

**TOWN OF SIMSBURY
BOARD OF EDUCATION**

Record of Proceedings

Regular Meeting

April 23, 2019

Ms. Tara Willerup called the regular meeting to order at 7:02 p.m. in the Board of Education Conference Room.

Roll Call:

Members present: Mmes. Tara Willerup, Susan Salina, Lydia Tedone and Jen Batchelar. Messrs. Jeff Tindall and Brian Watson.

Members absent: Messrs. Todd Burrick and Tom Frank.

Also present: Superintendent Matt Curtis, Assistant Superintendent Sue Homrok-Lemke, Business Manager Burke LaClair, Director of Personnel Neil Sullivan, BOE Student Representative Valerie Lee and Recording Secretary Katie Wilde.

PUBLIC AUDIENCE

None

Public Audience

Communications

BOARD AND ADMINISTRATIVE COMMUNICATIONS

Valerie Lee, reported on activities in the schools including World Autism Day, Read Across America Day and the Laramie Project production.

Ms. Tedone reported on the NSBA Annual Conference. She stated that the CT legislative session is at the midway point, noting topics of discussion that could affect funding for the school district. Ms. Salina reported that the Curriculum Committee met with Mr. Sullivan and Mr. O'Brien to review the changes to the graduation requirements.

Mr. Tindall reported that he attended the Sustainability Committee meeting. The town would like to receive state certification for sustainability. They are reviewing what they already have in place and what projects can be done to receive certification.

Mr. LaClair provided an update on the progress of the HJMS project. All of the bids are in and the project is expected to be under budget. On May 6th the Public Building Committee will finalize the bid process with Downes Construction. The project is set to begin in May. A meeting with HJMS neighbors will be held next week to discuss the construction process.

RECOMMENDED ACTIONS

A. Approval of Minutes of March 26, 2019 Meeting

Ms. Tedone: MOVE to approve the minutes of the March 26, 2019 meeting.

Mr. Tindall: Seconded. So moved.

B. Personnel

Approval of
Minutes of
March 26, 2019

Personnel

Ms. Tedone: MOVE that the Board of Education accept the retirements of Susan Kosinski and Paige Colantonio effective June 30, 2019.

Ms. Salina: Seconded. So moved.

C. Adoption of Healthy Food & Beverage 2018-19

Ms. Salina: MOVE that pursuant to Sections **10-215f** of the C.G.S., the Simsbury Board of Education hereby will allow the sale to students of **food items** that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity. The “school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held, and must be the same place as the food sales.

Mr. Tindall: Seconded. So moved.

Ms. Salina: MOVE that the Simsbury Board of Education will allow the sale to students of **beverages** not listed in Section **10-221q** of the C.G.S. provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the beverages are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity. The “school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held, and must be the same place as the food sales.

Mr. Watson: Seconded. So moved.

D. Approval of 2020-21 School Calendar

Ms. Sullivan reviewed specific areas of the school calendar.

Ms. Tedone: MOVE to adopt the 2020-21 school calendar as presented.

Ms. Salina: Seconded. So moved.

E. End of Year Fiscal Authorizations

Mr. Tindall: MOVE that the Simsbury Board of Education authorizes the Superintendent to act as the Board’s agent in renewing applications for state and federally funded programs.

Ms. Salina: Seconded. So moved.

Adoption of
Health Food &
Beverage
2018-19

Approval of
2020-21 School
Calendar

End of Year
Fiscal
Authorizations

Mr. Tindall: MOVE that the Simsbury Board of Education authorizes the Superintendent to transfer funds from those accounts in which a surplus is anticipated into those accounts in which a deficit is anticipated.

Mr. Watson: Seconded. So moved.

Mr. Watson: MOVE that the Simsbury Board of Education authorizes the Superintendent to request Board of Finance approval for the deposit of unexpended funds at the close of the fiscal year into the non-lapsing account for Unexpended Education Funds Account; as authorized by state law, the amount of said deposit will be no more than 1% of the Board's current year operating budget. Unexpended funds over the 1% threshold will be returned to the Town General Fund Balance.

Ms. Salina: Seconded. So moved.

Ms. Salina: MOVE that the Simsbury Board of Education authorizes the Superintendent (or designee), with Board of Finance approval, to approve any and all expenditures from the non-lapsing account for Unexpended Education Funds Account.

Mr. Watson: MOVE that the Superintendent, with the approval of the Board Chairman, be authorized to hire staff for the 2019-20 school year during the period of July and August when the Board is not in session.

Ms. Salina: Seconded. So moved.

INFORMATION AND REPORTS

A. Facilities Master Plan Update

Mr. Curtis provided background on the reason for the Facilities Master Plan and Reconfiguration Study. Jeff Wysznski, Principal at Tecton Architects, stated that they have completed the existing conditions analysis. He reviewed the goals of the project: (1) analysis of existing conditions and educational needs, (2) identify capital improvements and maintenance requirements, (3) a 10 year prioritized plan, sustainable approach to address facility and educational needs, (4) a review of our demographics, (5) development of alternative configurations for the district, (6) engaging the community and exploring responsive solutions, and (7) development of a long range master plan for the community.

Patrick Gallagher, Milone & MacBroom, reviewed demographic projections for the town. He discussed which data points are used to create these projections. Mr. Gallagher noted the recent developments in town and the likely number of students generated from the new housing. He briefly reviewed enrollment trends over the past 18 years.

Mr. Gallagher explained what data is used to determine enrollment projections, noting that projection assumptions are based on persistency ratios. Persistency ratios account for the various external factors affecting enrollments, including housing characteristics, residential development, economic conditions, student transfers in and out of the system, and student mobility. Mr. Gallagher reviewed district

Facilities Master
Plan Update

projections through 2028-29. He noted that districtwide enrollment is projected to drop slightly over the next 4 years and then to increase by about 8% reaching an enrollment similar to 5 years ago. Mr. Gallagher provided enrollment projections at the elementary, middle and high school levels.

Mr. Wysznski provided a current status on the existing physical conditions in our schools. He stated that information was collected from the principals and senior custodians, during walk-throughs of the schools, and in meetings to discuss programming at the schools. He reviewed what areas were covered during the site walkthroughs. Site – overall layout, accessibility, code, useful life condition, safety/security, parking, sidewalks, lighting, drainage, utilities, and fields. Structure – type, code, useful life, condition, identification of specific concerns. Architecture – code, accessibility, life safety, useful life, condition, safety/security. Exterior - roofs, walls, soffits, windows, doors, and features of the building. Interior – finishes (doors, walls, ceilings, millwork, fixtures, lighting). Building Systems Survey – code, life safety, useful life of equipment, comfort & control. Plumbing, Mechanical, Electrical, Fire Protection & Alarms, and Safety / Security.

Ron Bomengen, civil engineer at Fuss & O'Neill, provided a site review and analysis of the exterior of each school building. He noted the key site items that need to be addressed at each building. Derek Bride, mechanical, electric and plumbing engineer at Consulting Engineering Services, reviewed the condition of the mechanical, electrical, fire protection and alarms, and safety/security systems at each of the schools. Mr. Wysznski noted that on most of the sites access control, in the form of fencing, should be addressed. At a couple of schools the morning drop off flow should also be addressed. Mr. Bride pointed out that the schools have been well maintained over time.

Mr. Wysznski discussed next steps for the project. These include (1) summarizing findings of the condition study, (2) meeting with the Facilities & Enrollment Task Force, (3) holding a public forum on progress (demographics and existing conditions), (4) prioritizing needs – immediate, mid-range, long term, (5) developing options for reconfiguration (spring/summer), (6) reviewing options with community & state (fall), and finalizing the master plan and prioritizing projects (fall). Mr. Wysznski reviewed communication efforts that will be put in place going forward.

B. Quarterly Budget Report

Mr. LaClair reported that state and federal grant award notices have been received. Our Choice Attendance entitlement was increased by \$33,067 and our preliminary excess cost grant award was increased by \$22,984. A deficit in transportation is expected due to the need for bus monitors on two of our out-of-district placements. This line item has been increased next year to address this need. Funds from the insurance and pension line item have been moved to operation of plant. We have savings due to a lower number of active participants in our health insurance plan and an increase in enrollment in the High Deductible Health Plan. Funds are needed in the operation of plant line item due to an increase in pricing for utilities. Mr. LaClair noted that the spending pace is similar to last year.

C. Policy First Reading

Quarterly
Budget Report

Policy First
Reading

Mr. Sullivan reviewed the recommended policy revisions. He noted that the BOE Bylaws have also been revised as we start a 10 year cycle of reviewing an entire policy section each year. The policies will be on the next agenda for a second reading.

PUBLIC AUDIENCE

None

EXECUTIVE SESSION

Ms. Tedone: MOVE to enter executive session at 9:10 p.m. to discuss the evaluation of the superintendent.

Ms. Salina: Seconded. So moved.

ADJOURNMENT

Ms. Salina: MOVE to adjourn the meeting at 10:01 p.m.

Mr. Watson: Seconded. So moved.

Todd Burrick
Secretary

Katie Wilde
Recording Secretary

Public Audience

Executive
Session

Adjournment