Chairman Mark Holden called the Regular Meeting of the Board of Education to order at 7:06 p.m.

Roll Call:
Mark Holden, Chairman
Thomas Minotti, Vice Chairman
Arlene Liscinsky, Secretary
David Gioiello
Faith Hack

Kate Kutash
Win Oppel (via Skype)
Darlisa Ritter
Kathleen Yolish

Full Quorum

Board of Education Administration present:
Superintendent of Schools, Freeman Burr
Assistant Superintendent, Lorraine Rossner
Human Resources Director, Carole Pannozzo

Also present: Incoming Superintendent, Dr. Christopher Clouet

(1 tape on file in City/Town Clerk’s office)

The Pledge of Allegiance was recited.

Approval of Agenda

Thomas Minotti moved to amend the agenda by moving Item IV. Yearly Re-Organization of the Board – Election of Officers after item II. Approval of Agenda; motion seconded by Faith Hack and passed unanimously.

Thomas Minotti moved to approve the agenda as amended; motion seconded by Faith Hack and passed unanimously.

Yearly Re-Organization of the Board – Election of Officers

Faith Hack moved to nominate Thomas Minotti as moderator for the purpose of the election of officers; seconded by Win Oppel. Point of Information – David Gioiello questioned if the moderator had to be a board member and if moderator can vote. Chairman Holden said moderator can break ties. David Gioiello nominated Freeman Burr as moderator; motion failed as there was no second. Vote on nomination of Thomas Minotti 7-0-1 (abstention David Gioiello). Motion passed.
Win Oppel moved to nominate Mark Holden as Chairman of the Board of Education for 2015-2016; motion seconded by Faith Hack. There were no further nominations and nominations were closed. Mr. Minotti called for a motion to vote on the nomination of Mark Holden as Chairman of the Board of Education. Faith Hack moved the question. Vote was taken and motion passed unanimously. The Secretary was authorized to cast one ballot for the election of Mark Holden as Chairman of the Board of Education.

Kate Kutash moved to nominate Thomas Minotti as Vice Chairman of the Board of Education; seconded by Faith Hack. Mark Holden moved to nominate Kathy Yolish as Vice Chairman; seconded by Darlisa Ritter. There were no further nominations and Mr. Minotti closed the nominations. Voice vote was taken – 5 votes for Thomas Minotti; 3 votes for Kathy Yolish. Motion passed.

Kate Kutash moved to nominate Arlene Liscinsky as Secretary of the Board of Education; seconded by Faith Hack. Darlisa Ritter nominated Kathy Yolish as Secretary. Mrs. Yolish declined the nomination. There were no further nominations and Mr. Minotti closed the nominations. Voice vote was taken. Motion passed with 1 abstention by Dr. Ritter.

Public Hearing
Michele Piccolo, 49 Cloverdale Avenue, proud Shelton teacher and coach of FIRST Lego League team, extended an invitation to attend this Saturday’s competition from 9-3 p.m., at which our 5th and 6th grade and 8th grade teams will participate. The 7th grade team will be going to States on December 5, having won the Champions Award, the highest award at the event in New Haven.

Judson Crawford, 8 Jordan Avenue, thanked Freeman Burr, Dominic Barone and Mark Holden for addressing Sunnyside parents earlier this week regarding the roof. He wished the newly elected board well. He commented on a recent article in the Herald, which gave a negative impression of the BOE.

Approval of Minutes
Thomas Minotti moved to approve the minutes of the Special Meeting of October 28, 2015 and Regular Meeting of October 28, 2015; seconded by Arlene Liscinsky. Motion passed with 1 abstention by David Gioiello.

Presentations/Recognitions
There were no presentations/recognitions.

Communications to the Board
There were no communications this month.
Instructional Update

Superintendent’s Commentary - Freeman Burr congratulated the newly elected board. In reference to Mr. Crawford’s earlier remarks, he said the majority of the board has worked across party lines for the benefit of our students. He wished the board well and invited new board members to meet with him prior to his departure on December 31. He stated that he and Lorraine continue to work together with Chris Clouet to ensure a smooth transition, debriefing regularly, and noted that Chris has been meeting with school site and internal personnel. Mr. Burr discussed the zero-based budget concept and the impact it will have on preparing the upcoming budget. He referenced the suggestion made last year by the aldermen that we prepare a thinner, more understandable and more comprehensible budget book and noted that is incompatible with the concept of zero-based budgeting, which will require rationale for all of our items. Training will be provided for board members as well as school sites and departments to familiarize staff with zero-based budgeting. Superintendent Burr discussed first quarter closing for gr. 5-12, report cards, parent/teacher conferences, planned early dismissal and professional learning activities for K-4 faculty. He stated the Title I and IIA appropriations are being finalized, and money will be distributed directly to schools. He discussed carryover funds from Last year’s Title 1 funds, which will allow us to appoint a full-time Math Assistant at Sunnyside School, and the .2 position originally designated for Mohegan and Booth Hill, which now will be a .25 position. Additionally, money will be set aside for Perry Hill School to run their extended day program. He stated the Human Resources Department will be allocated $2,500 for recruitment. Mr. Burr stated we expect to have a carryover of Title I funds this year of $32,000. He emphasized that Title I funds have to be used for free and reduced lunch population and discussed details. Mr. Burr briefly summarized topics of a meeting held last week with Mayor Lauretti, Dr. Clouet, Dominic Barone, John Calhoun, the architect Dean Petrucelli, and himself, including Sunnyside roof project and the bond delay on the technology project. Mr. Burr stated the Citrix Innovator Award Finalist interviews began today and will be ongoing. He discussed the process of registering students for SATs to be held on March 2, 2016. Mr. Burr noted MUNIS training is scheduled for school secretaries on Early Release Days in December. Board members were reminded of the CABE/CAPSS Convention this Friday; CAPSS Superintendent Student Award Dinner on December 3; Annual Thanksgiving Day Breakfast hosted by Derby. In response to a question from Kate Kutash, Mr. Burr discussed potential cancellation of any field trips to Washington, DC or New York due to current world events and noted there are no trips planned in the immediate future.

Approved Field Trips

Board members were apprised of approved field trips for Ski/Snow Board Club to Vermont, March 3-4; SIS gr. 8 trip to Franklin D. Roosevelt Presidential Library/Museum/Home and Vanderbilt Museum in Hyde Park, NY, in April and May.

Items Presented for a Vote

Chairman Holden said at the Finance Committee meeting held earlier, the board reviewed the Custodial/Maintenance union four-year contract and heard the explanation of the contract provisions, which appear to be favorable to us from the standpoint that the amount of
increase to the employees is in line for what is happening, and it does involve moving the union to the high deductible health savings account plan.

Arlene Liscinsky moved to approve the Custodial/Maintenance contract for 2015-2019: seconded by Faith Hack; motion passed unanimously.

**Comments by the Board Chair**
Mark Holden commented that board members worked hard to get elected and all are now on the same team, regardless of party affiliation. He stated all members have the common goal of ensuring our district provides students with the best education with resources we have or can develop. He said our policy is the core values of the organization and encouraged all board members to read them. He feels the appropriate section to start with deals with ethics, stating if we all strive to ensure we’re doing what that particular policy says, we’ll be able to look back at this year and be proud of what we accomplished. He said the aldermen have made it clear that they want us to use zero-based budgeting. It is extra work for our administrators, but we’re going to do it in the hopes that our budget request will make more sense to the people who decide what our allocation will be. Mr. Holden addressed the request to simplify and reduce the volume of our budget book and suggested ways to accomplish that. The following committee appointments were announced:

**Finance**
- Win Oppel, Chair
- Arlene Liscinsky, Vice Chair
- Darlisa Ritter
- David Gioiello
- Thomas Minotti
- Faith Hack
- Mark Holden (as voting member)

**Teaching & Learning**
- Thomas Minotti, Chair
- Darlisa Ritter, Vice Chair
- Kathy Yolish
- Arlene Liscinsky
- Kate Kutash

**Policy**
- Kate Kutash, Chair
- Kathy Yolish, Vice Chair
- Win Oppel
- David Gioiello
- Faith Hack
- Mark Holden (as voting member)
Chairman Holden appointed the following liaisons:

CES – Arlene Liscinsky
CABE – to be announced

Mark Holden stated at the SEA Candidate Forum, retired teacher and former alderman Walter Drozeck suggested that we have a liaison to Board of Aldermen to help improve communications. Mr. Holden said he will begin attending their meetings on a regular basis in the hopes he can provide information that might be helpful to their discussions on Board of Education matters and also to gain information that might help us become more effective in communicating with them.

Chairman Holden said at the December meeting he will appoint the ad hoc committee for Policy Review to oversee the review of all of our policies. The charge of that committee will be to get through the recommendations from CABE as quickly as possible and come up with a proposed set of revisions that make sense. The committee will need to meet several times each month; and, since staff will need to be available, he expects most of their meetings will be during the weekdays. Any interested members should contact Chairman Holden.

Reports of Standing Committees
Teaching and Learning – Thomas Minotti reviewed the topics covered at the meeting on November 10, which included an overview of new course selections at SIS with presentations by Eric Wolf and Rob Swercewski; over of revisions to Administrator Evaluation & Support Plan and Administrative Evaluation & Support Plan; draft academic calendar for 2016-17. Lorraine Rossner presented additional calendar information to the board. The draft calendar will sit for review until the next regularly scheduled Board Meeting in December. The next committee is tentatively scheduled for December 8 at 4:00 p.m.

Policy – Kate Kutash reported on the Policy meeting held November 10. The committee reviewed changes in the SHS Dress Code and the BOE Dress Code policy, imbedding the language changed into the BOE policy. There was discussion of the pending MOU between Shelton and Bridgeport Magnet Schools regarding participation in Shelton sports. Freeman Burr said he will send a rejection to Bridgeport in response to their recent communication containing their proposed changes, which were unacceptable. Kate Kutash stated as was mentioned earlier, a suggestion was made to set up a subcommittee to discuss how to proceed with the CABE report and accommodate recommended changes. The next meeting of the committee is scheduled for December 8 at 5:00 p.m.

Kate Kutash moved to approve the draft changes in wording to Policy #5132, Student Dress, to sit for review until the next regularly scheduled Board of Education meeting for adoption; seconded by Darlisa Ritter. Point of information – David Gioiello questioned if the changes were shared with student government. Motion passed unanimously.
Kate Kutash moved to approve the edits to Policy #1330, Use of School Facilities, to align to the newly adopted fee schedules to sit for review until the next regularly scheduled Board of Education meeting for adoption; seconded by Thomas Minotti. Discussion. Motion passed unanimously.

Finance – Arlene Liscinsky said the committee met and brings forward a motion regarding donation of a playground and rock climbing wall for Long Hill School.

Freeman Burr discussed the exterior rock climbing wall, which creates some concerns, and recommended tabling the motion until further information is received from John Calhoun. Win Oppel asked that our insurance company be consulted about a climbing wall on our property that is exposed to the general public. Mr. Burr stated CIRMA is normally involved.

Arlene Liscinsky moved to table a motion to accept on behalf of LHS a donation of $14,500 from LHS PTO for playground and rock climbing wall expenses until the December BOE meeting; seconded by Faith Hack; motion passed unanimously.

Mrs. Liscinsky said the committee discussed the budget calendar including the following:
11/23 – Materials will be sent to principals and department heads
12/3 – Meeting with principals and department heads
12/9 – Special Meeting of the Board of Education from 6-7 p.m.
12/16 – Regular Meeting of Finance Committee
1/13 – Special Meeting of the Board of Education – Budget Workshop #1
1/20 – Regular Meeting of Finance Committee/BOE – Budget Workshop #2
1/27 – Special Meeting of Finance Committee/BOE – Budget Workshop #3
2/3 – Special Meeting of Finance Committee/BOE and Public Hearing

Mrs. Liscinsky commented that there is nothing that requires us to follow a zero-based budget. She said she is not in favor of giving less detailed information to the public. There was discussion about classroom capacity and justification for budget book detail. (NOTE: Tape 1; Side B – 8:10 p.m.) Chairman Holden commented that perhaps it takes the format of an executive summary in addition to the full budget book. His opinion is that we ought to try to provide a user-friendly document for the people who ultimately will be making a decision about our allocation amount and hopefully build some goodwill. Freeman Burr noted an executive summary that accounts for every line item is provided each year in the form of a letter to the Mayor. Christopher Clouet stated he is in accord with full view, which can be done with a two-part executive piece as well as a more comprehensive zero-based budget that’s in compliance with State mandates, which are considerable, and feels it is not necessarily a bad thing. He said we are capable of doing it and communicating it clearly to the aldermen. Chairman Holden said we should try to do what we can to tailor our presentation while still meeting all the requirements of accurate reporting and transparency to make it as easy as possible for them to understand our goals. There was further general discussion.

Arlene Liscinsky said dates are set for 2016 Finance Committee meetings and will be filed with the City.
Reports of Special Committees
CES – Arlene Liscinsky said CES will meet next in January. Last meeting included a report from the auditor; calendar was approved; nominating committee will be working over the next month to find officers for CES. Mrs. Liscinsky discussed two appointments to state committees.

CABE – Kathy Yolish discussed upcoming events including the CABE Delegate Assembly; CABE/CAPSS Convention; New Board Leadership Conference; major STEM opportunity in February 2016 for school districts.

New Business
Thomas Minotti moved to reinstate the Lighthouse Program for purposes of professional development for Board of Education members; seconded by Kate Kutash; motion passed with 1 abstention by David Gioiello.

For Your Information
Chairman Holden referenced the attachments in the packet including Vacancy Report, Staff and Stipend Actions, and Enrollment Report.

Highlights
For the benefit of new board members, Chairman Holden explained the purpose of Highlights is to provide an opportunity for board members to share positive things experienced during the last month. Arlene Liscinsky commented on the enjoyable Veterans Day events. Kate Kutash commented on the stars at the Senior Center made by Booth Hill Students provided a great backdrop. Mark Holden commented on the success of the SHS football team and upcoming game on Thanksgiving Day and FLL Team upcoming Robotics event at SHS. He said the plan for the Sunnyside roof project is the best we can hope for, given circumstances and should be the best possible outcome for our students.

Adjournment
Chairman Holden adjourned the meeting at 8:25 p.m.