



Michael P. Yamin
Superintendent

April 9, 2021

**Region 16 Board of Education
Policy Committee Meeting**

April 21, 2021

Notice is given that a meeting of the Region 16 Policy Committee is scheduled for Wednesday, April 21, 2021, at 5:30 p.m. in the Region 16 District Office, 30 Coer Road, Prospect, CT.

AGENDA

Review revised policies and regulation and new policy from CABE:

- 3541.3** Routes and Services (revised policy)
- 4112.8** Nepotism: Employment of Relatives (revised policy)
- 6159** Individualized Education Program (IEP)/Special Education Program (revised policy)
- 6171** Special Education (revised policy)
- 6172.4** Title I Parent and Family Engagement (revised policy)
- 6172.4** Title I Parent and Family Engagement (revised **regulation**)
- 9321.2** Electronic Board of Education Meetings (**new** policy from CABE)
- 9330** Records/FOI Requests (revised policy)

Sincerely,

Michael P. Yamin

Michael P. Yamin,
Superintendent

Michael P. Yamin
Superintendent



April 9, 2021

**Region 16 Board of Education
Facilities and Transportation Committee Meeting**

April 21, 2021

Notice is given that a meeting of the Facilities and Transportation Committee of the Region 16 Board of Education will be held on Wednesday, April 21, 2021, at 6:30 p.m., in the Region 16 District Office, 30 Coer Road, Prospect, CT.

Agenda Items

1. March Facilities Report
2. Landscape/Pest Control Bids
3. Capital Project Updates

Sincerely,

Michael P. Yamin

Michael P. Yamin,
Superintendent



Board of Education Meeting
Prospect and Beacon Falls, CT
30 Coer Road, Prospect, CT 06712
203-758-6671

Date: April 21, 2021
Place: District Office
Time: 7:00 p.m.

AGENDA

*The order of business shall be at the discretion of the Chairman. Portions of this meeting may be held in Executive Session for the purpose of discussing personnel, litigation, or real estate matters. **NOTE:** Public Comment will be limited to five (5) minutes per speaker with a maximum of 45 minutes per subject.*

I. CALL TO ORDER

- A. Roll Call**
- B. Pledge of Allegiance**
- C. Revision/Additions to Agenda Order**

II. APPROVAL OF MINUTES

Minutes of March 24, 2021, Board of Education Meeting (Ex.1)

Minutes of March 31, 2021, Special Board of Education/Public Hearing (Ex. II)

III. COMMENT

- A. Town Officials**
- B. Public Comments** ***Note:** The BOE will not reply to comments made at a meeting. However, either the Superintendent or Board Chair will respond to a concern within five business days*

IV. CORRESPONDENCE

- 1. Updates to the community from the Superintendent. (3/26/21, 4/1/21, 4/2/21, 4/7/21)

V. TREASURER'S REPORT

VI. STUDENT REPRESENTATIVE'S REPORT (Kayleigh Budnick, Gavin Moffat)

VII. EXEMPLARY PEOPLE, PROGRAMS and AWARDS

- 1. 2021 CAS Scholar Leaders: LRMS - Gabriel Diamante & Grace D'Amico.
An award for two middle school students in each middle school in CT for scholarship and leadership exhibited in school and the community.
- 2. 2021 CABA Student Leadership Awards: WRHS – Emily Laput & Eric Meade;
LRMS – Garek Bernegger & Molly Stead. An award designed to honor two high school and two middle school students for exemplary leadership.

VIII. REPORT OF SUPERINTENDENT

A. Superintendent's Update

1. April 19th School opening – 5 days per week/full days.
2. April 29th Superintendent SCASA awards luncheon.
3. R16 Diversity, Equity, and Inclusion Blueprint. (Michele Raynor, Power Point)
4. Information on Internship Program.

B. Action Items

1. First reading of policy 3541.3, *Routes and Services (revised)*.
2. First reading of policy 4112.8, *Nepotism: Employment of Relatives (revised)*.
3. First reading of policy 6159, *Individualized Education Program/Special Education Program (revised.)*
4. First reading of policy 6171, *Special Education (revised)*.
5. First reading of policy 6172.4, *Title I Parent and Family Engagement (revised)*.
6. First reading of **regulation** 6172.4, *Title I Parent and Family Engagement (revised)*.
7. First reading of policy 9321.2, *Electronic Board of Education Meetings (brand new policy from CAFE)*.
8. First reading of policy 9330, *Records/FOI Requests (revised)*.
9. Act to hire certified staff for 2021-22 WRHS Science position. (Amber Neary)

C. Director of Finance and Business Operations Report

IX. OLD BUSINESS

X. NEW BUSINESS

XI. ITEMS for NEXT BOE AGENDA

Enclosed Superintendent Evaluation.

XII. INFORMATION ITEMS

XIII. COMMITTEE REPORTS

- A. Personnel and Negotiations Committee: **May 12th, Executive Session, Supt. Evaluation.**
- B. Facilities and Transportation Committee: **Meeting 4/21/21, 6:30 p.m., D.O.**
- C. Curriculum Committee: **Meeting 5/12/21, 6:00 p.m., LLES**
- D. Policy Committee: **Meeting 4/21/21, 5:30 p.m., D.O.**
- E. Public Communications
- F. Technology Committee
- G. Recognition Committee
- H. Liaisons:
 1. Schools
 2. Wellness Committee
 3. Professional Development Committee
 4. 2COM
- I. Parent Advisory Council

XIV. ADJOURNMENT

DATE OF NEXT MEETING: May 12, 2021, Laurel Ledge Elementary School, 7:00 p.m.

REGIONAL SCHOOL DISTRICT NO. 16
Board of Education Meeting
March 24, 2021

EXHIBIT

I

BOARD MEMBERS PRESENT:

		Weighted Vote Per Member
<i>Beacon Falls...</i>	Christine Arnold	.7
	Ben Catanzaro	.7
	Priscilla Cretella	.7
<i>Prospect...</i>	Robert Dyer	1.3
	Robert Hiscox	1.3
	Nazih Noujaim	1.3
	Roxann Vaillancourt	1.3

STAFF MEMBERS PRESENT: Michael Yamin, Superintendent of Schools
 Tony DiLeone, Dir. of Finance and Business Operations
 Michele Raynor, Curriculum Director
 Regina Murzak, Principal LLES
 Derek Muharem, Principal LRMS
 Michelle Meyers, Asst. Principal LRMS
 Jeffrey Haddad, Asst. Principal PES
 Matthew Brennan, Director of Technology
 Dana Mulligan, Asst. Principal WRHS
 Ryan Mackenzie, Asst. Principal WRHS
 Rima McGeehan, Principal PES
 Sara Steinberg Forman, Asst. Dir. of SPED
 Kurt Ogren, Principal WRHS

I. CALL TO ORDER

The meeting was called to order by Priscilla Cretella, at 7:00 p.m. at the District Office and by remote locations.

A. Roll Call

Roll was called and a quorum was present

B. Pledge of Allegiance

C. Revision/Additions to Agenda Order

It was noted that the April 7, 2021 Board of Education Meeting/Public Hearing has been cancelled and a Special Board of Ed Meeting/Public Hearing has been scheduled for March 31, 2021 and will occur in person at WRHS at 7:00 p.m.

Prior to the regular meeting agenda, a budget discussion took place and the following items were noted from this evening's Powerpoint:

Recent budget recommendations were reviewed, and the final budget proposal of a total increase of .5% was recommended. Mr. Yamin discussed budget specifics and changes from the last meeting. Mr. Yamin no longer recommends cutting the Guidance position at PES and he also reviewed the revenues by town. Administrators have been a part of the process and they are comfortable and do not feel that they are in need of anything additional. The only additional request made was a book that will be bought for all Region 16 staff members. Mr. Yamin still recommends cutting the AP position at LRMS. Mr. Dyer recommended having Mr. Muharem report back during the beginning of the next school year to see if that position might need to be reinstated. It was again made clear that the internship position is not being eliminated.

The regular portion of the meeting began at 7:16 p.m.

II. APPROVAL OF MINUTES

Minutes of March 10, 2021, Board of Education Meeting (Ex.1)

A MOTION was made by Robert Dyer and SECONDED by Nazih Noujaim to approve the minutes of the March 10, 2021, Board of Education Meeting (Ex. I).

ALL IN FAVOR (weighted vote totals 7.3)

21-030

III. COMMENT

A. Town Officials

B. Public Comments *Note: The BOE will not reply to comments made at a meeting. However, either the Superintendent or Board Chair will respond to a concern within five business days*

Tara Little, Co-President of Teachers' Union, read a letter that was sent regarding the request to table the decision to bring students back 5 days per week starting on April 19th. This request asked for the motion to be tabled until the impact on the increase of teacher workload has been discussed further.

Mr. Yamin reminded the Board and the public that this only affects six Wednesdays through the end of the school year. Mr. Yamin also summarized some ways that the Region has demonstrated respect and value towards teachers. He noted R16 staff received their first vaccine shot this month, and we currently have no staff members COVID positive at this time. Also, we paid staff with \$50 Amazon gift cards to participate in summer virtual training to support teaching remotely. Mr. Yamin said having students return to school full time is beneficial to them.

Mr. Hiscox and Ms. Cretella voiced their opinion supporting students return to full time 5-day per week instruction, and Mr. Yamin has a meeting scheduled with the teachers' union.

IV. CORRESPONDENCE

1. Updates to the community from the Superintendent. (3/5/21, 3/15/21)
Included in Board packet

V. TREASURER'S REPORT

Mr. Noujaim read the report as follows:

Balance in General Fund as of 3/24/21:	\$5,584,321.69
Tonight's invoices total:	\$547,237.14
General Fund:	\$528,394.85
Federal and State Grants:	\$0.00
Adult Ed, Other Grants, Athletic Fund:	\$292.57
Capital Non Recurring Project	\$18,549.72

VI. STUDENT REPRESENTATIVE'S REPORT (Kayleigh Budnick, Gavin Moffat)
Miss Budnick delivered this evening's report

VII. EXEMPLARY PEOPLE, PROGRAMS and AWARDS

1. WRHS Math Team updates.
2. 2021 CAS High School Arts Award Winners from WRHS: Anna Canas & Wesley Belinger.

VIII. REPORT OF SUPERINTENDENT

A. Superintendent's Update

1. Re-opening Committee update.
Had a meeting on March 23, 2021 which was positive, any lingering concerns are hoped to be alleviated at tomorrow's meeting. It was noted that June 7-11 will be half days. Graduation dates will be set at the next meeting.
2. ESSR funds.
Mr. DiLeone spoke to this and referred to three rounds of funding. The first has been received. The second amount is \$332,654 which will cover the end of this fiscal year and next. The plan is to use \$15,000 for Special Education costs, \$80,000 for salaries and \$138,000 to fund technology purchases. This will leave about \$100,000 for next fiscal year.
3. Facilities report on present state of schools and future structural and infrastructure changes. (Mark Parrino)
Mr. Parrino submitted the facilities report to the Board and would like to do a monthly report including pictures and graphs going forward.

B. Action Items

1. Act to approve opening all R16 schools five days per week – week of April 19th.
A MOTION was made by Robert Dyer and SECONDED by Robert Hiscox to act to approve opening all R16 schools five days per week, under Superintendent discretion, starting the week of April 19th.

ALL IN FAVOR (weighted vote totals 7.3)

21-031

Mr. Ogren briefly outlined how four cohorts would be utilized at the high school starting in April and assured the Board there would be equality between the groups by the end of the school year, noting only a one-day difference among them.

2. Act to have in-person meetings for BOE April format.
A MOTION was made by Robert Hiscox and SECONDED by Nazih Noujaim to act to approve in-person Board of Education meetings going forward starting with next week's meeting of March 31, 2021.

ALL IN FAVOR (weighted vote totals 7.3)

21-032

C. Director of Finance and Business Operations Report

Mr. DiLeone addressed the following: The Business Office resumed working on the Frontline Time & Attendance implementation. Anthem has lowered the 2021-2022 renewal, reflected in the updated 2021-22 proposed budget documents. Region 16 has been allocated \$826,223 in American Rescue Plan dollars; this is preliminary and subject to change. At this time there is no communication on what these funds can be used for. Mr. Parrino and Mr. DiLeone are issuing RFP's for landscaping and pest control as the contracts with existing providers have expired.

IX. OLD BUSINESS

X. NEW BUSINESS

Mr. Catanzaro, on behalf of the Beacon Falls Lions Club, was interested in finding out if the Snack Shack on the field at the high school can be renamed in honor of Larry Hutvagner of Beacon Falls, who passed away recently and was a staunch advocate for students and sports programs. Mr. Yamin will pull the policy on renaming facilities in R16 and address this request at the next meeting.

XI. ITEMS for NEXT BOE AGENDA

XII. INFORMATION ITEMS

XIII. COMMITTEE REPORTS

- A. Personnel and Negotiations Committee
- B. Facilities and Transportation Committee: Next meeting: 4/21/21 at 6:30 p.m., D.O.
- C. Curriculum Committee: Next meeting: 5/12/21, at 6:00 p.m., LLES.
- D. Policy Committee: Next meeting: 4/21/21, at 5:30 p.m., D.O.
- E. Public Communications
- F. Technology Committee
- G. Recognition Committee: April 29th SCASA Award Winners' Luncheon
@ Jesse Camille's at 12:00 p.m. Board members will let Lorrie know if interested in attending.
- H. Liaisons:
 - 1. Schools
 - 2. Wellness Committee
 - 3. Professional Development Committee
 - 4. 2COM
- I. Parent Advisory Council: 3/24/21, 5:45 p.m., Virtual Meeting

XIV. ADJOURNMENT

A MOTION was made by Rob Dyer and SECONDED by Nazih Noujaim to adjourn the Board of Education meeting of March 24, 2021, at 7:59 p.m.

ALL IN FAVOR (weighted vote totals 7.3)

21-033

DATE OF NEXT MEETING: March 31, 2021, Special BOE Meeting and Public Hearing, Woodland High School, 7:00 p.m. in the auditorium.

REGIONAL SCHOOL DISTRICT NO. 16
Special Board of Education Meeting/Public Hearing
March 31, 2021

EXHIBIT
II

BOARD MEMBERS PRESENT:

		Weighted Vote Per Member
<i>Beacon Falls...</i>	Christine Arnold	.7
	Ben Catanzaro	.7
	Priscilla Cretella	.7
	Erik Dey	.7
<i>Prospect...</i>	Robert Dyer	1.3
	Robert Hiscox	1.3
	Nazih Noujaim	1.3
	Roxann Vaillancourt	1.3

STAFF MEMBERS PRESENT: Michael Yamin, Superintendent of Schools
 Tony DiLeone, Dir. of Finance and Business Operations
 Michele Raynor, Curriculum Director
 Regina Murzak, Principal LLES
 Derek Muharem, Principal LRMS
 Matthew Brennan, Director of Technology
 Dana Mulligan, Asst. Principal WRHS
 Ryan Mackenzie, Asst. Principal WRHS
 Rima McGeehan, Principal PES
 Kurt Ogren, Principal WRHS

I. CALL TO ORDER

The meeting was called to order by Priscilla Cretella, at 7:00 p.m. in the auditorium at Woodland Regional High School, Beacon Falls, CT.

A. Roll Call

Roll was called and a quorum was present

B. Pledge of Allegiance

ADJOURN TO THE PUBLIC HEARING

- a. **Call of the Meeting** (newspaper legal notice)
 Mr. Yamin read the following into the record

Notice of Public Meeting
 REGIONAL SCHOOL DISTRICT NO. 16
 Towns of Beacon Falls & Prospect

All electors and citizens, who are qualified to vote in a town meeting of the Towns of Beacon Falls and the Town of Prospect, are hereby notified and warned that a public District Meeting will be held on Wednesday, March 31, 2021 at Woodland Regional High School in the Town of Beacon Falls at 7:00 p.m. at which the Regional Board of Education will present a proposed budget of \$ 40,935,058 for the next fiscal year commencing on July 1, 2021. Any person may recommend the inclusion or deletion of expenditures in said proposed budget at such time. After said public hearing, the Board will prepare an annual budget for the next fiscal year, copies of which will be available at least five days before the annual meeting to be held on Monday, May 3, 2021.

b. Nominate and vote to appoint a Temporary Secretary

A MOTION was made by Nazih Noujaim and SECONDED by Robert Dyer to elect Kelly Rodriguez as Temporary Secretary.

ALL IN FAVOR (weighted vote totals 8.0)

21-034

c. Nominate and vote to appoint a Moderator for the District Meeting/Public Hearing

A MOTION was made by Nazih Noujaim and SECONDED by Roxann Vaillancourt to elect Robert Hiscox as Moderator.

ALL IN FAVOR (weighted vote totals 8.0)

21-035

d. Moderator-

Present proposed budget for 2021-2022 (Superintendent to make presentation)

Mr. Yamin presented his budget. This was the fifth workshop where modifications were discussed, adjustments were made and this final budget is aligned to the Board's goals: Culture, Achievement, Communication, Fiscal. Mr. Yamin briefly touched on the following: budget highlights, proposed staffing reductions, enrollment trends, per pupil expenditures and the proposed budget details by member towns. Recent budget history was also discussed and the final proposed budget would include an increase of .05% or a total of \$203,656.00 over this year's budget.

Comments from the public

Fred Smith, Beacon Falls, spoke as a taxpayer and thanked the Board for their work in preparing the budget and keeping the schools open and safe.

Dino Verrelli, Beacon Falls, spoke as both a parent and a Non-Profit Founder. Mr. Verrelli shared the belief that not every student is destined for college. Mr. Verrelli shared his concern of cutting the Career Coordinator position from FT to PT. He shared his first hand experience working in partnership with Mr. Staib and the Internship Program. Mr. Verrelli asked why there is a surplus and wanted to know about specific line items in the budget and where that information is accessible. Mr. Verrelli questioned SAT's in regard to the cost the Region is spending per student and if the Region needs to be spending more. Lastly, Mr. Verrelli would like to see where in the budget it is showing what the Region is doing to get students back full time.

Jon Setaro, Beacon Falls, spoke in support of keeping the Career Coordinator position filled by Mr. Staib as a full time position. Mr. Setaro, a freshman in college and recent

graduate of WRHS, spoke of his first-hand experience as part of the Internship Program and the opportunities it led to for him and a friend.

Tracy Hussey, Beacon Falls, thanked the Board for reconsidering the School Counselor position.

e. **Adjournment of District Meeting/Public Hearing**

A MOTION was made by Robert Dyer and SECONDED by Christine Arnold to adjourn the Public Hearing and return to the regular agenda.

ALL IN FAVOR (weighted vote totals 8.0)

21-036

At this time the Board resumed the regular business/agenda.

II. APPROVAL OF MINUTES

N/A

III. COMMENT

Comments previously noted during the Public Hearing portion of the meeting.

IV. CORRESPONDENCE

V. TREASURER'S REPORT

Mr. Noujaim read the report as follows:

Balance in General Fund as of 3/31/21:

\$4,911,735.96

Tonight's invoices total:

\$443,917.14

General Fund:

\$443,917.14

Federal and State Grants:

\$0.00

Adult Ed, Other Grants, Athletic Fund:

\$0.00

Capital Non Recurring Project

\$0.00

VI. STUDENT REPRESENTATIVE'S REPORT (Kayleigh Budnick, Gavin Moffat)

N/A

VII. EXEMPLARY PEOPLE, PROGRAMS and AWARDS

VIII. REPORT OF SUPERINTENDENT

A. Superintendent's Update

1. State of schools with regard to COVID cases and quarantining.

A small spike was recorded; R16 staff will be receiving the second vaccine on April 23rd.

2. Reopening update.

The Committee met recently. There is a plan to have non-certified staff help with before and after school student monitoring for extra pay. The goal is to open full time, five days per week, starting on April 19th.

3. Review policy 7551 on *Naming/Renaming Facilities*.

This was reviewed and a list of current places that are named after individuals will be presented at a future meeting.

B. Action Items

1. Set 2021 graduation date for WRHS (June 11) and promotion ceremony for LRMS (June 9).

A MOTION was made by Robert Hiscox and SECONDED by Robert Dyer to set the 2021 graduation date for WRHS as June 11th and promotion ceremony for LRMS as June 9th, with rain dates as follows: WRHS Saturday, June 12, at 10:00 a.m. and LRMS Thursday, June 10, at 6:00 p.m.

ALL IN FAVOR (weighted vote totals 8.0)

21-037

2. Act to hold Annual District Meeting at LRMS on Monday, May 3, 2021, 7:00 p.m. to vote on proposed school budget for 2021-2022 of \$40,935,058 by a voting method determined by the Board of Education.

A MOTION was made by Robert Dyer and SECONDED by Nazih Noujaim to hold the Annual District Meeting at LRMS on Monday, May 3, 2021, at 7:00 p.m. to vote on proposed school budget for 2021-2022 of \$40,935,058 by a voting method determined by the Board of Education.

After the motion was made a discussion ensued. Some Board members expressed some unease with cutting the Career Coordinator position from FT to PT. After further discussion and consideration, Robert Hiscox made an amendment to the above motion to reflect a new proposed budget number that would include reinstating this position to FT; that amount was read as \$40,985,059. The new motion also reflects the voting method to reflect a show of hands. The amended motion reads as follows:

A MOTION was made by Robert Hiscox and SECONDED by Christine Arnold to hold an Annual District Meeting at LRMS on Monday, May 3, 2021, 7:00 p.m. to vote on the proposed school budget for 2021-2022 of \$40,985,059 by a show of hands.

MOTION PASSES, with All In Favor, except Robert Dyer, who Abstained.
(weighted vote totals 6.7)

21-038

3. Act to approve to authorize funds for mailing/signage for budget advertising, not to exceed \$2500.

A MOTION was made by Nazih Noujaim and SECONDED by Roxann Vaillancourt to approve to authorize funds for mailing/signage for budget advertising, not to exceed \$2500.

ALL IN FAVOR (weighted vote totals 8.0)

21-039

4. Act to accept teacher's letter of retirement. (A. Fowler)

A MOTION was made by Robert Dyer and SECONDED by Robert Hiscox to accept PES Kindergarten teacher Ann Fowler's letter of retirement, with gratitude and recognition of service, effective June 30, 2021.

ALL IN FAVOR (weighted vote totals 8.0)

21-040

C. Director of Finance and Business Operations Report

Mr. DiLeone reported that Food Service was able to realize a small profit in February 2021, as a result of the breakfast program that was implemented. Although this department showed a loss of \$68K for the year, we are hopeful that transitioning back to full time in-person learning will help to drive down this loss.

As a token of appreciation to teachers and staff, we are in the process of scheduling a food truck at each school as part of a wellness initiative for those receiving the COVID19 vaccination. Finally, after a discussion with our workers' compensation carrier, H. D. Segur confirmed we should expect a small increase to our workers' compensation insurance next year.

IX. OLD BUSINESS

X. NEW BUSINESS

XI. ITEMS for NEXT BOE AGENDA

XII. INFORMATION ITEMS and ANNOUNCEMENTS

1. WRHS National Honor Society members read to elementary classrooms virtually for *Read Across America*.

XIII. ENROLLMENT – April 2021

XIV. COMMITTEE REPORTS

- A. Personnel and Negotiations Committee
UPSEU mediation to be held on a date yet to be determined.
- B. Facilities and Transportation Committee: **Next meeting 4/21/21, 6:30-7:00 p.m., D.O.**
- C. Curriculum Committee: **Next meeting 5/12/21, 6:00 p.m., LLES**
- D. Policy Committee: **Next meeting 4/21/21, 5:30-6:30 p.m., D.O.**
- E. Public Communications
- F. Technology Committee
Meeting after graduations.
- G. Recognition Committee
- H. Liaisons:
 1. Schools
 2. Wellness Committee
 3. Professional Development Committee
 4. 2COM
- I. Parent Advisory Council

XV. ADJOURNMENT

A MOTION was made by Robert Hiscox and SECONDED by Nazih Noujaim to adjourn the Special Board of Education Meeting/Public Hearing of March 31, 2021 at 8:05 p.m.

ALL IN FAVOR (weighted vote totals 8.0)

21-041

DATE OF NEXT MEETING: April 21, 2021, District Office