

Note: Per C.G.S. 10 – 218, Board of Education meeting minutes are provided in a draft format within 48 hours of the date the meeting was held. With the exception of motions and votes recorded, these minutes are unofficial until they have been read and approved by a majority vote of the Board. Should edits be necessary, they will be made at the next regularly scheduled meeting, noted in the meeting minutes, and voted upon.

SCOTLAND BOARD OF EDUCATION
Scotland, Connecticut
Regular Meeting Minutes
December 3, 2024

Superintendent Valerie Bruneau called the meeting to order at 7:04 PM. Board members present: Cassidy Martin, Brittany Santiago, Beth Troeger, Gracie Martin, Kaitlyn Shafer. Administrators present: Principal Ann Knowles, Special Ed Director Dawn Davis (online). Board members absent: Lisa LaBelle, Clark Stearns. The Board recited the Pledge of Allegiance.

2. COMMENTS FROM THE PUBLIC: None

3. COMMUNICATIONS TO THE BOARD: None

4. NOMINATION OF BOE CHAIR/VOTE BY MEMBERS:

#1-24/25 Gracie Martin nominated Cassidy Martin for Board Chair, seconded by Brittany Santiago. The vote to elect Cassidy Martin for Board Chair carried unanimously.

NOMINATION OF BOE VICE-CHAIR/VOTE BY MEMBERS:

#2-24/25 Kaitlyn Shafer nominated Lisa LaBelle for Board Vice-Chair, seconded by Gracie Martin. The vote to elect Lisa LaBelle for Board Vice-Chair carried unanimously.

NOMINATION OF BOE SECRETARY/VOTE BY MEMBERS:

#3-24/25 Brittany Santiago nominated Gracie Martin for Board Secretary, seconded by Kaitlyn Shafer. The vote to elect Gracie Martin for Board Secretary carried unanimously.

The Chair read the Intro Statement.

5. APPROVAL OF MINUTES:

- **Regular Meeting of November 5, 2024:**

#4-24/25 Motion to approve November 5, 2024 regular meeting minutes, made by Gracie Martin, seconded by Beth Troeger and carried unanimously.

6. OPPORTUNITY TO ADD OR DELETE AGENDA ITEMS: None

7. CELEBRATIONS:

- The Board was wished a happy, healthy and prosperous holiday season.
- Happy Birthday wishes (with cupcakes) to Gracie Martin.

8. REPORTS:

A. Chairperson's Oral Report – CABE Conference:

The Board shared sessions attended at the CABE Conference: Cassidy (meeting of the State Board, Board Chair Check-in, Collective Bargaining, Virtual Field Trips); Brittany (Year-round School, Multiage, Newsletters for ideas, Policies – cell phones); Kaitlyn (FOIA Guidelines, Success at the Bargaining Table, Anatomy of a Discipline Case); Beth (New Board Members, Communication with families (social media, school website, Coffee Hour), great Keynote Speaker). The Board is asked to complete survey for sessions (feedback used to setup sessions for next year).

B. Superintendent's Report:

- Plan to include Chaplin for Summer School next year (grant funded, shared with Hampton last year).

- The roofer and solar company coming to look at roof (possible issue with solar panel screw).
- Maintenance: replacing outdoor lights, part replaced at fire alarm pull station, looking at pricing to replace walk-behind floor cleaner, conducting 2 water tests (Lead Copper, Cross Connection).
- Next meeting for Contract Negotiations is January 2nd.
- Draft budget will be presented at January meeting (potential reduction of 2 teachers due to decreased enrollment).

C. Principal's Report:

- Enrollment here at 91 students (total of 99 with outplaced and STEM students). All 18 slots of School Readiness filled - available spots for PreK (completed grant for new Early Start program).
- Afterschool program continuing (3-4:30pm) with about 28 students coming on a regular basis (good turnout for family programs held at least once a month).
- About 75 people attended the Tree Lighting.
- 22 families attended Art Night (family engagement is high).
- Teacher Evaluations starting now through end of the year.
- Looking at possible new Math Curriculum to see if other programs better suited.
- Concert Sing-a-long with families will be held at 11am on the last day before holiday vacation.
- Plans for Afterschool include: Movie Day (Moana II) and Family Gingerbread House Building. Cassidy Martin suggested a BOE Open House (Beth suggested holding right after afterschool program).

D. Special Education Report:

Census: 28 – IEP, 2 - referral process (caseloads very manageable by the team). Progress reports will go out the same time as report cards. New Special Ed teachers getting to know parents and students.

E. Financial Report: Valerie Bruneau reviewed the Financial Report.

#5-24/25 Motion to approve Financial Report, made by Brittany Santiago, seconded by Gracie Martin and carried unanimously.

F. Shared Services updates: Covered already

G. Liaison Reports including Readiness Council: Readiness Council – waiting to see if needed in Early Start.

9. BOARD BUSINESS:

Items for Discussion & Actions

1. Item: Liaison Assignment (Discussion & Possible Action):

Curriculum & Instruction - Kaitlyn, Beth; Infrastructure/Health & Safety – Clark; Community Relations, Special Programs – Lisa; Finance – Clark; Technology – Gracie; EASTCONN – Lisa; School Readiness – Brittany, Kaitlyn; Policy – Brittany; Regional Issues – Cassidy. Kaitlyn Shafer suggested a goal for each group to help guide them (Valerie and Ann will draft).

2. Item: Policies Updates (Discussion & Possible Action):

CABE will do Policies Audit for \$1,800.

#6-24/25 Motion to engage in contract with CABE for them to do Policies Audit for \$1,800, made by Brittany Santiago, seconded by Kaitlyn Shafer and carried unanimously.

3. Item: BOE 2025 Meeting Calendar (Discussion & Possible Action):

The Scotland Board of Education meets on the 1st Tuesday of the month in the school library unless otherwise noted (was suggested to change the start time to 6:30pm).

#7-24/25 Motion to approve 2025 BOE Meeting Calendar and change start time to 6:30pm, made by Gracie Martin, seconded by Kaitlyn Shafer and carried unanimously.

10. OLD BUSINESS UPDATES: None

11. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS: None

12. OTHER ACTION ITEMS: None

13. UPCOMING MEETINGS:

- **Regular Board Meeting January 7, 2025**
- **Items for Next Meeting and Assignments: Liaisons, Policies, Potential Meet & Greet, CBE Leadership checklist**

14. ADJOURNMENT:

#8-24/25 Motion to adjourn (8:13 PM), made by Kaitlyn Shafer, seconded by Gracie Martin and carried unanimously.

*Respectfully submitted by Kathleen Scott
Recording Clerk*