

**Norwich Free Academy  
Board of Trustees' Meeting  
Tuesday, September 18, 2018, 5:30 p.m.  
Latham Science and Information Center  
Board Room #1101**

**MINUTES**

**TRUSTEES PRESENT:** Diana Boisclair, Allyn Brown, Thomas Hammond, David Kalla, DeVol Joyner, Denise Lindel, Todd Postler, Mark Tramontozzi, William Warzecha, and Chair Sarette Williams

**ABSENT WITH NOTIFICATION:** Betsy Conway, Keith Fontaine

**ALSO PRESENT:** Head of School David Klein, Director of Finance & Human Resources Cyndee Finger, Director of Student Services Lisa Wheeler, Medical Center Supervisor Gail Kulesza, Social Studies Department Head Karen Cook, and Recorder Lynda Kulos

**1. Call to Order**

Chair Williams called the meeting to order at 5:30 p.m.

**2. Secretary's Report**

**a. Approval of Minutes:** August 21, 2018

**Motion** by Mr. Brown, seconded by Ms. Lindell, to approve the minutes of the Trustees' meeting on August 21, 2018. **Motion passed unanimously**

**3. Consent Agenda**

**Motion** by Dr. Tramontozzi, seconded by Dr. Kalla, to approve the consent agenda as recommended by Mr. Klein, as follows:

**a. Field Trip Request**—Field Trip for Project Outreach's Annual Homeless Overnight Fundraiser, Shattuck Practice Field, 10/19-10/20/18

**b & c. Policy #5141-School Health Policy Revision/Policy #5141.4 Administration of Medication Revision**

**Motion Passed Unanimously**

**4. Information & Planning**

**a. Spotlight—L. Wheeler**

**1. 2018-2019 Teacher of the Year**

Mrs. Wheeler introduced NFA's 2018-19 Teacher of the Year Arikka Kalwara. She also provided a brief background on Ms. Kalwara. Ms. Kalwara briefly addressed the Trustees and thanked them for their support. On behalf of the Trustees, S. Williams passed along its appreciation and voiced how proud the Trustees were of her.

**b. Reports and Updates**

**1. Monthly Finance Report**

Ms. Finger provided a financial report for year ending August 31, 2018. She also briefed the Trustees on other financial matters.

**2. Superintendent's Report**

**a. Honors Program Summer Summit-Update**

Ms. Cook provided a brief update on the 2018 Honors Program Summer Summit.

**b. UCFS-Update**

Ms. Kulesza provided an update on NFA's School Health Base Center (UCFS).

**5. General Agenda Items—None**

**6. Communications/Discussion**

1. Annual Corporator's meeting will take place on Thursday, November 1, 2018, 4:30 p.m., in the Ensemble Room of the Sidney Frank Building.

2. A tour of the new School Based Health Center (UCFS) will take place before the Trustees go into Executive Session.

**7. Other Business—None**

**8. Executive Session**

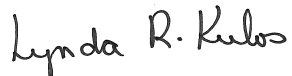
**Motion** by Dr. Tramontozzi, seconded by Mr. Joyner, to go into executive session right after the tour of the new School Based Health Center (UCFS) at approximately 6:15 p.m. to discuss a personnel matter. **Motion Passed Unanimously**

**Motion** by Dr. Kalla, seconded by Mr. Postler, to come out of executive session at 7:37 p.m.  
**Motion Passed Unanimously**

**9. Adjournment**

**Motion** by Dr. Tramontozzi, seconded by Mr. Postler, to adjourn the meeting at 7:38 p.m.  
**Motion passed unanimously**

Respectfully submitted,



Lynda R. Kulos  
Recorder

Approved: 10/16/18