**CANTERBURY BOARD OF EDUCATION**

**45 WESTMINSTER ROAD**

**CANTERBURY, CONNECTICUT**

**Approved 10-11-2016**

**Board of Education Meeting September 13, 2016**

**Location: Dr. Helen Baldwin Middle School Library Time: 7:00 p.m.**

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

In Attendance from the Board of Education (BOE): Walt Petruniw, Chairperson; Stephen Brown, Vice-Chairperson; Nancy Duvall, Secretary; Christopher Lippke; Vivian Thumser; 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

Absent: Leticia Velasquez

Chairperson, Walt Petruniw, called the Canterbury Board of Education (BOE) meeting to order once a quorum was established at 7: 03 p.m.

1. **PLEDGE OF ALLEGIANCE**
2. **APPROVAL OF MINUTES**
3. Approval of Minutes: Regular Meeting, June 13, 2016

The business meeting minutes was approved as printed

1. **COMMENTS FROM VISITORS**

None

1. **ADDITIONS AND CORRECTIONS**

None

1. **SPECIAL PURPOSE**

None

1. **COMMUNICATION TO THE BOE**

Walt Petruniw discussed the following:

* Letter from CABE regarding resubscription
* CABE letter regarding points for attending meetings
* CABE letter regarding BOE member nomination
* CABE recognition award for BOE
* Complaint regarding bus drop off for high school student. State guidelines permit students to walk up to two miles. This student walks approximately one-tenth of a mile
* Bus issue regarding another student pick-up, parent feels her child should be picked up separately

1. **SUPERINTENDENT’S REPORT:**

* + - 1. SBAC Results

The administrators will work together as a team to improve the SBAC scores.

* + - 1. Annual Survey Results

We have used the same questions for the last three years. All in all, the district did very well.

* + - 1. 2015-16 budget final numbers

Dr. Knapton stated that we are giving back $107,428 to the Town.

Janice Thurlow, Finance Director discussed the 2015-16 budget final results.

Mrs. Thurlow stated that these are unaudited numbers. The reason why we had a surplus

were mainly due to:

* Transportation lower gasoline
* Tuition regular education and special education were less than predicted
  + - 1. Summer Travel update

Dr. Knapton discussed her summer trip.

She also stated that she will be attending a workshop in November regarding presentation, and a becoming a better speaker.

* + - 1. Power Lunch System

The Superintendent discussed the new electronic lunch program system. The students now have a pin number which they use in place of cash.

* + - 1. Preview of New Website

The Superintendent discussed the new Website and is pleased how well it is working.

* + - 1. Upcoming Administrators Negotiation Process

The administrator’s negotiations should be completed by Thanksgiving. The representative for the BOE are Stephen Brown and Chris Lippke.

* + - 1. Additional Information

Dr. Knapton thanked the administrations for the fabulous opening of the school year.

She also discussed the following items:

* New lunch procedure
* Mandatory training
* Fundraising
* Safety drill
* STAR testing
* Open house
* Mr. Earley, Principal BMS is trying to rebuild the PTO
* Chrome book expansion
* New student schedules at BMS
* Longer lunches at BMS
* Sports are up and running at BMS

9. Enrollment

Total high school number are about the same as last year. Middle school numbers are

down. Enrollment is down 5%.

Solar Panel update tediously trying to complete the project at CES. Greenskies contracted

a third party contractor to complete the project. Should be completed by September 30,

2016.

1. **BOE COMMITTEE REPORTS**

Walt Petruniw sent out an email to Board members regarding the CABE conference in October. He also asked if any Board member would be interested in being a Board representative for the Board of Finance regarding the Town audit. Vivian Thumser will represent the BOE.

Chris Lippke stated the next CIP meeting will be held on Thursday, September 15, 2016

Roof Committee has chosen Silver and Petricelli as the contractor.

1. **INFORMATIONAL ITEMS**
   * + 1. Regulation 2000.1 Board Superintendent Relations

The was no discussion on the above regulation.

1. **ACTION ITEMS:**
   * + 1. Policies Second Read
2. Policy 2000 Concepts and Roles in Administration
3. Appendix 1 2000.1 Hiring of Personnel
4. Appendix 2 2000.1 Superintendent’s Evaluation

Motion: To accept the above policies a-c as second read.

By: John Gentry

Seconded: Vivian Thumser

Vote: All in favor

Motion passes

* + - 1. Resignation Letters

Motion: To accept the resignation letter from Meghan Sposato, account payable clerk,

and Sarah Minzy-Prokop, paraeducator as of July 2016.

By: Stephen Brown

Second: Nancy Duvall

All in favor

Motion passes

* + - 1. Vendor for LED sign

Mr. Petruniw was concerned on how we were going to fund the sign. Dr. Knapton explained the funding will come from a donation from a resident Rosalie Savarese who passed away. A Board member asked if this sign is in the preview of Ms. Savarese bequest. The Superintendent answered “yes”

A plaque with Rosalie Savarese name will be placed on the sign

The Superintendent stated it is a two-sided sign. The Firstslectman will also be able to display information for the Town to view.

Motion: To allow the Superintendent proceed with the acquisition of the sign.

By: Stephen Brown

Second: Vivian Thumser

All in favor

Motion passes

1. **DISCUSSION ITEMS:**

None

1. **COMMENTS FROM VISITORS**

Bob Doresch asked if the administrators negotiation meeting is scheduled.

The Superintendent stated the meeting is scheduled for September 22, 2016 4:00 - 6:00 pm.

The Superintendent stated we had donation to the BMS Art Department from Danielle

Collins she donated a glass kiln. A thank you letter was sent to Mrs. Collins.

1. **ADJOURNMENT**

Motion to adjourn at 8:16 p.m. By: Chris Lippke

Second: John Gentry

Vote: All in favor

Motion passes

Respectfully submitted,

Nancy Duvall,

Secretary to the Board