

**DRAFT MINUTES UNTIL APPROVED AND FINAL**

**Norwich Free Academy  
Board of Trustees' Meeting  
Tuesday, August 20, 2019, 5:30 p.m.  
Latham Science and Information Center Room 1101  
305 Broadway  
Norwich, CT 06360**

**MINUTES**

**TRUSTEES PRESENT:** Allyn Brown III, Betsy Conway, David Kalla, Tom Hammond, Denise Lindell, Todd Postler, Mark Tramontozzi, William Warzecha and Sarette Williams

**ABSENT WITH NOTIFICATION:** Diana Boisclair, Keith Fontaine and DeVol Joyner

**ALSO PRESENT:** Head of School David Klein, Director of Finance Cyndee Finger, Recorder Mary Vega and Claire Bessette from The Day

1. **Call to Order**—Secretary Tramontozzi called the meeting to order at 5:30 p.m.

2. **Secretary's Report**

a. **\*Approval of Minutes: June 18, 2019**

**Motion** by W. Warzecha, seconded by D. Kalla, to approve the minutes of June 18, 2019. All In favor. **Motion Passed.**

3. **Consent Agenda**

a. **Policy**

1. **Bloodborne Pathogens – Policy #5141.3** - Mr. Klein reviewed the change made to the policy. **Motion** by T. Postler, seconded by T. Hammond. All in favor. **Motion passed.**

4. **Information & Planning**

a. **Spotlight-None**

b. **Reports and Updates**

1. **Finance**

a. **Monthly Finance Report**

Ms. Finger provided a financial report for the period ending July 31, 2019. She also briefed the Trustees on other financial matters.

2. **Superintendent's Report**

a. **Summer Facilities Projects Update**

Mr. Klein provided an update on the many projects completed over the summer.

b. **Back-to-School Update**

Mr. Klein updated the Trustees on the Back-to-School events.

5. **General Agenda Items - None**

6. **Communication/Discussion - None**

7. **Other Business - None**

8. **Executive Session - None**

9. **\*Adjournment**

**Motion** by S. Williams, seconded by A. Brown, to adjourn the meeting at 5:46 p.m.

**Motion Passed Unanimously**

Respectfully submitted,

Mary E. Vega  
Recorder

Approved: