

**REGIONAL SCHOOL DISTRICT NO. 16**  
**Board of Education Meeting**  
**January 24, 2018**

<b>BOARD MEMBERS PRESENT:</b>	<u>Weighted Vote Per Member</u>
<i>Beacon Falls...</i> Christine Arnold	.7
Priscilla Cretella	.7
Erik Dey	.7
David Rybinski <i>arrived at 7:05 p.m.</i>	.7
<i>Prospect...</i> Nazih Noujaim	1.3
Roxann Vaillancourt	1.3
Daisy Laone	1.3

**STAFF MEMBERS PRESENT:** Michael P. Yamin, Superintendent  
Pamela Mangini, Dir. of Finance & Business Operations  
Steve Martoni, Director of Facilities  
Michele Raynor, Curriculum Director

**I. CALL TO ORDER**

The meeting was called to order at 7:05 p.m. by Vice Chair Priscilla Cretella at District Office, Prospect, CT.

**II. PLEDGE OF ALLEGIANCE TO THE FLAG**

**III. RECORD OF MEMBERS PRESENT**

A roll was taken; a quorum was present.

**IV. APPROVAL OF MINUTES**

Minutes of January 3, 2018 Special Board of Education Meeting (Ex. I)

A MOTION was made by Nazih Noujaim and SECONDED by Roxann Vaillancourt to approve the minutes of January 3, 2018, Special Board of Education Meeting (Ex. I) with the following corrections: Motion numbers 18-001, 18-002, 18-003 and 18-005 were made by Nazih Noujaim and seconded by Christine Arnold. (Robert Hiscox chaired the meeting.) **ALL IN FAVOR** (weighted vote totals 6.0) **18-016**

Minutes of January 10, 2018 Board of Education Meeting (Ex. II)

A MOTION was made by Nazih Noujaim and SECONDED by Christine Arnold to approve the minutes of January 10, 2018, Board of Education Meeting (Ex. II). **ALL IN FAVOR** (weighted vote totals 6.0) **18-017**

*David Rybinski arrived at 7:05 p.m.*

**V. TOWN OFFICIAL COMMENT**

**VI. PUBLIC COMMENT**

**VII. CORRESPONDENCE**

1. Superintendent's Panel Discussion: 1/27/18, 9-10:30 a.m., District Office.
2. Mr. Yamin noted that he signed up for a full day workshop at CAFE on February 15<sup>th</sup> regarding school start times.

**VIII. TREASURER'S REPORT**

Nazih Noujaim read the Treasurer's Report:

Balance in General Fund as of 1/24/18:	\$7,491,663.64
Tonight's invoices total:	\$754,685.90
General Fund:	\$742,058.76
Federal and State Grants:	\$10,800.00
Adult Ed, Other Grants, Athletic Fund:	\$1,827.14

**IX. STUDENT REPRESENTATIVE'S REPORT** (Anna Witkowski, Bayan Galal)

Tonight's report was shared by Bayan Galal.

**X. EXEMPLARY PEOPLE AND PROGRAMS**

1. Recognize Mary Beth Knobel for being an excellent long-term sub in Region 16. Mr. Yamin will hand deliver flowers and a certificate to Ms. Knobel on her last day of a long-term assignment.

Mrs. Cretella called for the auditors to present their findings before continuing the regular order of business.

The following was reported by the auditors: Keith Sullivan and Ryan Taranovich from Zackin, Zimyeski, Sullivan LLC. Mr. Sullivan noted that there were no significant difficulties in dealing with management in performing and completing the FY17 audit, nor were there any disagreements. Mr. Sullivan also noted that last year's issue concerning bank reconciliations was completely resolved during the course of this fiscal year. He then proceeded to highlight the financials noting that it was a successful audit.

The following items were dealt with in reverse order, Action Items were moved upon and then the Superintendent gave his report.

**XI. REPORT OF SUPERINTENDENT**

**A. Superintendent's Update**

1. Health care renewal rates.  
Mr. Yamin and Mrs. Mangini communicated with Blue Cross Blue Shield, and the initial rate came back higher than desired so they will go back out to bid within the next 3-4 weeks in order to get competitive pricing.

2. Region 16 survey results.  
Mr. Yamin provided Board members with copies of the results and encouraged them to be reviewed. Grades 7-12 will also take the survey next week.
3. Region 16 Testing schedule (Michele Raynor)
  - Smarter Balance, NGSS, and SAT.
 Mrs. Raynor reviewed the assessment schedule with the Board and fielded questions.
4. Review of energy audit at WRHS.  
Mr. Martoni reviewed the results of the energy audit and went over the key findings which gave some answers as to the increase in energy usage. Some findings included: mechanical issues, older systems with communication issues, air handlers need repairs, ducts need cleaning etc. It was noted that the cleaning of ducts was already moved on.

**B. Action Items**

1. Act on approval of 2016-2017 audit. (Representative from Zackin, Zimeyski, Sullivan LLC)

A MOTION was made by David Rybinski and SECONDED by Daisy Laone to approve the 2016-2017 audit, as presented by the auditor.

**ALL IN FAVOR** (weighted vote totals 6.7) **18-018**

2. Act to approve bid waiver for Sarracco Mechanical Services for Energy Management System (EMS) at WRHS.

**MOTION WAS TABLED**

3. Act to approve revised policy **0521** – *Nondiscrimination*.

A MOTION was made by David Rybinski and SECONDED by Roxann Vaillancourt to approve the first reading of revised policy **0521** – *Nondiscrimination*.

**ALL IN FAVOR** (weighted vote totals 6.7) **18-019**

4. Act to approve revised policy **4111** – *Recruitment and Selection*.

A MOTION was made by David Rybinski and SECONDED by Roxann Vaillancourt to approve the first reading of revised policy **4111** – *Recruitment and Selection*.

**ALL IN FAVOR** (weighted vote totals 6.7) **18-020**

5. Act to approve revised policy **5113** – *Attendance and Excuses*.

A MOTION was made by David Rybinski and SECONDED by Christine Arnold to approve the first reading of revised policy **5113** – *Attendance and Excuses*.

**ALL IN FAVOR** (weighted vote totals 6.7) **18-021**

6. Act to approve revised policy **5113.2** – *Truancy*.

A MOTION was made by David Rybinski and SECONDED by Christine Arnold to approve the first reading of revised policy **5113.2** – *Truancy*.

**ALL IN FAVOR** (weighted vote totals 6.7) **18-022**

7. Act to approve revised policy and regulation **5118.1** – *Homeless*.  
A MOTION was made by David Rybinski and SECONDED by Daisy Laone to approve the first reading of revised policy and regulation **5118.1** – *Homeless*.  
**ALL IN FAVOR** (weighted vote totals 6.7) **18-023**
  
8. Act to approve revised policy **5125** – *Student Records and Confidentiality*.  
A MOTION was made by David Rybinski and SECONDED by Daisy Laone to approve the first reading of revised policy **5125** – *Student Records and Confidentiality*. **ALL IN FAVOR** (weighted vote totals 6.7) **18-024**
  
9. Act to approve revised policy **5131** – *Conduct and Discipline*.  
A MOTION was made by David Rybinski and SECONDED by Christine Arnold to approve the first reading of revised policy **5131** – *Conduct and Discipline*.  
**ALL IN FAVOR** (weighted vote totals 6.7) **18-025**
  
10. Act to approve **new** policy and regulation **5141.213** – *Administering Medication, Emergency administration of NARCAN*.  
A MOTION was made by David Rybinski and SECONDED by Daisy Laone to approve the first reading of **new** policy and regulation **5141.213** – *Administering Medication, Emergency administration of NARCAN*.  
**ALL IN FAVOR** (weighted vote totals 6.7) **18-026**
  
11. Act to approve revised regulation **5144.1** – *Restraint and Seclusion*.  
A MOTION was made by David Rybinski and SECONDED by Daisy Laone to approve the first reading of revised regulation **5144.1** – *Restraint and Seclusion*.  
**ALL IN FAVOR** (weighted vote totals 6.7) **18-027**

After the Action Items were completed, Mr. Yamin proceeded to his report (listed above under Superintendent’s Update).

**C. Director of Finance and Business Operations Report**

Mrs. Mangini reported locking into a competitive fixed rate of \$2.13 for heating oil, \$2.03 for regular gas, and \$2.14 for diesel fuel. She also reported that the Business Office is currently processing W2’s and W9’s. After those are completed, the 1095 forms will be processed.

Mrs. Mangini publicly thanked and acknowledged staff in the Business Office for their diligence and hard work, particularly in light of the vacant payroll position. Interviews for the payroll position should begin next week.

Mrs. Mangini reported on the upcoming town payments, noting that she reached out to both member towns to clarify that the Education Cost Sharing grant payment due to the District from the towns on January 26, 2018, would be for the amount of the grant the towns received from the State of Connecticut. Board members were also advised that 2018-2019 budget books will be provided prior to the March 7, 2018, budget meeting.

**D. Old Business**

The barrier at LLES will be looked into again.

The condition of the bathrooms (at high school and middle school by gyms) will be looked into by Mr. Martoni.

**E. New Business**

Change in school start time- being discussed.

**F. Items to be discussed at future BOE meetings**

Usage of phones at school.

**G. Information Items**

**H. Enrollment** (Ex. III)

**XII. REPORT OF COMMITTEES**

1. Personnel and Negotiations Committee
2. Facilities and Transportation Committee: **Mr. Hiscox and Mrs. Cretella will be meeting with All Star Transportation tomorrow in the District Office.**
3. Curriculum Committee
4. Policy Committee: **Meeting 1/24/18, 6:15 p.m., District Office**
5. Public Communications
6. Technology Committee: **Meeting 3/28/18 in the District Office.**
7. Recognition Committee
8. Liaisons
  - a. Schools
  - b. Wellness Committee: **Postponed**
  - c. Professional Development Committee: **Meetings 4th Monday of each month, District Office, 3:30 p.m.**
  - d. 2COM
    1. RSD 16 respect initiative

**XIII. ADJOURNMENT**

A MOTION was made by David Rybinski and SECONDED by Nazih Noujaim to adjourn the January 24, 2018, Board of Education meeting at 8:39 p.m.

**ALL IN FAVOR** (weighted vote totals 6.7)

**18-028**

Christine Arnold,

Board Secretary

*These minutes are subject to Board approval  
Submitted by Kelly Blum, Board Clerk*