



REGIONAL SCHOOL DISTRICT NO. 17
BOARD OF EDUCATION
MEETING MINUTES
August 20, 2024

A meeting of the Regional School District No. 17 Board of Education was held on August 20, 2024, in the Haddam-Killingworth High School Community Room.

Board Member Attendance:

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

Also Present: Superintendent Jeffrey Wihbey, Assistant Superintendent Jennifer Miller, Director of Finance and Operations Alison Pierce, Student Services Director Dr. Aaron Puzarne, Board Administrator Sarah Kaiser, Jack Butkus from Arcadis

Visitors: 2

Call to Order/Opening of Meeting

Board Vice Chair Jennifer Favalora called the meeting to order at 6:30 PM.

The Pledge of Allegiance was recited.

Superintendent's Report

The Superintendent invited Board members to join him at the upcoming Convocation ceremony that will be held on Tuesday, August 27th, welcoming back staff members and during his welcome back school visits.

The Superintendent also reported to the Board on the following items:

- A small section of the ceiling in the seminar room at the high school was damaged. The Superintendent and Director provided details of repair timelines, costs, and impacts.

- It was reported that an air handling system at Burr Elementary had gone down. The unit was on the long-term plan and the operations team is working on a solution.
- The preliminary on-site meetings for the FY24 Audit were completed.
- The extended school year was successfully completed for the 23-24 school year.
- A welcome back letter was sent to district families that included the updated food service pricing.
- Summer hiring was a focus for the month, with an expectation of having certified positions fully staffed.

Summer Projects Update

Superintendent Wihbey presented the Board with a current status schedule for the capital plan priority list. A final summary update will be presented at the September Board meeting.

Jennifer Voegtli **MOVED** and Lisa Connelly **SECONDED** a motion to move item 7.A. after item 3 Public Comment.

The motion passed unanimously by roll call vote. 7-0-0

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

Public Comment

Mike Carlson of Higganum spoke to the Board regarding the Master Plan project.

Master Plan Update

Superintendent Wihbey and Director Pierce provided the Board with a recommended timeline for the next phase of the master plan project. These steps would begin with issuing an RFP for a School Architect for Educational Specifications and Feasibility Study. The Board will interview potential candidates prior to the Board's September meeting. Once selected, the vendor will perform the Educational specifications, feasibility study, and cost estimates before conducting a referendum projected for March 2025. The Superintendent also discussed member parameters with the Board for creating a building subcommittee targeted for late April/early May 2025.

The Superintendent and the Board discussed continuing the contract with the Board Owner's Representative, Arcadis, to manage the pre-referendum process.

Jack Butkus from Arcadis left the meeting at 7:15 pm.

Consent Agenda

- a. Enrollment Report
- b. Personnel Report
- c. Handbooks 2024-2025
- d. Approval of Minutes from the June 16, 2024, Board of Education Meeting
- e. Approval to accept a donation in the amount of \$150.00 received from the Haddam Women's Club. These funds will be deposited directly into the Student Activity Fund and will be used toward student scholarships. Submitted by Dorothy Ventura, Principal of Haddam-Killingworth Middle School.
- f. Approval to accept a donation in the amount of \$150.00 received from the Haddam Women's Club. These funds will be deposited directly into the Student Activity Fund and will be used toward student scholarships. Submitted by Eric Larson, Principal of Haddam-Killingworth Intermediate School.

Hamish MacPhail **MOVED** and Lisa Connelly **SECONDED** a motion to approve the consent agenda as presented.

The motion passed unanimously by roll call vote. 7-0-0

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

Assignment of District Representative for ECHMC Board

The Superintendent discussed his recommendation to appoint Director Pierce as a representative to the ECHMC Board, replacing the previous Finance & Operations Director.

Hamish MacPhail **MOVED** and Jennifer Voegtli **SECONDED** a motion for the Board of Education to approve, per Eastern Connecticut Health and Medical Cooperative Bylaw 5.1, the appointment of Alison Pierce as a representative to the ECHMC Board of Directors.

The motion passed unanimously by roll call vote. 7-0-0

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

Budget Transfer Requests

Director Pierce presented three budget transfers to the Board per policy 3110.

- 2025-1 Transfer from Purchased Services, Admin, HKMS, to Dues & Fees, Admin, HKMS \$16.00
- 2025-2 Transfer from Printing & Binding, HKIS, to Dues & Fees, Admin, HKIS in the amount of \$40.00
- 2025-3 Transfer from General Ed, Instructional Supply, HKHS to Software, Student Intervention, HKHS in the amount of \$120.00

Hamish MacPhail **MOVED** and Lisa Connelly **SECONDED** a motion to accept the presented budget transfers 2025-1 for \$40.00, 2025-2 for \$16.00, and 2025-3 for \$120.00.

The motion passed unanimously by roll call vote. 7-0-0

Member	Vote	Member	Vote
Lisa Connelly	X YES ☐ NO ☐ A	Dr. Nelson Rivera	X YES ☐ NO ☐ A
Jennifer Favalora	X YES ☐ NO ☐ A	Corey Roberts	X YES ☐ NO ☐ A
Shawna Goldfarb	X YES ☐ NO ☐ A	Suzanne Sack	ABSENT
Hamish MacPhail	X YES ☐ NO ☐ A	Jennifer Voegtli	X YES ☐ NO ☐ A

Heather Pach	ABSENT	Dr. Kathleen Zandi	ABSENT
		VACANT	

Election of Board Officer-Treasurer

Jennifer Voegtli **MOVED** and Nelson Rivera **SECONDED** a motion to nominate Shawna Goldfarb as the Board Treasurer.

The motion passed unanimously by ballot votes. 7-0-0

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

Strategic Planning Subcommittee

Jennifer Favalora reported that they met as a committee of the whole in July to discuss the strategic planning process. The workshop began with a presentation from CABE that focused on Board governance and Board process. The Superintendent provided presented summative data from the 2023-24 school year.

Policy Subcommittee

Hamish MacPhail reported that the committee met in July and discussed the legislative overview to create an overview for the next few months. The committee also further discussed an updated Board code of ethics.

Communications Subcommittee

Lisa Connelly reported that the committee met this evening on the 20th. The subcommittee further discussed the programs and offerings of CABE and recommended a Board liaison position.

Personnel & Evaluation Subcommittee

Corey Roberts reported that the committee met and discussed the Superintendent's contract.

HK Youth and Family Services

Jennifer Favalora reported that several teen events have been held over the summer.

She also reported on the following upcoming events:

- School Supply program event
- Annual Haircut Event
- Family movie night

Anyone interested in making an impact, reach out to learn more about joining the mentor program.

Haddam Killingworth Recreation Department

No report.

Haddam Board of Selectmen

Jennifer Favalora reported that they will have a town meeting to vote on a replacement for the Board of Education vacancy.

Killingworth Board of Selectmen

No report.

Board Announcements

Jennifer Favalora reported on the following vacancies available within the Board for the member's consideration.

- Finance Subcommittee Chair
- Strategic Planning Chair
- Possible Liaison to CABA

2024-2025 Board Priorities

The Superintendent presented the Board with strategies developed to support the strategic operating priorities and objectives utilized by the schools and district. The Board will take all presented district goals, superintendent goals, and board improvement goals into subcommittee agenda items for oversight and report them to the Board and the public.

Superintendent Contract, 2024-Evaluation Development & Goal Setting 2024-2025

Shawna Goldfarb **MOVED** and Hamish MacPhail **SECONDED** a motion to enter into an executive session for a personnel matter to discuss the Superintendent's contract and goals inviting Superintendent Wihbey.

The motion passed unanimously by voice vote. 7-0-0

Assistant Superintendent Miller, Dr. Puzarne, Director Pierce, Board Administrator Kaiser, and all visitors left the meeting at 8:08 pm.

The Board entered the Executive session at 8:11 pm.

The Superintendent left the meeting at 8:13 pm.

The Board exited the Executive session at 8:29 pm.

Hamish MacPhail **MOVED** and Jennifer Voegtli **SECONDED** a motion to ratify Superintendent Wihbey's contract as presented.

The motion passed unanimously by a voice vote. 7-0-0.

Board Vice Chair Favalora adjourned the meeting at 8:30 pm.

Respectfully submitted,

Sarah Kaiser
Administrative Assistant to the Board of Education

Approval: _____ Date: _____
Jennifer Favalora, Board Vice Chair