

DRAFT MINUTES UNTIL APPROVED AND FINAL

**Norwich Free Academy
Board of Trustees Meeting
Tuesday, September 17, 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, DeVol Joyner, Denise Lindell, Todd Postler, Mark Tramontozzi, William Warzecha and Sarette Williams

ABSENT WITH NOTIFICATION: Diana Boisclair, Keith Fontaine and Tom Hammond

ALSO PRESENT: Head of School David Klein, Director of Finance Cyndee Finger, Recorder Mary Vega, Bryant Sheldon, Lisa Wheeler, Geoff Serra, Tracey Dedonato, Wayne Sheehan and Seth Yarish

1. **Call to Order**—Chairwoman Williams called the meeting to order at 5:34 p.m.

2. **Secretary's Report**

a. ***Approval of Minutes: August 20, 2019**

Motion by D. Kalla, seconded by A. Brown, to approve the minutes of August 20, 2019. All In favor. **Motion Passed.**

3. **Consent Agenda**

a. **Policy**

1. **Administering of Medication – Policy #5141.2**

2. **Suicide Prevention and Intervention – Policy #5141.5**

3. **Reporting of Suspected Child Abuse, Neglect and Sexual Assault – Policy #5141.4**

4. **Seclusion, Restraint and Exclusionary Time Out – Policy #5144.1**

Mr. Klein reviewed the changes made to the policies. **Motion** by D. Kalla, seconded by M. Tramontozzi. All in favor. **Motion passed.**

b. **Field Trip Request**

D. Klein reviewed the field trip request

Motion by T. Postler, seconded by D. Joyner. 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 August 31, 2019.

2. **Superintendent's Report**

a. **Focus Areas in 2019-2020**

Mr. Klein reviewed the strategic areas of focus to be completed during the 2019-20 school year.

b. **School to Work (STW) Communications**

G. Serra presented the website and promotional materials associated with the STW initiative.

5. **General Agenda Items - None**

6. **Communication/Discussion - None**

7. **Other Business - None**

8. **Executive Session - None**

9. ***Adjournment**

Motion by T. Postler, seconded by A. Brown, to adjourn the meeting at 6:10 p.m.

Motion Passed Unanimously.

Respectfully submitted,

Mary E. Vega
Recorder

Approved: