

**CANTERBURY PUBLIC SCHOOLS  
45 WESTMINSTER ROAD  
CANTERBURY, CONNECTICUT**

**Approved 1-17-2017**

**Board of Education Meeting  
Location: Dr. Helen Baldwin Middle School Library**

**December 13, 2016  
Time: 7:00 p.m.**

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

In Attendance from the Board of Education (BOE): Walt Petruniw, Chairperson; Nancy Duvall, Secretary; Vivian Thumser; John Gentry; Leticia Velasquez

Absent: Stephen Brown & Christopher Lippke

Late: John Gentry

Others Present: Dr. Lois Knapton, Superintendent; Ryan Earley, BMS Principal; Jodi Davis, Special Education Director; Sarah Cary, Principal CES, and Janice Thurlow, Finance Director

Chairperson, Walt Petruniw, called the Canterbury Board of Education (BOE) meeting to order once a quorum was established at 7:05 p.m.

**B. PLEDGE OF ALLEGIANCE**

**C. APPROVAL OF MINUTES**

1. Regular Meeting, November 15, 2016

The Business Meeting minutes were approved as printed.

**D. COMMENTS FROM VISITORS**

None

**E. ADDITIONS AND CORRECTIONS**

Motion: To add BOF amended minutes as Item K-3 to the Agenda and to take action on an item related to the BOE.

By: Vivian Thumser

Second: Nancy Duvall

All in favor

Motion passes

## **F. SPECIAL PURPOSE- CAPPS Awards**

The CAPSS awards recipients from CES were introduced by Sarah Cary, Principal CES.

4<sup>th</sup> grade -Brandon Baron & Avery Covitz

Kim Waters, 8<sup>th</sup> Grade Teacher at BMS introduced the award recipients.

8<sup>th</sup> grade -Aidan Croteau & Sarah DeWolf

The Board the Superintendent congratulated the recipients.

## **G. COMMUNICATION TO THE BOE**

Brooklyn School Superintendent sent the BOE members an invitation to attend the Legislative Breakfast January 23, 2017 from 7-9 am- held at Brooklyn Middle School Cafeteria.

Mr. Petruniw received an email from the State Department of Education regarding the timeline to settle Administrator's contract. Mr. Petruniw commented that the Canterbury Administrators contract has been settled.

## **H. SUPERINTENDENT'S REPORT:**

### 1. Enrollment

The Superintendent discussed enrollment stating holding steady. Grand total of students enrolled is 733.

### 2. Administrators' Report

The Superintendent discussed the following events:

#### **CES**

Winter Concert – Dec. 15<sup>th</sup> 6:30 p.m.

December Assembly-Dec 22<sup>nd</sup> 2:30 p.m.

Movie Night

Parent Teacher conferences

Boot and Gift drive

Reports cards went home

School Readiness Council met

Workshop with Paraprofessional

Mobil lap top cart is being purchased (each cart has 25 chrome books)

#### **BMS**

Fall book fair

HS rep have been coming to visit BMS 8<sup>th</sup> grade students

Regional band day NFA

Hospice Lighting

Griswold HS choir came to perform  
Winter Festival  
Power School parent portal is opened  
Google certified trainer to provide Professional Development  
After school homework club to begin at BMS (through a grant) include  
transportation for the Spring semester  
Brain research based thinking maps was presented by principal Earley  
Revamping their student assistance team

### 3. 2016-17 budget

The Superintendent stated that we are continuing to spend funds that need to be spent. Anything that was budgeted for should be spent after Christmas. Mr. Petruniw stated that there are a lot of negative numbers on the report like school insurance liability. Mrs. Thurlow, Finance Director explained that it is challenging to estimated workman's compensation so that went into the negative from what she had budgeted. After the budget has already been approved she has to send a report to the insurance company and they will pull hours worked and rates. We went to a new vendor and the insurance plan changed along with the deductibles.

The Superintendent said that the negative numbers are being balanced out by some of the positive numbers.

### 4. Notification regarding Superintendent's Contract

The Superintendent stated she is notifying the Board of a contractual requirement and provide the Board with a copy of her contract clause regarding her rolling three-year contract; you will find this on Google Drive. The Board shall complete an evaluation of her and discuss salary negotiations-for the additional year, should they decide to go with an additional year in her contract.

The evaluation packet with the survey is on Google Drive for the Board to review.

Mr. Petruniw stated that the Board has been officially advised about this notice from the Superintendent. The Board will sit down in January and go over Dr. Knapton's goals and draft an evaluation in a timely manner.

### 5. Additional Items

Canterbury BOE received the CABA Recognition Award in November.

## **I. BOE COMMITTEE REPORTS**

Roof Committee renamed to Building Committee for Dr. Helen Baldwin Middle School Roof Project.

The Building Committee discussed the material for the roof, including a pitch, shingle or metal roof, also discussed was the color of the roof and decided to go with a blue metal roof, like CES.

EastConn- Mr. Petruniw attended EastConn meeting on November 29<sup>th</sup>. Discussion included changes in the law regarding school district protecting the privacy of the students (Google, etc). The Superintendent stated Canterbury is following the law regarding this.

## **J. INFORMATIONAL ITEMS**

None

## **K. ACTION ITEMS:**

### 1. Retirement/Resignation Letters

Motion: To accept the retirement letters from Joan Jette-Lotreck, teacher BMS, Anne Opperman, teacher CES, and Tena Merendina, teacher CES as of June 30, 1017.

By: Vivian Thumser

Second: Leticia Valesquez

All in favor

Motion passes

### 2. Policies-Second Read

- a) Policy 5131.601 Medical Use of Marijuana
- b) Policy 3542 Food Service
- c) Policy 3542.34 Nutrition Program
- d) Policy 1700 Community Relations
- e) Policy 5141.4 Reporting of Child Abuse, Neglect, and Sexual Assault

Motion: To accept the above policies a-e as second read and make them policies.

By: John Gentry

Second: Vivian Thumser

All in favor

Motion passes

### 3. BOF Minutes

Vivian Thumser reviewed the September 14, 2016 BOF minutes Item X -4 New Business” Audit Response Committee. Ms. Thumser stated that she had met with the Town Treasurer and the Superintendent regarding this matter.

The Board and the Superintendent had a round table discussion regarding the Audit Response Committee and the recommendations from the BOF to have the BOE and Treasurer prepare procedures for the Quarterly Reconciliations of their books.

Motion: For the BOE to accept the BOF motion to perform quarterly reconciliation reports to the BOF to include definitions and procedures of quarterly reconciliation reports.

By: Vivian Thumser  
Second: John Gentry  
All in favor  
Motion passes

**L. DISCUSSION ITEMS:**

1. BOE Retreat Possible Date

The Board and the Superintendent discussed the BOE Retreat and decided to bring this item back to the January 10, 2017 BOE meeting.

**M. COMMENTS FROM VISITORS**

Mr. Droesch thanked Ms. Davis, Director of Pupil Services for reminding him that he has been absent from the BOE meeting. He also commented on the CAPSS awards and how nice it was to see the students receive the award also a shout-out to the parents for instilling in the value of education.

The Superintendent said she would put the CAPSS Award information and a Thank you to the parents in the Canterbury Town News Letter.

**N. ADJOURNMENT**

Motion to adjourn at 8:11p.m.      By: John Gentry  
Second: Leticia Velasquez  
Vote: All in favor  
Motion passes

Respectfully submitted,  
Nancy Duvall  
Secretary to the Board