

**PENDING BOARD OF EDUCATION APPROVAL**  
**SPECIAL BUSINESS MEETING OF THE PLAINVILLE BOARD OF EDUCATION**  
**PLAINVILLE, CONNECTICUT**  
**MONDAY, APRIL 18, 2016**  
**Plainville High School Cafeteria**  
**Plainville, Connecticut**

**Order of Business**  
**6:45 p.m.**

**I. Robotics Demonstration**

**7:00 p.m.**  
**Plainville High School Cafeteria**  
**Special Business Meeting of the Plainville Board of Education**

**II. CONVENE: PLEDGE OF ALLEGIANCE**

Board Chair Andrea Saunders called the special business meeting of the Plainville Board of Education to order at 7:11 PM. Becky Tyrrell led the Pledge of Allegiance.

**Members Present:** Mesdames Hardy, Peterson, Provost, Saunders, St. Lawrence, Tyrrell and Messrs. Giuliano and White

**Also Present:** Maureen Brummett, Ed.D., Superintendent of Schools  
Steven Michaud, Director of Administration and Personnel  
Daniel Costantini, Student Representative

**Absent:** Brent Davenport  
Caterina LaBella, Student Representative

**Late Arrivals:** ---

**Early Departures:** None

**Returns:** None

Mrs. Saunders welcomed Dr. Brummett, as this is her first day as Superintendent of Schools.

**III. SPECIAL PRESENTATIONS:**

**A. Announcement of new Assistant Superintendent**

Dr. Brummett announced that Steven LePage, Plainville High School Principal, was appointed Assistant Superintendent of Schools at a Special meeting of the Plainville Board of Education on April 7th. He will begin his new duties on July 1, 2016. Dr. Brummett thanked the Board for their prompt and diligent appointment of Mr. LePage. She stated that Mr. LePage has been with the district for the past 6 years and has made many positive changes at the High School. Dr. Brummett then introduced Mr. LePage's family and thanked them for their support.

Mr. LePage thanked the Board and Dr. Brummett for placing their trust in him. He stated that he truly enjoys being a Principal and will miss the students. He too thanked his family for allowing him to attain his goal.

#### **IV. APPROVAL OF MINUTES**

- A) A MOTION WAS MADE BY DEBORAH HARDY TO APPROVE THE MINUTES OF THE BOARD'S REGULAR BUSINESS MEETING OF MARCH 14, 2016 AS PRESENTED. THE MOTION WAS SECONDED BY CHERYL PROVOST. THE MOTION UNANIMOUSLY CARRIED.**
- B) A MOTION WAS MADE BY CHERYL PROVOST TO APPROVE THE MINUTES OF THE BOARD'S SPECIAL MEETING OF MARCH 24, 2016 AS PRESENTED. THE MOTION WAS SECONDED BY FOSTER WHITE. THE MOTION UNANIMOUSLY CARRIED.**
- C) A MOTION WAS MADE BY DEBORAH HARDY TO APPROVE THE MINUTES OF THE BOARD'S SPECIAL MEETING (FINANCE SUBCOMMITTEE) OF APRIL 4, 2016 AS PRESENTED. THE MOTION WAS SECONDED BY CHERYL PROVOST. THE MOTION UNANIMOUSLY CARRIED.**
- D) A MOTION WAS MADE BY DEBORAH HARDY TO APPROVE THE MINUTES OF THE BOARD'S SPECIAL MEETING OF APRIL 7, 2016 AS PRESENTED. THE MOTION WAS SECONDED BY FOSTER WHITE. THE MOTION UNANIMOUSLY CARRIED.**

#### **V. CITIZEN COMMENTS**

##### **A. RESPONSE TO CITIZEN COMMENTS**

No responses

#### **VI. COUNCIL LIAISON**

Mrs. Pugliese congratulated both Dr. Brummett and Mr. LePage on their appointments. She stated that Plainville Community Schools are in good hands.

Mrs. Pugliese reminded everyone that the Town's Budget vote will take place on Tuesday, April 26 at the Fire House from 6:00 AM to 8:00 PM. She reported that the proposed 2017 Town Budget is \$57,642,463 which represents an increase of 2.01% and a mill increase of 0.16, or a mill rate of 31.99 mills. She stated that she is very concerned with the State shortfall, as legislators have proposed reducing the ECS grant which would be a major loss of revenue for the town. If there is a shortfall, this could mean a tax increase for Plainville citizens.

Other topics of discussion included the following:

► Manafort Construction has begun removing hazardous waste materials from Old Linden Street School. More work will be done over the summer.

► A new insurance initiative is being explored. The Town Council and Board of Education are investigating the possibility of collaborating with sixteen other municipalities in the Central Connecticut area to purchase stop loss insurance. The plan is for the sixteen communities to form a captive insurance company which will be known as CT Prime, Inc. This company would be managed by a Board of Directors made up of the sixteen member towns and their school districts. CT Prime could result in a 5% reduction of rates for stop loss insurance next year. If all goes well, this could go into effect on July 1.

► An aggressive street paving program is in progress throughout the town.

► Members of the Capital Projects Building Committee have decided to utilize the services of a construction manager for the Middle School and Wheeler building projects. The Construction Manager would manage the construction projects and will look out for the best interests of the Town. He or she would also work to update the estimated cost of the projects in hopes of bringing the projects to referendum on September 27<sup>th</sup>.

► Mrs. Pugliese also reminded everyone to vote both on the budget and the primaries next Tuesday, April 26. She stated that the Town Council will closely monitor revenue changes and, if needed, will create a plan.

## **VII. SUPERINTENDENT'S REPORT**

### **A. Smart Start Grant and Pre-K Structure**

Dr. Brummett stated that the district will receive \$168,000 from the Smart Start grant. The grant will allow full-day Pre-K to commence for 5 days a week and will accommodate 18 children. Seats will be available at both Toffolon and Wheeler Schools. Year 1 funds will be used for start-up costs, teacher and para salaries. The district will re-apply each year and should be funded up to 10 years. Both Tawana Graham-Douglas, Coordinator of Elementary Curriculum and Instruction and Vicki Trzeinski, Director of Special Education will work together to make sure NAEYC accreditation is established.

### **B. Review of Assistant Superintendent Job Description**

Dr. Brummett reviewed the new Assistant Superintendent's job description and gave an overview of the duties of the new Assistant Superintendent of Schools. They are as follows:

- Developmental Guidance
- Homeless students
- Help facilitate afterschool program
- Oversight of civil rights guidelines
- Oversight of College and Career Center
- Oversight of College Career Fair
- Work with bargaining units/negotiations
- Strategic Planning
- Researching grants, i.e., Open Choice
- Work on follow-up for Turf Project
- Policy Subcommittee (review CAPSS and CAGE policies)
- Open Choice oversight (busing)
- Special Education oversight (busing)
- Residency issues

## **VIII. BOARD SUBCOMMITTEE REPORTS**

### **A. Student Representative Report**

Dan Costantini, Board Student Liaison reported on the following PHS activities:

- Dr. Henry Lee will visit Plainville High School's science classes on April 19<sup>th</sup>
- World Language Honor Society Induction will take place on Thursday, April 21 in the PHS Auditorium
- National Honor Society Induction will take place on Wednesday, April 27 at 7 PM in the PHS Auditorium
- The Interact Senior Citizens' Dance will take place on Thursday, April 28 from 5:00-8:30 PM in the PHS Cafeteria
- The Baseball and Softball teams returned from Florida. The Baseball team returned with a 2-1 record and the softball team returned with a 0-2 record.
- All PHS track events began on April 5.

**B. Facilities Subcommittee Report—No Report**

**C. Policy Subcommittee Report—No Report**

**D. Finance Subcommittee Report**

Finance Subcommittee Chair Cheryl Provost stated that the Subcommittee met on April 4<sup>th</sup>. The committee members were updated on the current Budget status for FY2015-16 and discussed potential year-end projects and funding, through projected realized savings. Dr. Brummett stated that Dr. Kitching placed a budget freeze on all items as there were a couple of negative impacts on the budget within the past few months, i.e., an influx of Workers Comp claims and DCF placements. However, a warm winter brought forth a substantial savings in energy consumption and staff changes from full-time to part-time positions has instituted savings as well. With these realized savings in mind, the two items presented to the Finance Subcommittee for review are:

- 1) Upgrade of wireless access in all schools —\$65,000
- 2) Renewal of K-8 enVision Math subscription with materials. This renewal will be discounted if renewed for a three year term—\$90,000

Dr. Brummett is recommending that these items be tabled until June when a more candid picture of the budget will be in place.

**E. Advocacy Update—No Report**

**F. Turf Committee Report**

The Turf Committee met on Wednesday, April 6. Dr. Brummett stated that the Turf Committee continues to oversee the Turf field completion. Temporary fencing is in place as the work continues but the project is winding down. She reported that the Ribbon Cutting Ceremony has been set for Thursday, May 26. A committee will be formed to plan the ceremony.

Dr. Brummett then reviewed the Turf Field Use Procedures and Guidelines which are currently in draft form. She stated that all requests for use of the fields will be made to *FS Direct*, a web-based reservation system. If needed, PCS staff will assist organizations in the activation of an account within this electronic system. Fall sporting requests should be placed in *FS Direct* beginning in June.

Dr. Brummett stated that modifications have been made to the Alumni Fields concession stand. Modifications have been made to allow for two separate spaces. There will be a cooking area and a non-cooking area. The concession stand will remain under the management of the Plainville High School Backers Club. The Backers will continue to organize and run the concession stand for all Plainville High School athletic events.

The committee formed to oversee advertising on school property and managing the revenue related to the events will meet once more to discuss details. Once they have met, the guidelines will once again be submitted to the Turf Committee and will come back to the Board for approval.

**G. PAC Liaison--Plainville High School Report**

Mr. White reported on the following:

► The PAC will sponsor a tag sale on May 14 from 9 AM to 2 PM in the High School lot facing Route 10. They are looking for slightly used items. No clothing please.

► PAC members are working on obtaining Graduation signs.

► There are some excellent candidates applying for PAC scholarships.

The next PAC meeting will be held on Wednesday, May 11 at 6:30 PM in the PHS Principal's Conference Room.

**H. PTO Liaison--Toffolon Elementary School Report—No Report**

Mr. Davenport could not attend this evening's meeting.

The next Toffolon PTO meeting is scheduled for Thursday, May 12 at 7 PM in the Toffolon Cafeteria.

**I. PTO Liaison--Linden Street Elementary School Report**

Mrs. Hardy reported on the following:

► The PTO wrapped up all Book Fair business and its Yankee Candle fundraiser.

► The PTO are looking for two new members to serve as President and Treasurer.

► Nomination forms and teacher appreciation week notices were sent out this week.

The next Linden PTO meeting is scheduled for Wednesday, May 11 at 7 PM in the Linden Library.

**J. PTC Liaison--Middle School of Plainville Report**

Mrs. St. Lawrence reported on the following:

► A Bagel Breakfast will take place on May 3<sup>rd</sup> for all MSP teachers.

► Instead of fundraising efforts, the PTC continues their initiative of asking each parent for a \$10 donation.

The next meeting of the Middle School PTC will take place on May 10 at 7 PM in the Middle School Library.

**K. PTO Liaison--Wheeler Elementary School Report**

► Grade 4 students showcased their inventions at the annual Invention Convention which took place recently.

► The Wheeler PTO is looking for new officers for next year. If you have any interest please contact a Wheeler PTO parent.

The next Wheeler PTO meeting is scheduled for Wednesday, April 27 at 6 PM in the Wheeler Library.

**L. CREC Council Report—No Report**

**M. Chairperson's Report**

Mrs. Saunders stated that she is concerned about the possibility of the State cutting the ECS grant. She stated that Plainville is slated to lose \$430,000. She encourages citizens to contact their State Representative and Senator to express their concern. They can be reached at the following email address and phone number.

Representative Elizabeth "Betty" Boukus can be reached at 860-240-8585 and can be emailed at [betty.boukus@cga.ct.gov](mailto:betty.boukus@cga.ct.gov)



Senator Henri Martin can be reached at 860-842-1421 and his email address is [henri.martin@cga.ct.gov](mailto:henri.martin@cga.ct.gov)

## **IX. UNFINISHED BUSINESS**

### **X. NEW BUSINESS**

#### **A) Board Open Forum**

Deborah Hardy welcomed Dr. Brummett and Mr. LePage to their new positions and wished them well.

Foster White stated that it is imperative that Plainville residents vote on both the budget and the primaries on Tuesday, April 26 at the Fire House. He stated that because of the impending reductions by the State, town residents need to support what may be cut.

Cheryl Provost stated that she is looking forward to working with Dr. Brummett and Mr. LePage and congratulated them both on their new positions.

Becky Tyrrell also sent her congratulations. She stated that the hiring of these two individuals shows that the district is strong and has a strong succession plan. She feels confident that the change will be wonderful.

She went on to say that there will be quite a few retirements in June. She commented that the district will lose a lot of its history.

Mrs. Tyrrell also reported that she attended the NSBA Conference in Boston during the week of April 11. She stated that she was impressed with a few of the sessions offered, one being "Hour of Code". She stated that Hour of Code is like learning a new language and is very proud that Plainville offers this class. She stated that the conference also encouraged Student Representatives to be a part of local Board meetings. The conference had quite a bit of information on the function/process of student representatives. She thanked the Board for allowing her to attend the conference.

She concluded by thanking Dr. Brummett, Tina Gryguc and Joan Calistro for their work in setting up Dr. Kitching's farewell reception on April 4. Although it was a snowy day, many attended to say goodbye to him.

#### **B) Quarterly Special Education Cost Report (October, January, March and June)**

Mr. Michaud stated that the current status of out-placed students is as follows: There are currently 24 outplaced students (includes 2 Transition Services and Support and 8 Magnet and Tech support). Original budget for tuitions: \$1,468,699. Budgeted Excess Cost Credit: (\$665,000). Total Revised budget for tuitions: \$1,003,699. Expenditures to date: \$1,242,737 Expected Remaining Balance: \$383,046 and Total expected expenditure: \$1,625,783.

#### **C) Request Approval of Participation: Healthy Food Certification Initiative 07/01/16 to 06/30/17**

Section 10-215f of the Connecticut General Statutes requires that all Connecticut public school districts, which are eligible to participate in the healthy food certification, take action to certify whether all food items sold to students will or will not meet the Connecticut Nutritional Standards. Districts that opt to implement healthy food certification will receive an additional 10-cents per lunch based on the total number of reimbursable meals served in the district in the prior school year. The food items that

must meet the nutrition standards. include food offered for sale to students from school stores, vending machines, school cafeterias and fundraising activities. Plainville has opted to participate in this program in the past.

**A MOTION WAS MADE BY BECKY TYRRELL TO APPROVE PLAINVILLE'S PARTICIPATION IN THE HEALTHY FOOD INITIATIVE FOR THE 2016-17 SCHOOL YEAR (07/01/16 TO 06/30/17), INCLUDING THE ED-099 EXEMPTION STATEMENT. DEBORAH HARDY SECONDED THE MOTION. THE MOTION UNANIMOUSLY CARRIED.**

**D) ED-099 Authorized Signature Change Form (Agreement for Child Nutrition Program)**

Each month, Food Services Director Jim Bondi submits a claim to the state for reimbursement for free and reduced lunch meals provided by the district. This submission must be approved by an administrator in the district. For the past five years, Superintendent Jeffrey Kitching was authorized to approve these claims for reimbursement. However, due to Dr. Kitching departure, it is necessary to revise the Authorized Signer list to include Dr. Maureen Brummett. The state asks that this change be approved by the Board of Education.

**A MOTION WAS MADE BY BECKY TYRRELL TO APPOINT DR. MAUREEN BRUMMETT AS AN AUTHORIZED SIGNER OF THE ED-099 AGREEMENT FOR THE DISTRICT'S CHILD NUTRITION PROGRAMS. FOSTER WHITE SECONDED THE MOTION. THE MOTION UNANIMOUSLY CARRIED.**

**E) Request Approval of Changes to Board's Operating Budget for 2016-17**

The Board met on January 25 and 27 to discuss budgeting for the 2016-17 fiscal year. The Superintendent proposed a 2016-17 Budget of \$34,974,367, an increase of \$607,631 (1.77%), over the current year. After discussion and deliberation on January 27<sup>th</sup>, the consensus of the Board was to ask the Superintendent to reduce the total increase by \$100,000. On February 8<sup>th</sup>, the Board approved an operating budget in the amount of \$34,874,367, which represents an increase of \$507,631 and a 1.48% increase from the current year. During the Town Council worksessions, the Town Council reduced the Board's operating budget by an additional \$50,000 with the intent to contribute that amount to the Turf Maintenance Fund. The Board will now be asked to approve the changes to the 2016-17 operating budget in the amount of \$34,824,367 representing an increase of \$457,631 and a 1.33% from the current year.

**A MOTION WAS MADE BY CHERYL PROVOST TO APPROVE THE CHANGES TO THE 2016-17 BOE OPERATING BUDGET IN THE AMOUNT OF \$34,824,367 REPRESENTING AN INCREASE OF \$457,631 OR 1.33% FROM THE CURRENT YEAR. FOSTER WHITE SECONDED THE MOTION. THE MOTION UNANIMOUSLY CARRIED 8-0.**

**F) Change of June 13 Board Meeting Date (due to PHS Graduation date change)**

Due to two scheduled snow days during the 2015-16 school year, the Plainville High School graduation now falls on June 13<sup>th</sup>, the same evening of the Board of Education's Regular Business Meeting. The Board is asked to select another day for the June meeting.

**A MOTION WAS MADE BY BECKY TYRRELL TO RESCHEDULE THE JUNE 13, 2016 REGULAR BUSINESS MEETING OF THE PLAINVILLE BOARD OF EDUCATION TO TUESDAY, JUNE 14, 2016, WHICH WILL BE POSTED AS A**

**SPECIAL MEETING OF THE PLAINVILLE BOARD OF EDUCATION, DUE TO THE CHANGE. MICHAEL GIULIANO SECONDED THE MOTION. THE MOTION UNANIMOUSLY CARRIED.**

**XI. CONSENT AGENDA-- Board Approval**

- (A) Budget Object Summary
- (B) Food Service Report
- (C) Check Registers
- (D) Approval of PHS Graduation Date: Monday, June 13, 2016
- (E) Request Approval of Linden Grade 5 field trip to Sturbridge Village, Sturbridge, MA, June 1, 2016
- (F) Request Approval of Wheeler Grade 5 field trip to Sturbridge Village, Sturbridge, MA, May 11, 2016
- (G) Request Approval of MSP Robotics Team trip to Louisville, KY, April 19-23, 2016
- (G) HR Report (Informational Item)
- (H) Private Donation for the month of March: (Informational Item)
  - Liberty Bank Foundation donation to the 2016 Adult Education School Credit Diploma Program graduates for scholarships.....\$2,000

**A MOTION WAS MADE BY CHERYL PROVOST TO APPROVE THE CONSENT AGENDA AS PRESENTED. BECKY TYRRELL SECONDED THE MOTION. THE MOTION UNANIMOUSLY CARRIED.**

**XIII. ADJOURNMENT**

**A MOTION WAS MADE BY DEBORAH HARDY TO ADJOURN THE MEETING. MICHAEL GIULIANO SECONDED THE MOTION. THE MOTION UNANIMOUSLY CARRIED. The meeting adjourned at 8:04 PM.**

Respectfully submitted,

*Joan Calistro*  
Joan Calistro  
Recorder of Minutes

**RECEIVED**

APR 25 2016

*Carol A. [Signature]*  
TOWN CLERK



**SPECIAL BUSINESS MEETING OF THE PLAINVILLE BOARD OF EDUCATION  
PLAINVILLE, CONNECTICUT  
SUMMARY OF MOTIONS  
MONDAY, APRIL 18, 2016**

**Approval of Minutes**

1981. A MOTION WAS MADE BY DEBORAH HARDY TO APPROVE THE MINUTES OF THE BOARD'S REGULAR BUSINESS MEETING OF MARCH 14, 2016 AS PRESENTED. THE MOTION WAS SECONDED BY CHERYL PROVOST. THE MOTION UNANIMOUSLY CARRIED.
1982. A MOTION WAS MADE BY CHERYL PROVOST TO APPROVE THE MINUTES OF THE BOARD'S SPECIAL MEETING OF MARCH 24, 2016 AS PRESENTED. THE MOTION WAS SECONDED BY FOSTER WHITE. THE MOTION UNANIMOUSLY CARRIED.
1983. A MOTION WAS MADE BY DEBORAH HARDY TO APPROVE THE MINUTES OF THE BOARD'S SPECIAL MEETING (FINANCE SUBCOMMITTEE) OF APRIL 4, 2016 AS PRESENTED. THE MOTION WAS SECONDED BY CHERYL PROVOST. THE MOTION UNANIMOUSLY CARRIED.
1984. A MOTION WAS MADE BY DEBORAH HARDY TO APPROVE THE MINUTES OF THE BOARD'S SPECIAL MEETING OF APRIL 7, 2016 AS PRESENTED. THE MOTION WAS SECONDED BY FOSTER WHITE. THE MOTION UNANIMOUSLY CARRIED.
1985. Request Approval of Participation: Healthy Food Certification Initiative  
07/01/16 to 06/30/17  
A MOTION WAS MADE BY BECKY TYRRELL TO APPROVE PLAINVILLE'S PARTICIPATION IN THE HEALTHY FOOD INITIATIVE FOR THE 2016-17 SCHOOL YEAR (07/01/16 TO 06/30/17), INCLUDING THE ED-099 EXEMPTION STATEMENT. DEBORAH HARDY SECONDED THE MOTION. THE MOTION UNANIMOUSLY CARRIED.
1986. ED-099 Authorized Signature Change Form (Agreement for Child Nutrition Program)  
A MOTION WAS MADE BY BECKY TYRRELL TO APPOINT DR. MAUREEN BRUMMETT AS AN AUTHORIZED SIGNER OF THE ED-099 AGREEMENT FOR THE DISTRICT'S CHILD NUTRITION PROGRAMS. FOSTER WHITE SECONDED THE MOTION. THE MOTION UNANIMOUSLY CARRIED.
1987. Request Approval of Changes to Board's Operating Budget for 2016-17  
A MOTION WAS MADE BY CHERYL PROVOST TO APPROVE THE CHANGES TO THE 2016-17 BOE OPERATING BUDGET IN THE AMOUNT OF \$34,824,367 REPRESENTING AN INCREASE OF \$457,631 OR 1.33% FROM THE CURRENT YEAR. FOSTER WHITE SECONDED THE MOTION. THE MOTION UNANIMOUSLY CARRIED 8-0.

1988. **Change of June 13 Board Meeting Date (due to PHS Graduation date change)**  
**A MOTION WAS MADE BY BECKY TYRRELL TO RESCHEDULE THE JUNE 13, 2016 REGULAR BUSINESS MEETING OF THE PLAINVILLE BOARD OF EDUCATION TO TUESDAY, JUNE 14, 2016, WHICH WILL BE POSTED AS A SPECIAL MEETING OF THE PLAINVILLE BOARD OF EDUCATION, DUE TO THE CHANGE. MICHAEL GIULIANO SECONDED THE MOTION. THE MOTION UNANIMOUSLY CARRIED.**

1989. **Consent Agenda--Board Approval**

- (A) Budget Object Summary
- (B) Food Service Report
- (C) Check Registers
- (D) Approval of PHS Graduation Date: Monday, June 13, 2016
- (E) Request Approval of Linden Grade 5 field trip to Sturbridge Village, Sturbridge, MA, June 1, 2016
- (F) Request Approval of Wheeler Grade 5 field trip to Sturbridge Village, Sturbridge, MA, May 11, 2016
- (G) Request Approval of MSP Robotics Team trip to Louisville, KY, April 19-23, 2016
- (G) HR Report (Informational Item)
- (H) Private Donation for the month of March: (Informational Item)
  - Liberty Bank Foundation donation to the 2016 Adult Education School Credit Diploma Program graduates for scholarships.....\$2,000

**A MOTION WAS MADE BY CHERYL PROVOST TO APPROVE THE CONSENT AGENDA AS PRESENTED. BECKY TYRRELL SECONDED THE MOTION. THE MOTION UNANIMOUSLY CARRIED.**

1990. **Adjournment**

**A MOTION WAS MADE BY DEBORAH HARDY TO ADJOURN THE MEETING. MICHAEL GIULIANO SECONDED THE MOTION. THE MOTION UNANIMOUSLY CARRIED. The meeting adjourned at 8:04 PM.**

**RECEIVED**  
APR 25 2016  
*Cara*  
TOWN CLERK