

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
March 5, 2024

Cassidy Martin called the meeting to order at 7:00 PM. Board members present were Clark Stearns, Brittany Santiago, Beth Troeger and Kaitlyn Shafer. Administrators present were Superintendent Valerie Bruneau and Principal Ann Knowles. Absent were Board members Gracie Martin and Lisa LaBelle.
The Board recited the Pledge of Allegiance.

2. COMMENTS FROM THE PUBLIC:

Collette Scaplen (para for 17 years at SES retiring March 1st) expressed concerns about serious issues at Scotland Elementary and followed the Chain of Command (Cassidy asked to email the concerns to the Board and noted that issues involving staff are a Personnel Matter that needs to be discussed in Executive Session inviting the individuals involved).

3. COMMUNICATIONS TO THE BOARD:

Letter of resignation received from Collette Scaplen effective March 1, 2024 (para position is filled).

4. APPROVAL OF MINUTES

- **Regular Meeting of February 6, 2024:**
#1-23/24 Motion to approve February 6, 2024 regular meeting minutes, made by Brittany Santiago, seconded by Kaitlyn Shafer and carried with abstentions by Clark Stearns and Beth Troeger.

5. OPPORTUNITY TO ADD OR DELETE AGENDA ITEMS

#2-23/24 Motion to add to agenda Item #8B – Approval of Superintendent IED Plan, made by Clark Stearns, seconded by Brittany Santiago and carried unanimously.

- Kaitlyn Shafer would like to review policies for clearer language pertaining to Chain of Command and Resignations (Will check policy numbers to add to the agenda for review).

6. CELEBRATIONS – BOE APPRECIATION MONTH:

The Board was presented with School Board Members Guidebook in honor of BOE Appreciation Month. The library resource section is being relocated and will include section for Teachers & Educators and section for the Board of Education.

7. REPORTS

A. Chairperson’s Oral Report:

Read opening statement that Bloomfield BOE presents at the beginning of their agenda regarding the purpose of the meeting (will revise for Scotland BOE and present next month for approval).

B. Superintendent’s Report – preliminary budget, contract update, insurance:

- Presented the Board with the draft IED Plan (Increasing Educator Diversity Plan) that includes: Mission Statement, District Diversity Team Members, Recruitment, Hiring and Selection, and Retention (reviewing policies to see if one pertains to increased change).
- Attended Alice Training (Alert, Lockdown, Inform, Counter, Evacuate – doesn’t have to take place in that order) and now certified as an instructor as a way to remind staff there is no one set answer

on what to do in a crisis situation (goal is to escape the violence). Will do a drill to explain strategies including: know your environment, barricade to make it more difficult to get in, place of exit in an evacuation (firehouse where parents should go to pick up their kids). Cassidy Martin suggested discussing in Executive Session (needs to be fully implemented first before adding to the Safety Plan).

- Meeting with Savino Bus Company to discuss contract (looking for an extension). Clark Stearns asked if the contract needs to go out to bid (no authority - contract is shared with the town).
- Will stay with the current company for Health Insurance (just under a 7% increase).
- The Afterschool Grant is doing well in getting up and running (March Calendar is out) with an amazing response from staff and the community. Activities include: Irish Dancers for Saint Patrick's Day (will teach a few steps, serving corn beef and potatoes), Themed Bingo (popular), Team Puzzling, Trivia, Latch Hook (rugs), Crocheting, Journaling, Movie in Mansfield - Kung Fu Panda 4 for grades K-6 (free including transportation). The grant will run again for next year.
- Presented proposed budget with an overall increase of 4.22%. Regular Instruction - (contractual Salary increase for Teachers and Instructional Aides – paras funded in different areas, increase for Group Insurance); Preschool – (zero cost even with splitting classes – state may increase amount for School Readiness Funding); Special Ed – (contractual Salary increase for Teachers and Instructional Aides, decrease for Administration – no need for 3 days to oversee PreK, increase for Tuition/Public In State - Special Ed costs for Magnet School and other programs outside the building, reduced Instructional Supplies to zero—have Supply Closet with extra supplies added from afterschool activities); Speech Pathology – (shared with another district - reduced Other Professional Services with services from EASTCONN and Bloom); Library /Media Services – (reduced Books & Periodicals to zero – often use grants for books); Technology – (increase for Other Professional Services from EASTCONN); Superintendent's Office – (increase for Administration – Superintendent salary significantly lower than other districts with no increase in 2 years); General Administration – (increase for the Audit – includes Audited Actuals); School Office – (increase for Administration – Principal salary significantly lower than other districts with no increase for 2 years); Pupil Transportation – (increase for bus contract); Food Services – (increase for Other Professional Services). Tuition (about 1%), General Fund Salaries (little over 2-1/2%), Insurance (.04%), Technology (.03%), Bus Contract and Food Services (.03%), Audit and CIRMA Insurance (02%), remainder of the budget (.05%).

C. Principal's Report – website update:

- Enrollment is at 103 students.
- Continuing to move forward with NAEYC accreditation (hoping for a visit in April/May).
- March is a long month with many great afterschool activities (well attended), Planetarium (provided by the PTO) and March Madness (basketball game between staff and students with cheerleaders that promotes great school spirit).
- Continuing interviews for para positions (looking for background in working with high needs students and behavioral issues, asking about interests and hobbies for the afterschool activities).
- Schoolwide afterschool activities include a BMX guy who will teach neat tricks on a BMX.
- SBAC Testing will be held May 14-24 (testing accommodations and modifications pre-established per PPTs and will be made available for students).
- Moving full steam ahead for Spring with clocks moving forward – started a Walking Club with the School Nurse selecting 10 students at each recess to run a mile (inside on rainy days) to move towards fitness (Fitness testing done end of year).

D. Special Education Report:

Maggie continues working as Interim 50% on Fridays in-person and after hours for the remainder (doing an amazing job with lots of positive feedback). Rest of PPTs for the year will be done in March.

E. Financial Report and audit updates:

The Board was presented with State Single Audit including findings. 58.37% of the budget spent to date.

#3-23/24 Motion to approve Financial Report, made by Kaitlyn Shafer, seconded by Brittany Santiago and carried unanimously.

F. PTO:

The PTO always needs support. Hoping to have crafts and puzzles in the cafeteria during Parent/Teacher Conferences (would like to do something in the gym for fall conferences). Table will be setup for parents to brainstorm and write down ideas during March Madness and conferences. The Planetarium is coming March 28th to the gym (works great with the eclipse coming). The 3rd Annual Bingo Night will be held in May (in search of prize donations from local businesses). Working with the gym teacher on structure for volunteers on Field Day.

G. Shared Services updates: No Report

H. Liaison Reports including Readiness Council: No Report

8. BOARD BUSINESS

A. Item: 24/25 SY BOE Budget (Discussion & Possible Action): Discussed already

B. Item: Approval of Superintendent IED Plan:

Brittany Santiago suggested the BOE Policy Book be available in the library and asked if there is a School Climate Committee (Ann will provide list of members for the next meeting).

#4-23/24 Motion to approve Superintendent IED Plan, made by Clark Stearns, seconded by Brittany Santiago and carried unanimously.

9. OLD BUSINESS UPDATES - Newsletter:

The Board was presented with Newsletter from Old Lyme that is mailed out (Lisa suggested looking at - sample will be emailed to the Board).

10. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS: None

11. OTHER ACTION ITEMS: None

12. UPCOMING MEETINGS

- **Regular Board Meeting April 2, 2024**
- **Items for Next Meeting and Assignments: Advancement of Budget; Policies updates, Bloomfield agenda letter, Bus Contract proposal, BOE (possible action and approval of budget), Climate Committee members, Diversity Policy**

13. ADJOURNMENT:

#5-23/24 Motion to adjourn (9:17 PM) was made Clark Stearns, seconded by Brittany Santiago and carried unanimously.

***Respectfully submitted by Kathleen Scott
Recording Clerk***