke to the changes from the first reading to policies 5131.8 Off School Grounds Misconduct, 5131.21 Threats of Acts of Violence and 5144 Discipline.

5131.8 – The word “volatile” was changed to “in violation.” The word “drugs” was added to #4 of the third paragraph. Last, at the recommendation of the attorney, the word “strong” was “removed” and reasonable was inserted.

Ms. Glennon called for a motion.



Ms. DiBiase made a motion that the Board of Education approves the Off School Grounds Misconduct Policy 5131.8 with the recommended changes. Mrs. Federico seconded. The motion passed unanimously.

5131.21 – word flow changes were made at the Boards request. In addition “Board of Education members” was added to the language in the first sentence of the first paragraph.

Ms. Glennon called for a motion.

Ms. DiBiase made a motion that the Board of Education approves the Threats or Acts of Violence Policy 5131.21 with the recommended changes. Mrs. Federico seconded. The motion passed unanimously.

5144 – The sentence in the third paragraph is long. The sentence is to be broken into two sentences. There had been discussion of whether the Discipline policy should be part of a Restraint policy. Dr. Feser indicated attorneys feel they are two distinct policies and should be presented as such.

Ms. Glennon called for a motion.

Ms. DiBiase made a motion that the Board of Education approves the Discipline Policy 5144 with recommended changes. Mrs. Federico seconded. The motion passed unanimously.

Dr. Feser presented the Transportation Policy 3541 to the Board for a first reading. Minor changes were being proposed to clarify the criteria relating to transportation of a special education student.

Dr. Feser introduced a new Homeless Policy 5118.1 to the Board. This policy is recommended by the Connecticut Associations of Boards of Education and follows the Connecticut General Statute. The policy designates a liaison, which will be the Special Education Director. The policy was presented as a first reading. It will be presented for approval at the January business meeting.

### **2017 Board of Education Meeting Schedule**

Dr. Feser presented the Board of Education Meeting Schedule for 2017. All meetings fall on a Monday in the new year. Once approved the schedule is forwarded to the City Clerk.

Ms. Glennon called for a motion.

Ms. DiBiase made a motion that the Board of Education approves the 2017 Board of Education Meeting Schedule. Mrs. Federico seconded. The motion passed unanimously.

### **Human Resources Report**

Mrs. Kopazna reported on the human resources activity including the High School Coaching Stipends for winter sports.

### **Disbursement Report**

Mr. Richetelli shared the Disbursement Report for November, 2016. The report contains expenditures over \$1,500.



Ms. Glennon asked about the charge for Protrax early termination fee of \$11,000. Mr. Burt explained Talent Ed has the same features. Protrax contract was entered into some years ago and is not needed anymore.

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

## **VII. CONSENT AGENDA ITEMS**

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

1. Consideration of Minutes
  - a. November 14, 2016 Business Meeting
  - b. November 28, 2016 Committee of the Whole Meeting

Mrs. Federico seconded. The motion passed unanimously.

## **VIII. NEW BUSINESS**

None.

## **IX. BOARD COMMENT**

None.

## **X. ADJOURN**

Ms. DiBiase made a motion to adjourn to executive session for discussion of salary adjustments for non-union employees. Invited into the session are Dr. Feser, Mr. Richetelli and Mrs. Kopazna. (9:10 p.m.)

Ms. Glennon called the meeting back to public session at 9:41 p.m.

Ms. DiBiase made a motion that the Board of Education approves the sum of \$66,550 to be used for salary increases for non-union employees at the discretion of the Superintendent for 2017-2018. Mrs. Federico seconded. The motion passed unanimously 7Y-2N (Glennon/Gregory).

The meeting adjourned at 9:42 p.m.

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

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