

OLD SAYBROOK BOARD OF EDUCATION  
50 Sheffield St.  
Old Saybrook, CT 06475  
(860) 395-3157

The Old Saybrook Board of Education met in Regular Session on Tuesday, November 14, 2017, at the Old Saybrook Board of Education, Old Saybrook, CT 06475.

**Board Members**

Kelley Kennedy  
Jim Henderson  
Karen Brodeur  
Eileen Baker  
Alan Hyla  
George Chang

**Others**

Jan Perruccio, Superintendent of Schools  
Amity Goss, Dir. Curriculum, Instruction & Assessment  
Kathy Bai, Dir. Pupil and Professional Services  
Julie Pendleton, Dir. Operations, Facilities, and Finance  
Sheila Riffle, OSHS Principal  
Krista Bauchman, OSMS Principal  
Matt Walton, OSMS Associate Principal  
Heston Sutman, Goodwin Principal

**I. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

Chairman Kennedy called the meeting to order at 7:21PM.

**II. COMMUNITY COMMUNICATIONS**

Audience of Citizens

No citizens addressed the Board of Education

Board of Education Student Representatives

The Student Representatives to the Board of Education reported on the following topics:

- Sports
  - Boys Soccer: 18-1 moving to state quarter finals
  - Girls Soccer: 4-9-2
  - Field Hockey: 3 All-Shoreline athletes
  - Football: 8-2
  - Cross Country: Girls' team was 2<sup>nd</sup> at States and the Boys' team was 5<sup>th</sup> at States. We have 6 All-Shoreline runners.
- Arts/Music
  - Band & Chorus CT Southern Region Music Festival Auditions will take place 11/18 in Guilford for the festival that will take place in January.
  - OSHS Fall Play ran from Thursday through Saturday (11/9-11/11) – *Midsummer Jersey*. There was a good turnout and strong performances.

Correspondence

The following correspondence was addressed to the Board of Education:

- October 31, 2017, Edition of The Rambler
- The November Issue of The CAGE Journal
- 2017 New Board Member Orientation and Board Leadership Conference Registration Brochure

### III. MEETING MINUTES

#### Baker/Brodeur

**“Move to approve the October 24, 2017, Regular Meeting Minutes, as presented”**

**MOTION: CARRIED (6-0-0)**

### IV. EDUCATION ISSUES FOR DISCUSSION AND POSSIBLE ACTION

#### Honduras Trip Presentation

Honduras Trip members: Sophie Alden, Max Chupak, John Gablemann, Anna Gaboury, Olivia Gaidry, Robert Holt, Grace Nobile, Chloe Root, Grace Scherber, William Sheahan, Chris Thomson, and Tammi Welge gave a short overview of their trip to Honduras in July 2017. The advisors for this team were Amber Scherber and Curtis Gullette. Mr. Gullette was also in attendance to answer questions.

- **Who participated:** 15 students (9 females and 6 males) and 2 chaperones (1 male and 1 female) participated in the expedition.
- **Costs:** The costs for each student was \$2975.33 for the trip, flight, meals, diving certification and equipment.
- **Fundraisers:** Sold shares of the trip, raffles, car wash, Pasta Dinner, Light Bulb sales, Presentations and applications to local community groups: Rotary, Lions Club, Education Foundation. Students were able to raise anywhere from \$300.00-\$700.00 to defray the trip costs depending on the effort or fundraising events they participated in.
- **Departure:** July 11, 2017 left from OSHS to JFK and arrived in San Pedro Sula. Exhibition began on July 12<sup>th</sup>.
- **Student to Chaperone Ratio:** no more than 10:1 actually was about 8:1  
Chaperones: Amber Scherber and Curtis Gullette
- **Students were housed at a local hotel in San Pedro Sula, Honduras on July 11<sup>th</sup>.**  
July 12-18 at Coral View Hotel on Utila. July 19- 25 at Half Moon Bay Roatan.
- **Transportation:** While in the US the transportation was provided by Limousine bus and once in Honduras transfers were by transport vans and ferry. Students were dropped off and picked up from OSHS at the start and end of the expedition.
- **Medical information:** was submitted to the school nurse in advance of the trip, and to Operation Wallacea in accordance with its own policies. Mrs. Scherber

maintained a copy of all the medical forms while on expedition. Medical professionals were on staff at both sites during the expedition.

#### Field Trip Request – Chamber Singers

In accordance with Board policy, all student field trips shall require prior written approval by the building principal. In addition, all student field trips that are scheduled to last more than one day shall require the prior written approval of the Superintendent or his/her designee and the Board of Education. This field trip has been taken in past years and has the support of the building principal and superintendent. Teacher Jeremy Milton and Old Saybrook High School students presented the details of the proposed trip.

April 6 – April 7: Students who participate in this event will travel to Augusta, ME on Friday, April 6 at 7:30 a.m. There will be a one-day rehearsal period, which will culminate in a workshop and concert. Students will return home through Boston, MA on Saturday, April 7. The cost per student is \$210.

#### Hyla/Baker

**“Move to approve the Chamber Choir field trip as presented”**

**MOTION: CARRIED (6-0-0)**

#### Gifts, Grants and Bequests – Chamber Singers

The Old Saybrook High School Music program has received a donation from parents in the amount of \$2500 to support the Chamber Singers 2018 Trip. The check is made out to the Music Activities Fund. If this trip is approved, the check will be deposited. Additionally, the Pfizer Foundation is expected to match this gift.

#### Baker/Brodeur

**“Move to approve the donation of 2,500.00 to the Music Activities Fund, as presented”**

**MOTION: CARRIED (6-0-0)**

#### Safe School Climate Update

Each year climate surveys are administered to students, parents and staff. Building Principals Bauchman and Sutman shared survey data results. Teachers and parents from the High School presented the survey results from the High School. The results of the surveys have led to building level goals and school climate plans. All school climate plans will be posted to the district website.

Please see the following links for the complete presentation from each school:

[Goodwin Climate Presentation](#)

[Old Saybrook Middle School Climate Presentation](#)

[Old Saybrook High School Climate Presentation](#)

2017-2018 Budget Transfer

When the 2017-2018 Board of Education Operating Budget was developed almost 12 months ago, the District planned for the new Culinary Program at the Middle School however, those funds were placed in the Capital Maintenance Plan due to the facility changes required. The room has been renovated and the balance of the funds are now needed for instructional supplies.

The District is reducing the budget for **Fund 5– Capital Maintenance** by \$15,000 and increasing **Fund 1 – Instructional** by \$15,000.

**Brodeur/Baker**

**“Move to make a line item transfer in the amount of \$15,000 from the Capital Maintenance line item to the Instructional line item”**

**MOTION: CARRIED (6-0-0)**

Board Member Officer Discussion

The Town of Old Saybrook held municipal elections on November 7, 2017. As a result, four members of the Board of Education were re-elected and two new members were elected to replace two current members who did not run for the position. First Selectman Fortuna has reported that new board members will take their seats as of November 21, 2017. In the interim, new board members will take the oath of office at Town Hall.

The Board reviewed the process for board member on-boarding and election of officers. Chairman Kennedy also led the Board in a discussion regarding the Board’s standing committees, participation on those committees, and the roles/responsibilities of Board Chairman for each committee.

Board Member Handbook

At the October 24, 2017 meeting, the Board of Education reviewed the Board of Education Member Handbook which was created and edited by George Chang and Karen Brodeur. The Board reviewed the handbook for a final time.

**Brodeur/Baker**

**“Move to approve the Board of Education Member Handbook, as presented”**

## **MOTION: CARRIED (6-0-0)**

The Board determined that the final draft date will be removed from the document and replaced with an adoption date of November 14, 2017.

### Ad Hoc Committee – Changing Demographics

At the October 24, 2017 meeting, the Board of Education discussed the issue of changing demographics in the region. Specifically, changing demographics and a declining number of school age children both realized at this time and projected for the future will have implications for District programs and schools. The Board discussed the creation of an Ad-Hoc committee established to research these changes and, periodically, update and/or make recommendations to the Board of Education about what, if anything, might be done to mitigate the impact of these changes.

Chairman Kennedy asked that any Board Members interested in participating in the committee and/or committee, to reach out to her.

Board Members Chang, Hyla and Barros volunteered to participate on the committee.

### Update on Policy Template for Out of District Student Tuition

Last spring, the Board of Education asked the superintendent to gather information from the Board's attorney regarding recommended policy language for out-of-district tuition-paying students. Attorney Littlefield began work on this over the summer then advised the Board through the Superintendent, to wait for Shipman and Goodwin to create new language in light of a recent decision made at the State level. Attorney Littlefield has submitted suggested language to this Board for consideration. The Board determined that the suggested language and district philosophy should be vetted further before it is sent to the Policy Committee for review.

### Policy – First Reading

The following policies are being presented to the Board of Education for a first reading. These policies have been reviewed by the Policy Committee and are available for the Board's review on the Board Notebook under the Subcommittees Tab. A brief description of the changes is provided with each policy.

- **Series 5000 Attendance and Truancy**

This policy and accompanying administrative regulations have been revised based on Public Act 16-147 and Public Act 17-14. Public Act 16-147, which became effective on August 15, 2017, removes the Family with Service Needs (FWSN) process as a response for schools to address truancy issues and further provides that the State will provide a truancy intervention models that must be used by districts with a (yet to be defined) disproportionately high rate of truancy by August 15, 2018. Public Act 17-14, effective July 1, 2017, removes in-school suspensions that are greater than or

equal to one-half of a school day from the definition of “absence” for purposes of calculating chronic absenteeism rates.

- **Series 5000 Restraint and Seclusion**

This policy and corresponding administrative regulations have been revised based on Section 5 of Public Act 17-220. That law revised the mandatory training requirements for physical restraint and seclusion by requiring such training only for members of a school’s crisis intervention team, while permitting school districts to train other school employees who are not on a crisis intervention team. Previously, such training was required to be phased in over a three-year period for all school professionals, paraprofessionals and administrators. The new law also clarified the membership of crisis intervention teams and requires districts to maintain a list of crisis intervention team members for each school.

- **Series 5000 Student Discipline**

This policy has been revised based on Public Act 16-147 and Public Act 17-220, which revised the expulsion statute and added new requirements relating to expulsion notices and procedures and the alternative educational opportunity for expelled students. Public Act 17-220 also required the State Board of Education to adopt standards for the provision of an adequate alternative educational opportunity for expelled students by August 15, 2017, which will include the kind of instruction and number of hours to be provided to such students. Other revisions to this policy include clarification of due process procedures for expulsion hearings. In addition, the model expulsion notice to parents and model stipulated expulsion agreement have also been revised.

Letter of Disclosure

The Board received a letter from employee Julie Pendleton, Director of Operations, Facilities and Finance indicating that there are vendors for whom the district does business that employ members of her family. Her letter of disclosure, dated November 14, 2017, indicates that members of her family continue to be employed in the equivalent capacity by the same vendors who do business with the school district. The Town Code of Ethics and the Old Saybrook Town Charter, as well as consultation with the District’s attorney, determined this letter of notification meets disclosure requirements and that no further action is required.

**V. COMMUNITY COMMUNICATIONS**

Audience of Citizens

No citizens addressed the Board of Education.

**VI. REMINDERS**

- OSHS - Fall Chorus Concert – November 16 – 7:00PM
- KGS – Food Drive Ends – November 17
- CABE/CAPSS Conference – November 17 and 18
- Calendar Committee – Meeting – November 20 – 3:30PM
- OSHS – Honduras Dessert Reception and Presentation – November 20 – 7:00PM
- Budget and Fiscal Planning Committee -Meeting- November 21 – 6:00PM
- Thanksgiving Break – November 22-24
- OSMS – Parent Council Meeting – November 27 – 6:45PM
- OSMS – PTO Meeting – November 27 – 7:30PM
- Facilities Committee –Meeting-November 28 – 6:00PM
- Regular Board of Education Meeting – November 28 – 7:00PM

**VII. ADJOURNMENT**

**Baker/Brodeur**

**“Move to adjourn at 10:23PM”**

**MOTION: CARRIED (6-0-0)**

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Karen Brodeur, Secretary  
Old Saybrook Board of Education

Minutes recorded and typed by:  
Trent Gerbers, Executive Assistant  
\*DRAFT - Subject to approval at the next BOE meeting