

**APPROVED 02/24/09**

**A. ESTABLISHMENT OF QUORUM AND CALL TO ORDER**

In Attendance: Ray Sulich, Jr., Tom O'Rourke, Sally Peavey, Heather DeLuca, Kimberly Coombs, Amy Labbe, and Janet Tyler, Superintendent

Sally Peavey called the Canterbury Board of Education meeting to order at 7:04 p.m. on February 10, 2009.

**B. ADDITIONS AND/OR CORRECTIONS TO THE AGENDA**

Move item one under H Administrative Study – NESDEC Presentation after D Celebration of Excellence. Under E change number three to Correspondence to BOE Members. Add number two under G as FOI Request. Add number three under H to BOF Letter. Add number three under G Treasurer's Meeting.

Motion: To amend the agenda.  
By: Tom O'Rourke  
Seconded: Heather DeLuca  
Vote: All in favor

Motion: To accept the changes to the agenda.  
By: Ray Sulich, Jr.  
Seconded: Heather DeLuca  
Vote: All in favor

**C. COMMENTS FROM VISITORS**

The board heard comments from visitors in the audience.

**D. CELEBRATION OF EXCELLENCE**

Sue Miner and the CES fourth grade class showed the video that was selected as first place winner of the Big Y Education Express Lights, Camera, Points! Commercial Contest. Mrs. Miner thanked the students, their families, Big Y and Martello's for their support.

A short recess began at 7:22 p.m. The board reconvened at 7:34 p.m.

**E. ADMINISTRATIVE STUDY – NESDEC PRESENTATION**

Arthur Bettencourt, Assistant Executive Director of the New England School Development Council, asked the board questions and provided feedback based which may help decide whether it the study should be conducted.

**F. ROUTINE BUSINESS ITEMS**

1. Approval of Minutes

Approval of Minutes - Special Meeting, December 16, 2008, 6:30 p.m.

Motion: To accept the Special Meeting minutes for December 16, 2008, 6:30 p.m.

By: Kimberly Coombs  
Seconded: Tom O'Rourke  
Abstained: Heather DeLuca, Amy Labbe

Approval of Minutes – Business Meeting, January 13, 2009, 7:00 p.m.

Motion: To accept the Business Meeting minutes for January 13, 2009, 7:00 p.m.

By: Kimberly Coombs

Seconded: Heather DeLuca

Vote: All in favor

Approval of Minutes – Business Meeting, January 20, 2009, 7:00 p.m.

Motion: To modify the attendance by deleting Larry Simons, Sally Peavey, and Amy Labbe and adding them as absent.

By: Kimberly Coombs

Seconded: Heather DeLuca

Vote: All in favor

Motion: To accept the Business Meeting minutes for January 20, 2009, 7:00 p.m.

By: Heather DeLuca

Seconded: Kimberly Coombs

Vote: Abstained: Sally Peavey, Amy Labbe

Approval of Minutes – Special Meeting, January 27, 2009, 7:00 p.m.

Motion: To accept the Special Meeting minutes for January 27, 2009, 7:00 p.m.

By: Heather DeLuca

Seconded: Tom O'Rourke

Vote: All in favor

## 2. Board of Education Committee/Meeting Reports

### a) Facilities Committee

Ray Sulich, Jr., provided an overview of at the Facilities Committee which was held on February 4, 2008. Topics discussed included CES drainage and blacktop, CES and BMS roofs, status of the modular, heating/boilers, and snow removal.

## 3. Correspondence to BOE Members

- a) Bob Drosch elaborated on the letter from BOF requesting frugal spending for the remainder of the 2008-09 budget and to develop a budget with a zero percent increase for 2009-10.
- b) FOI Request: An FOI request was received and discussed by the board chair. The information is in the process of being gathered.
- c) Cafeteria: Janice Thurlow discussed the revenue source for the school cafeterias.

## 4. Administrators' Reports

The Administrators' Reports were discussed.

Cathy Ferguson will send thank you letters to Wal-mart and Mohegan Sun for the grants awarded to CES and to Big Y for having been selected as first prize winners for the Big Y commercial contest. Ms. Ferguson will also send a letter to Martello's for their generosity in providing a pizza party for the students and families of those who participated in making the commercial.

## **G. SUPERINTENDENT OF SCHOOL'S REPORT/POSSIBLE ACTION**

### 1. Enrollment

The enrollment report was reviewed.

### 2. Communications (1+1+1)

The Communications Committee met on February 9, 2009. The topics discussed included asbestos reimbursement, current budget, 2009-10 budget, and the education stimulus package.

The Town CIP meeting is scheduled for February 25, 2009 at 7:00 p.m.

### 3. 2008-2009 Budget Update

Janice Thurlow provided an update on the 2008-2009 budget and responded to Board questions.

### 4. Purchasing Process

Janice Thurlow reviewed the requisition/purchase order/payment process as well as the cafeteria fund, audit report concerns, Staples order, and Gateway PC tablets.

## **H. NEW BUSINESS/POSSIBLE ACTION**

### 1. Establish Negotiation Committee: Educational Assistants' Contract

Volunteers for the negotiation committee will be Kimberly Coombs, Amy Labbe, and Tom O'Rourke.

### 2. FOI Request

The BOE will make an FOI request of the Town Treasurer for communications to the BOF, including Mr. Droesch, from June 1, 2008 to present. Sally Peavey to make written request.

Motion: To make an FOI request of the Town Treasurer for communications to the BOF, including Mr. Droesch from June 1, 2008 to present.

By: Kimberly Coombs

Seconded: Tom O'Rourke

Vote: All in favor

### 3. Treasurer's Meeting

The Town Treasurer will be invited to attend the March 10, 2009, BOE Business Meeting. Sally Peavey will send a letter extending the invitation. If the treasurer is not available, a special meeting may be scheduled.

## **I. UNFINISHED AND ONGOING BUSINESS/POSSIBLE ACTION**

### 1. Review of letters of interest/BOE seat vacancy

Six letters of interest were opened: Christine M. Jones, Louis Pecoraro, Christine Crugnola Petrinuw, Aaron Spruance, Everett A. St. Louis, and Carl Thurlow. The candidates will be interviewed at the BOE business meeting on February 24, 2009. Letters of invitation will be sent to the applicants.

2. Proposed 2009-2010 Budget

The superintendent and the business coordinator provided data on requested information: CT towns proposed budget increases, status of buses, disability insurance premiums, numbers of teachers, and educational assistants paid through general budget, special education, and grant funds, number of text books and workbooks requested in language arts, math, and social studies.

The next 2009-2010 Budget Workshop has been scheduled for March 3, 2009 at 7:00 p.m. in the Dr. Helen Baldwin Middle School Media Center.

3. BOF Letter

The Board discussed expenditures to date and decided that a continuation of the semi-freeze of the current budget that is currently in place is adequate at this time.

**J. RECOGNITION OF AND COMMENTS FROM VISITORS**

The board heard comments from visitors in the audience.

**K. EXECUTIVE SESSION**

Motion: To adjourn into executive session at 10:47 p.m. for the purpose of discussing the CABE process, interview questions, and superintendent's contract and mid-year evaluation.

By: Kimberly Coombs

Seconded: Tom O'Rourke

Vote: All in favor

Came out of Executive Session at 11:56 p.m.

**L. ADJOURNMENT**

Motion: To adjourn at 11:56 p.m.

By: Kimberly Coombs

Seconded: Amy Labbe

Vote: All in favor

Respectfully submitted:

Heather DeLuca, Secretary to the Board