REGIONAL SCHOOL DISTRICT NO. 17
BOARD OF EDUCATION
MEETING MINUTES
June 18, 2024

A meeting of the Regional School District No. 17 Board of Education was held on June 18, 2024, in the Haddam-Killingworth High School Community Room.

Board Member Attendance:

Board Member	Present	Absent	Board Member	Present	Absent
Prem Aithal	X		Dr. Nelson Rivera	X	
Lisa Connelly	X		Corey Roberts	X	
Jennifer Favalora	X		Suzanne Sack	X	
Shawna Goldfarb	X		Jennifer Voegtli	X	
Hamish MacPhail (remote)	X		Dr. Kathleen Zandi	X	
Heather Pach	X				

Also Present: Superintendent Jeffrey Wihbey, Assistant Superintendent Jennifer Miller, Board Administrator Sarah Kaiser

Visitors: 3

Call to Order/Opening of Meeting

Board Chair Suzanne Sack called the meeting to order at 6:30 PM.

The Pledge of Allegiance was recited.

Corey Roberts **MOVED** and Lisa Connelly **SECONDED** a motion to switch items 7.D. and 7.E. on the agenda.

The vote passed unanimously by a show of hands vote. 11-0-0

Superintendent's Report

The Superintendent reported to the Board on the following items:

- The Finance department hosted quarterly grants meetings with Student Services and the Curriculum Coordinators. The grants are all on track with document spending plans.

- The Connecticut High School Coaches Association named Mark Brookes the 2024 baseball coach of the Year.
- The 8th-graders spent three days in Philadelphia on their first major trip since before 2020.
- The Intermediate School held its AAFA show.
- The Superintendent reported follow-up information from the High School administration on Magnet School Sports Program participation.

Public Comment

Debra Tyler and Tessa Tyler of Killingworth spoke to the Board regarding a request to participate in High School sports while attending a magnet school.

Debra and Tessa Tyler left the meeting at 7:01 pm.

Educator and Leader Professional Growth and Support Plan

Assistant Superintendent Jennifer Miller presented the Educator and Leader Professional Growth and Support Plans for 2024/25. Ms. Miller discussed the process, guiding principles, changes from the current plan, and the components of the new plan.

Corey Roberts **MOVED** and Nelson Rivera **SECONDED** a motion for the approval of the Educator and Leader Professional Growth and Support Plans, effective at the beginning of the school year.

The vote passed unanimously by voice vote. 11-0-0

Member	Vote	Member	Vote
Prem Aithal	X YES ☐ NO ☐ A	Dr. Nelson Rivera	X YES ☐ NO ☐ A
Lisa Connelly	X YES ☐ NO ☐ A	Corey Roberts	X YES ☐ NO ☐ A
Jennifer Favalora	X YES ☐ NO ☐ A	Suzanne Sack	X YES ☐ NO ☐ A
Shawna Goldfarb	X YES ☐ NO ☐ A	Jennifer Voegtli	X YES ☐ NO ☐ A
Hamish MacPhail	X YES ☐ NO ☐ A	Dr. Kathleen Zandi	X YES ☐ NO ☐ A
Heather Pach	X YES ☐ NO ☐ A		

Second Read of (3) Policies and (3) Items of Information

- 5141.21 Administration of Student Medications in the Schools
- 5141.5 Policy Regarding Suicide Prevention and Intervention
- 6149 Class Size Policy

Items of Information

- 5141.21 R Administrative Regulations Regarding Administration of Naloxone
  (Narcan)
- 5141.5 R Administrative Regulations Regarding Suicide Prevention and Intervention
- 6149 R Class Size Guidelines Administrative Regulation

Lisa Connelly **MOVED** and Kathy Zandi **SECONDED** a motion to accept the policies as presented for a second read.

The vote passed unanimously by voice vote. 11-0-0

Member	**Vote**	**Member**	**Vote**
Prem Aithal	X YES ☐ NO ☐ A	Dr. Nelson Rivera	X YES ☐ NO ☐ A
Lisa Connelly	X YES ☐ NO ☐ A	Corey Roberts	X YES ☐ NO ☐ A
Jennifer Favalora	X YES ☐ NO ☐ A	Suzanne Sack	X YES ☐ NO ☐ A
Shawna Goldfarb	X YES ☐ NO ☐ A	Jennifer Voegtli	X YES ☐ NO ☐ A
Hamish MacPhail	X YES ☐ NO ☐ A	Dr. Kathleen Zandi	X YES ☐ NO ☐ A
Heather Pach	X YES ☐ NO ☐ A		

Solid Waste & Recycling Services ITB Award Recommendation

Superintendent Wihbbey provided the Board with a summary of the bid process. This item was presented and reviewed by the Finance and Facilities subcommittee at the June 11th meeting.

Prem Aithal **MOVED** and Shawna Goldfarb **SECONDED** a motion to award ITB-24-1114 to BRS Services and authorization for the Director of Finance and Operations to execute a contract on behalf of the Board of Education, based on the terms of ITB-23-1114.

The vote passed unanimously by voice vote. 11-0-0

Member	**Vote**	**Member**	**Vote**
Prem Aithal	X YES ☐ NO ☐ A	Dr. Nelson Rivera	X YES ☐ NO ☐ A
Lisa Connelly	X YES ☐ NO ☐ A	Corey Roberts	X YES ☐ NO ☐ A
Jennifer Favalora	X YES ☐ NO ☐ A	Suzanne Sack	X YES ☐ NO ☐ A

Shawna Goldfarb	X YES ☐ NO ☐ A	Jennifer Voegtli	X YES ☐ NO ☐ A
Hamish MacPhail	X YES ☐ NO ☐ A	Dr. Kathleen Zandi	X YES ☐ NO ☐ A
Heather Pach	X YES ☐ NO ☐ A		

Consent Agenda

a. Attendance Report
b. Annual Evaluation Report
c. Enrollment Report
d. Personnel Report
e. Approval of Minutes from the May 21, 2024, Board of Education Meeting
f. Approval of Minutes from the May 22, 2024, Board of Education Special Meeting
g. Approval of Minutes from the May 23, 2024, Board of Education Special Meeting
h. Approval of the Minutes from the June 4, 2024, Board of Education Special Meeting (Awards)

A request was made to remove the May 21, 2024, and May 23, 2024 minutes, the Attendance report, and the Annual Evaluation Report from the consent agenda for discussion.

Corey Roberts **MOVED** and Prem Aithal **SECONDED** a motion to approve the consent agenda that contains the enrollment report, personnel report, and the Minutes of May 22, 2024, and June 4, 2024.

The vote passed unanimously by voice vote. 11-0-0

Member	**Vote**	**Member**	**Vote**
Prem Aithal	X YES ☐ NO ☐ A	Dr. Nelson Rivera	X YES ☐ NO ☐ A
Lisa Connelly	X YES ☐ NO ☐ A	Corey Roberts	X YES ☐ NO ☐ A
Jennifer Favalora	X YES ☐ NO ☐ A	Suzanne Sack	X YES ☐ NO ☐ A
Shawna Goldfarb	X YES ☐ NO ☐ A	Jennifer Voegtli	X YES ☐ NO ☐ A
Hamish MacPhail	X YES ☐ NO ☐ A	Dr. Kathleen Zandi	X YES ☐ NO ☐ A
Heather Pach	X YES ☐ NO ☐ A		

The Board discussed returning the attendance report and annual evaluation report to the Personnel and Evaluation Committee for further review.

Jennifer Favalora requested that the May 21, 2024, minutes be amended to read “Policy 5141.5” and remove “Policy 4151.5” on page 7.

Jennifer Favalora requested that the May 23, 2024, minutes be amended to read “ to draft an RFP requesting bids for conceptual design” and remove “to draft an RFP requesting bids for the high school project.”

Jennifer Favalora **MOVED** and Prem Aithal **SECONDED** a motion to amend the minutes as presented.

The vote passed unanimously by voice vote. 11-0-0

Member	**Vote**	**Member**	**Vote**
Prem Aithal	X YES ☐ NO ☐ A	Dr. Nelson Rivera	X YES ☐ NO ☐ A
Lisa Connelly	X YES ☐ NO ☐ A	Corey Roberts	X YES ☐ NO ☐ A
Jennifer Favalora	X YES ☐ NO ☐ A	Suzanne Sack	X YES ☐ NO ☐ A
Shawna Goldfarb	X YES ☐ NO ☐ A	Jennifer Voegtli	X YES ☐ NO ☐ A
Hamish MacPhail	X YES ☐ NO ☐ A	Dr. Kathleen Zandi	X YES ☐ NO ☐ A
Heather Pach	X YES ☐ NO ☐ A		

Corey Roberts **MOVED** and Kathy Zandi **SECONDED** a motion to move the Attendance Report and the Annual Evaluation Report back to the subcommittee for P&E.

The vote passed unanimously by voice vote. 11-0-0

Member	**Vote**	**Member**	**Vote**
Prem Aithal	X YES ☐ NO ☐ A	Dr. Nelson Rivera	X YES ☐ NO ☐ A
Lisa Connelly	X YES ☐ NO ☐ A	Corey Roberts	X YES ☐ NO ☐ A
Jennifer Favalora	X YES ☐ NO ☐ A	Suzanne Sack	X YES ☐ NO ☐ A
Shawna Goldfarb	X YES ☐ NO ☐ A	Jennifer Voegtli	X YES ☐ NO ☐ A
Hamish MacPhail	X YES ☐ NO ☐ A	Dr. Kathleen Zandi	X YES ☐ NO ☐ A
Heather Pach	X YES ☐ NO ☐ A		

Personnel & Evaluation Subcommittee

Corey Roberts reported that the committee will meet on Monday.

Curriculum Subcommittee

Kathy Zandi reported that the committee has not met since the last meeting.

Finance & Facilities Subcommittee

Prem Aithal reported that the monthly financial reports were presented and that the subject would be discussed further in agenda item 7.A. Year-End Forecast Report, so he would defer the topic until then.

Mr. Aithal spoke to the Board about the Student meal price increases. The Food Services Program is expected to end FY24 with a net operating loss of about $55,000 for reasons that included phasing out of State/Federal funding and incentives, no increases over five years, food/supply inflationary increases, and increased labor costs. The new pricing schedule for FY25 was discussed, noting a $.25 increase for breakfast meals and a $.75 increase for lunch meals. He said that the FY25 pricing for lunch meals is at or below the FY24 State of CT reimbursement rates paid to the Program for students receiving "free" lunches. Notifications will be communicated to parents before the beginning of the school year.

Mr. Aithal discussed the state-required Tools for School IAQ checklists that were presented to the committee on June 11th. All checklists were completed, and the issues that were found were minor. All issues will be addressed. Per state requirements, the checklist summary needed to be presented during the Board meeting, and the checklists uploaded to the district and school websites.

Policy Subcommittee

Hamish MacPhail reported that the committee met and discussed the topic to be addressed in agenda item 7.D.

Communications Subcommittee

Lisa Connelly reported that the committee had not met since the last meeting.

LEARN

Jennifer Favalora spoke to the Board that they are starting their building committee for their new school at LEARN. She also discussed that LEARN received an SPDG grant and that RSD17 is partnering with LEARN in regard to math instruction.

HK Youth and Family Services

Heather Pach reported on the following events:

- Summer Solstice Event on June 20th
- Girls On the Run
- Teen Trailblazer Events
- Teen Nights at the Firehouse
- School Supply Program

Haddam Killingworth Recreation Department

None

Haddam Board of Selectmen

Heather Pach reported that there will not be any 63-hour bridge closures scheduled for the summer but two in September. Also, the planned referendum date for selling the HES building will be July 23rd.

Killingworth Board of Selectmen

None

Year-End Forecast Report Through 5/31

The Superintendent reported to the Board that the report was presented and reviewed with the Finance/Facilities committee in June. He noted that the district is projected to end the year under budget by approximately $140K. The expenses assume a full 2% transfer to the capital reserve. He noted the largest change from the last forecast and provided details on the reported overages to the professional services account.

Follow-Up to Master Planning

The Board engaged in a discussion regarding the masterplan process for the campus configuration. The Board reviewed financial, layout, and structural aspects that would impact a decision between grades 7-12 vs grades 9-12 high school campuses.

The following points were discussed:

- Number of campuses
- Total Cost
- Student experience/educational model and programming/grade structure and support
- Overall value to the school district facility enhancement
- Civic support for the construct
- Other miscellaneous items

The Board discussed the need for additional information before a final decision is determined. It was agreed that the additional data and input would need to be collected and compiled for full Board analysis.

Corey Roberts **MOVED** and Jennifer Voegtli **SECONDED** a motion to go into an executive session for a personnel matter related to the interview of the candidate for the Finance and Operations position with the Board of Education inviting the Superintendent, Assistant Superintendent, Sarah Kaiser, and the candidate.

The vote passed unanimously by a show of hands vote. 11-0-0

The Board entered the Executive session at 8:59 pm.

The candidate and Assistant Superintendent left the executive session at 9:15 pm. Sarah Kaiser left the meeting at 9:17 pm.

The Board exited the Executive session at 9:23 pm.

Corey Roberts **MOVED** and Jennifer Favalora **SECONDED** a motion to go into an executive session for a personnel matter related to agenda item 7.D. Superintendent's Year-End Reflection and 7.E. Superintendent's Contract and Year-End Evaluation inviting the Superintendent.

The Superintendent left the meeting at 10:00 pm.

The Board exited the Executive session at 10:57 pm, and Board Chair Sack adjourned the meeting at 10:57 pm.

Respectfully submitted,

Sarah Kaiser
Administrative Assistant to the Board of Education

Approval: _____Date:_____
Dr. Kathleen Zandi, Board Secretary