

PENDING BOARD OF EDUCATION APPROVAL  
REGULAR BUSINESS MEETING OF THE PLAINVILLE BOARD OF EDUCATION  
PLAINVILLE HIGH SCHOOL CAFETERIA  
47 ROBERT HOLCOMB WAY  
PLAINVILLE, CONNECTICUT  
MONDAY, SEPTEMBER 14, 2020 @ 7:00 PM  
This meeting was held both virtually and in-person

- I. Convene: Pledge of Allegiance  
The meeting was convened at 7:01 PM by Board Chair Becky Tyrrell.  
Board Member Becky Martinez led the Pledge of Allegiance.

Members Present: Brent Davenport (virtual), Deborah Hardy, Becky Martinez, Nicole Palmieri, Laurie Peterson, Board Vice Chair Crystal St. Lawrence, Board Chair Becky Tyrrell, Kathy Wells (virtual) and Foster White.

Also Present: Steven LePage, Superintendent of Schools  
David Levenduski, Asst. Superintendent of Schools

Absent: Sam Adlerstein, Director of Business and Operations

Late Arrivals: None

- II. Special Presentations--NONE

- III. Approval of Minutes (Becky Tyrrell)

- A) Request Approval of Minutes of June 8, 2020 Regular Business Meeting and Special Meeting of the Board of Education

**A MOTION WAS MADE BY FOSTER WHITE TO APPROVE THE MINUTES OF THE BOARD'S REGULAR BUSINESS MEETING AND SPECIAL MEETING OF JUNE 8, 2020 AS PRESENTED. BECKY MARTINEZ SECONDED THE MOTION. THE MOTION UNANIMOUSLY CARRIED 9-0.**

- B) Request Approval of Minutes of Board of Education's Special Meeting of June 15, 2020

**A MOTION WAS MADE BY FOSTER WHITE TO APPROVE THE MINUTES OF THE BOARD'S SPECIAL MEETING OF JUNE 15, 2020 AS PRESENTED. BECKY MARTINEZ SECONDED THE MOTION. THE MOTION UNANIMOUSLY CARRIED 9-0.**

- C) Request Approval of Minutes of Board of Education's Special Meeting of June 25, 2020

**A MOTION WAS MADE BY FOSTER WHITE TO APPROVE THE MINUTES OF THE BOARD'S SPECIAL MEETING OF JUNE 25, 2020 AS PRESENTED. BECKY MARTINEZ SECONDED THE MOTION. THE MOTION UNANIMOUSLY CARRIED 9-0.**

- D) Request Approval of Minutes of Board of Education's Special Meeting of July 23, 2020

**A MOTION WAS MADE BY FOSTER WHITE TO APPROVE THE MINUTES OF THE BOARD'S SPECIAL MEETING OF JULY 23, 2020 AS PRESENTED. BECKY MARTINEZ SECONDED THE MOTION. THE MOTION UNANIMOUSLY CARRIED 9-0.**

- E) Request Approval of Minutes of Board of Education's Special Meeting of July 30, 2020

**A MOTION WAS MADE BY FOSTER WHITE TO APPROVE THE MINUTES OF THE BOARD'S SPECIAL MEETING OF JULY 30, 2020 AS PRESENTED. BECKY MARTINEZ SECONDED THE MOTION. THE MOTION UNANIMOUSLY CARRIED 9-0.**

- F) Request Approval of Minutes of Board of Education's Special Meeting of August 5, 2020

**A MOTION WAS MADE BY FOSTER WHITE TO APPROVE THE MINUTES OF THE BOARD'S SPECIAL MEETING OF AUGUST 5, 2020 AS PRESENTED. BECKY MARTINEZ SECONDED THE MOTION. THE MOTION UNANIMOUSLY CARRIED 9-0.**

IV. Citizen Comments—NONE

V. Council Liaison (Kathy Pugliese)

Mrs. Pugliese reported on the following items:

►Mrs. Pugliese stated that the Town Council will hold in-person meetings beginning September 21, 2020. However, due to COVID regulations space is limited and there is room for 10 attendees only.

►On Tuesday, August 4<sup>th</sup>, the Town experienced the effects of hurricane Isaias. Approximately 57% of the town lost power. Most residents received power back by Friday evening. Mrs. Pugliese thanked Fire Marshal Ron Dievert who served as Emergency Operations Coordinator. She also thanked Chief Catania and members of the Police Department, Chief Kevin Toner and members of the Fire Department, Dom Moschini and the Roadways Department and Dave Emery and the Buildings and Grounds Department for the numerous tasks that were handled due to the storm. The costs associated with the clean up is approximately \$100,000. It is unknown as to whether FEMA funds will be made available to offset the cost.

►Mrs. Pugliese stated that the FAA has made a grant offer in the amount of \$2,722,000 for reconstruction of the taxiway at Robertson's Airport. Federal and State funds should cover the costs of the project.

►In addition, Hangers 3, 4 and 6 at Robertson Airport will be re-painted.

►Mrs. Pugliese also announced that the Police Union contract has been renegotiated. The contract expired on June 30, 2020. No labor attorneys were involved in the negotiations. The negotiations focused on salary and benefits as well as one additional item. Salary increases will be 3% each year for the next three years and 17% of health insurance costs will remain for this year with an increase of 1% for the additional two years. The Police union has ratified the contract.

►Mrs. Pugliese stated that the State Health Department is finalizing guidelines to re-open Senior Centers across the state. Plainville is looking into re-opening partially, with limited programs.

►The financial dashboard for the Town FY20 budget will result in a surplus of approximately \$1.25 M. As of June 30<sup>th</sup>, this includes \$800,000 in expenditure savings and \$450,000 in additional revenues, which will increase the Unassigned Fund Balance to \$11M (17.6%).

#### VI. Superintendent's Report

##### A) Opening of School Report

Mr. LePage thanked Kevin Ross and Dan DeMur and members of the Technology Department for setting up this evening's meeting in a hybrid format. He stated that it is quite an undertaking.

#### District Reopening Highlights:

Our District Student Population of 2,256 has been divided into four distinct Cohorts groups, or "Tracks" in PowerSchool

- Track A has 941 students who typically attend on Monday and Tuesday
- Track B has 794 students who typically attend on Thursday and Friday
- Track C has 425 students who are fully remote (per parent choice and based on medical concerns)
- Track D has 94 students attend 4 days of in-person learning. This includes all 83 Pre-K students and 13 students with more significant educational need for direct instruction

- The entire administrative team has worked tirelessly to implement and continually refine their school plans at each school.
  - The summer work completed by each building-based team supported each school's successful opening.
  - Welcome back videos were excellent and provided a clear understanding of expectations upon student return.
  - Communication has been highly effective, and has received thanks and appreciation at the district and school and classroom level.

- Technology supports have been tremendous, working non-stop to support staff with a new way of teaching.
  - Our students and staff have the technology and support they need to make this work as well as it possibly can, and improvements/adjustments are being made each day.
- We appreciate the flexibility and adaptability of our staff throughout a period that has required many decisions, some coming later than we would have hoped due to changing guidelines. Our entire team has done a nice job of adjusting to the new way of teaching and supporting children and one another.
  - Our educators have jumped right in and are working very hard to implement all plans, safety and learning, with fidelity and care.
- Students are learning, both in person and online, and it only takes a quick walk around the schools to see this effectively happening. Whether in-person, hybrid remote, or full remote, students are receiving significant direct instruction (synchronous learning) and support in their learning. We still have kinks to work through but we are doing really well overall. Parent feedback thus far has reinforced and supported this claim, at each school.
- Our Instructional Resource Teachers and Fully Remote Teachers (4 in the district) are doing an excellent job of providing case management and extra support to the fully remote learners. Tutors have also been a valuable element of this solution, especially at the elementary level.
- Our food service programs are working very well, and as of today, will be providing free meals to any student who wants one, due to an option allowed by the state through December 31. Ashley Onion has jumped right in, along with Sharyn Lavore and their team, they are doing a great job collaborating with principals and school teams to make this run smoothly, providing children the nutrition they need.
- Our custodial staff has done an excellent job of keeping up with the demands of COVID cleaning, with increased cleaning protocols and constant cleaning of high frequency touch points. We have contracted with an outside cleaning company to support these efforts over the next few weeks, to help address the increased needs in each building.
  - Our custodial staff worked hard to move furniture and arrange spaces for learning.
- Student bus issues have been very minimal, and monitors have been assigned to many buses to support as needed. Generally, the students have been absolutely terrific on the buses, despite the initial concerns.
- Our students have been terrific across the district, complying with the mitigation strategies, masks, distancing, hygiene expectations, hallway expectations and new routines put in place.
- The music department has quickly adapted to the challenge of teaching music while following all the many restrictions around singing and playing instruments.
- Professional Development options have provided the background and support needed in a number of areas in order to be best prepared for our children (report to follow).

- Classroom teachers are working hard to implement many positive aspects of social emotional learning beginning with classroom charters. Last year, faculty engaged in the process of creating a charter. Charters collectively gather from students a) how they want to feel when they come to school b) how they will help each other feel that way.
- COVID-19 Liaison, Julie Simard and HR Director Stacy Buden have been outstanding partners with me and in close working relationships with the local department of health. Shane Lockwood has repeatedly stated that we are doing an outstanding job in Plainville and has given specific praise to our team for their efforts and actions.
  - Julie and our nurses did an excellent job of creating the back to school health and safety professional learning webinar, providing explicit detail on many important areas.
  - Clear guidance on procedures for safe reopening, use of mitigating requirements such as masks and distancing as feasible, and extra cleaning have resulted in schools that feel very safe and structured to be in. Our orders of PPE, teacher and office desk and counter shields, personalized masks, disposable masks, hand sanitizing stations, cleaning products and much more, have paid dividends in allowing us to keep everyone as safe as possible.
  - Despite 3 positive cases within the district, mitigation strategies in place combined with contact tracing have reduced impact significantly. There will be more cases, the key is following the process with care and fidelity, which we are doing.

### **Ongoing Challenges and Needs:**

- We continue to learn from experience in this model and there are some pieces that have been more of a challenge than others.
- Attempting to modify our existing plans with constantly changing state requirements and guidance (currently 13 addenda to the original state plan)
- Ensuring we have solutions to any and all staffing issues that may arise.
- Lack of available daily substitute teachers and building subs combined with the complexity of doing remote learning with substitute teachers.
- Looking for a solution to filling students' water bottles in school. (\*We are retrofitting 5 water fountains at PHS first, and then likely 4 at MSP based on new guidance that these are acceptable solutions for student use, according to the state DPH)
- Maintaining the rigor of instruction and the student support necessary for the success of all students in the hybrid model.
- Ensuring the necessary shift of instruction with social distancing and other mitigating factors does not impede the student-centered learning we had fostered prior to the pandemic.

Mr. LePage stated that a decision will be made by Friday, September 18<sup>th</sup> as to whether schools will fully re-open in-person on October 5<sup>th</sup>

and beyond. He stated that the district is doing well but he will compare with decisions of other towns and will take into consideration many other factors before making a final decision. Discussion ensued.

**B) COVID-19 Case Management and Communication System Overview**

Mr. LePage introduced Julie Simard, RN, who has taken on the role of COVID-19 liaison. Mrs. Simard stated that she has been working throughout the summer with Shane Lockwood, Regional Health Director, on how to report COVID cases, follow State guidelines and protocols, and how to handle students who come to school sick. Mrs. Simard has also been working with local pediatricians with regard to testing procedures. She reported that a few cases have tested positive for COVID-19. Two staff members and one student were tested positive and contact tracing began. Those who came in contact with these individuals were then quarantined at home for 14 days.

Mr. LePage stated that an immediate communication was sent out to parents and staff reporting that three cases had been found in the district. Discussion ensued.

**C) FY2019-20 Close Out Information**

Mr. LePage spoke on behalf of Mr. Adlerstein, Director of Business and Operations, who couldn't be here this evening. Mr. Adlerstein's report is as follows:

The district closed the school year with a balance of \$665,290, with some changes still to come. Even though the last day of in-person school was March 13, 2020, teaching and learning continued. Our staff remained engaged in implementation and execution of a new and different model of learning, often developing it as we went along. In addition, we took the opportunity to engage our custodial and maintenance staff in building projects that could be completed during this time.

The largest areas of savings were in transportation and tuition. As of the end of the year, we were still in discussions with DATTCO over an agreement for payments on days that buses did not run. That is largely settled at this point, with the final cost expected to be \$43,000 higher than what was encumbered. Tuition and services for a number of outplaced children was adjusted-- \$270,250. This was agreed upon during the 2020-21 budget process so that the PHS Entrance Canopy, Student Chromebooks, Staff Chromebooks, laptops and Maker Space/STEAM Hardware would all be retained in the capital budget.

From this remaining balance, the MSP renovation plan requires some upfront costs, with amounts to be determined. These costs would presumably be reimbursed later into the project. We believe that keeping to the planned schedule would result in the highest reimbursement rate, currently expected to be ~ 65% but adjusted each year. In addition, we are currently spending significant amounts to restart schools in a safe manner in response to COVID-19. Much of this spending will be covered by the CARES Act as well as by the Coronavirus Relief Fund. That said, our costs have yet to be reimbursed and the exact amount of funding is yet to be determined.

**D) Food Service Change (free breakfast and lunch available for all students through December 31)**

Mr. LePage stated that the Food Services Department has a new Director, Ashley Onion, whom he is happy to welcome to the district. The Department will institute a free breakfast and lunch program which is available to all students through December 31.

**E) Vision Document Update Overview**

Mr. LePage updated the Board on the newly revised changes to Vision document which supports the district's vision, goals and actions.

**F) Professional Learning Report**

Mr. LePage asked Mr. Levenduski, Asst. Superintendent of Schools, who gave a brief overview of the Professional Learning Report.

**G) Substitute Teacher Pay Rate**

Mr. LePage stated that there has been a lack of building substitutes over the course of the year. He stated that building subs are paid at a rate of \$85 per day and that a decision has been made to increase the rate to \$95 per day, in hopes of attracting more individuals to become substitutes. Also, daily subs who return for a third consecutive year as substitutes will also receive the \$95 rate.

**VII. Board Subcommittee Reports**

A) Student Representative Report (Katherine Guarco)—No Report

B) Facilities/Finance Subcommittee Reports (Foster White)

Mr. White reviewed the minutes from the June 25<sup>th</sup> Facilities and Finance Subcommittee meeting referencing End of the Year Finance Updates, Facilities Updates and Summer Projects, and other issues.

C) Policy Subcommittee Report (Crystal St. Lawrence)-No Report

D) Curriculum Subcommittee Report (Kathy Wells)-No Report

E) Outreach Subcommittee Report (Crystal St. Lawrence)-No Report

F) PAC Liaison—Plainville High School Report (Foster White)-No Report

G) PTO Liaison—Toffolon Elementary School Report (Becky Martinez)

Mrs. Martinez stated that fundraisers are underway at Toffolon. The PTO asks Toffolon families to participate in at least one PTO fundraiser throughout the school year. The Cherrydale fundraiser will begin on September 11 and will run until September 25. Anyone who is interested is asked to take a look at the brochure online. Other fundraisers will be coming soon. She reported that the textile box is available for donations. The next PTO meeting is scheduled for September 17<sup>th</sup> at 7 PM

- H) PTO Liaison—Linden Elementary School Report (Kathy Wells)—No Report
- I) PTC Liaison—Middle School Report (Crystal St. Lawrence)—No Report
- J) PTO Liaison—Wheeler Elementary School Report (Nicole Palmieri)  
Ms. Palmieri stated that students at Wheeler are enjoying Read-Alouds during snack time, under the tent. This is a part of the RULER Program.
- K) CREC Council Report (Becky Tyrrell)—No Report  
The next CREC Council meeting is scheduled for September 16.
- L) Chairperson's Report (Becky Tyrrell)  
Mrs. Tyrrell stated that much work and planning went into this school year. She said the work that has been done by the administration is phenomenal and has been exhausting. She thanked everyone involved.

VIII. Unfinished Business  
There was no Unfinished Business

IX. New Business

- A) Board Open Forum  
Foster White also thanked all who worked so hard over this past summer to make the opening of school a safe learning environment.
- B) Quarterly Special Education Cost Report (Oct., Jan., Mar., June)—No Report
- C) Turf Committee Report (Sept. & May)  
Mr. LePage reported on behalf of Mr. Adlerstein:  
The Turf Fund currently has a balance of \$100,208, which is up from \$99,501, as reported last May. A small amount of interest income was received as well as a catch-up payment from the Soccer Club.

Due to the COVID-19 epidemic, use of the fields has been restricted and partners' fees have been waived since Spring 2020. During this period, the district is taking the opportunity to assess the condition of the field and its maintenance practices toward maximizing the field's useful life. The administration has reached out to the professionals involved in the installation and to town/school facilities personnel who were also involved.



**D) Request Approval of Vision Document Update for 2020-21**

**A MOTION WAS MADE BY FOSTER WHITE TO APPROVE THE DISTRICT'S VISION DOCUMENT CHANGES FOR THE 2020-21 SCHOOL YEAR AS PRESENTED. CRYSTAL ST. LAWRENCE SECONDED THE MOTION. THE MOTION UNANIMOUSLY CARRIED 9-0.**

**E) Request Approval of Education Association of Plainville's Memorandum of Understanding (Teachers)**

**A MOTION WAS MADE BY FOSTER WHITE TO APPROVE THE EDUCATION ASSOCIATION OF PLAINVILLE'S MEMORANDUM OF UNDERSTANDING AS PRESENTED. BECKY MARTINEZ SECONDED THE MOTION. THE MOTION UNANIMOUSLY CARRIED 9-0.**

**F) Request Approval of CSEA SEIU Local 2001 Paraprofessionals/Tutors Memorandum of Understanding related to COVID-19**

**A MOTION WAS MADE BY FOSTER WHITE TO APPROVE THE CSEA SEIU LOCAL 2001 (PARAPROFESSIONALS/TUTORS) MEMORANDUM OF UNDERSTANDING AS PRESENTED. BECKY MARTINEZ SECONDED THE MOTION. THE MOTION UNANIMOUSLY CARRIED 9-0.**

**G) Request to Ratify CSEA SEIU Local 2001 (Paraprofessionals/Tutors) Contract Extension Agreement as presented.**

**A MOTION WAS MADE BY FOSTER WHITE TO APPROVE THE CSEA SEIU LOCAL 2001 (PARAPROFESSIONALS/TUTORS) CONTRACT EXTENSION AGREEMENT AS PRESENTED. KATHY WELLS SECONDED THE MOTION. THE MOTION UNANIMOUSLY CARRIED 9-0. Mrs. Tyrrell noted that the agreement stands for the 2020-21 school year only, with an increase of 2% in salary and .5% increase in copay of insurance. The paras/tutors will renegotiate their contract in 2021.**

**X. Consent Agenda**

**A) Budget Object Summary**

**B) Food Service Report**

**C) Check Registers**

**D) Close Out of FY2019-20**

**E) HR Report (Informational Item)**

**F) Private Donations for the Months of June, July & August (Informational Item)**

**A MOTION WAS MADE BY FOSTER WHITE TO APPROVE THE CONSENT AGENDA AS PRESENTED. KATHY WELLS SECONDED THE MOTION. THE MOTION UNANIMOUSLY CARRIED 9-0.**

XI. Adjournment

**A MOTION WAS MADE BY NICOLE PALMIERI TO ADJOURN THE MEETING. BRENT DAVENPORT SECONDED THE MOTION. THE MOTION UNANIMOUSLY CARRIED 9-0. The meeting adjourned at 8:31 PM.**

Respectfully submitted,

A handwritten signature in cursive script that reads "Joan Calistro".

Joan Calistro  
Recorder of Minutes