

## Regular Meeting

### KILLINGLY BOARD OF EDUCATION

Wednesday, April 8, 2020

7:00 PM

Town Hall, 172 Main Street

**Meeting streamed on Channel 22 and on Facebook**

<https://www.facebook.com/killinglypublicschools/>

<https://www.facebook.com/KillinglyTM/>

### MINUTES

**Present via Zoom Platform:** Greg Biggs, Doug Farrow, Norm Ferron, Hoween Flexer, Janice Joly, Jason Muscara, Lydia Rivera-Abrams, Chris Viens and Craig Hanford.

#### **Others Present**

**via Zoom Platform:** Superintendent Steve Rioux, Assistant Superintendent, Paul Brenton and Keely Doyle, Recording Secretary

#### **1. CALL TO ORDER**

Killingly Board of Education Chairman, Mr. Craig Hanford called the meeting to order at 7:11 p.m.

#### **2. ROLL CALL-see above**

#### **3. RECOGNITION OF EMPLOYEE OF THE MONTH**

Mr. Dwayne Coles, custodian for Goodyear is KPS April 2020 employee of the month.

#### **4. PUBLIC COMMENTS**

Pursuant to the Governor's Executive Order 7B, all public comments can be emailed to [kdoyle@killinglyschools.org](mailto:kdoyle@killinglyschools.org) or mailed to Killingly Public Schools, 79 Westfield Ave., Killingly CT 06239 on or before the meeting. All public comments received prior to the meeting will be posted on the district's website [www.killinglyschools.org](http://www.killinglyschools.org)

There were no public comments

#### **5. BOARD CHAIRMAN COMMENTS**

##### **5.A. Resignation as Board Chairperson**

Mr. Craig Hanford announced his resignation. He anticipates moving out of Killingly to be closer to his workplace. He will remain a regular Board member for tonight's meeting.

#### **6. ELECTION OF BOARD OF EDUCATION CHAIRPERSON**

Mr. Muscara nominated Mr. Doug Farrow as Board Chairman, seconded by Ms. Rivera Abrams. Nominations closed by Ms. Joly, seconded by Ms. Rivera Abrams.

#### **Roll Call Vote:**

Yes-8- Mr. Biggs, Mr. Farrow, Mr. Ferron, Ms. Joly, Mr. Muscara,

Ms. Lydia Rivera-Abrams, Mr. Viens and Mr. Craig Hanford.  
Abstain-1 – Ms. Flexer

**The new Killingly Board of Education Chairman is Mr. Doug Farrow.**

**MOTION:** Mr. Biggs, seconded by Mr. Hanford to add to tonight’s agenda,  
“Nomination for Killingly Board of Education Vice Chair.”  
**Yes-Unanimous**  
**Motion Carries**

Mr. Ferron nominated Ms. Janice Joly as Vice chair, seconded by Mr. Muscara.  
Motion to close by Mr. Hanford, seconded by Mr. Farrow.

**Roll call Vote.**  
8-Yes- Mr. Biggs, Mr. Farrow, Mr. Ferron, Ms. Joly, Mr. Muscara,  
Ms. Lydia Rivera-Abrams, Mr. Craig Hanford and Mr. Viens.  
1-Abstain – Ms. Flexer

The new Killingly Board of Education Vice Chair is Ms. Janice Joly.

Mr. Farrow thanked Mr. Hanford for his service and leadership.

**7. APPROVAL OF BOARD MEETING MINUTES**

7.A. March 11, 2020 Board Meeting Minutes

**MOTION:** by Mr. Biggs, seconded by Mr. Ferron to approve the March 11 minutes.

Ms. Lydia Rivera-Abrams asked for edits on page 3, to 9.e. - include “vocational education” in *increased federal resources are anticipated for* and on page 4, item 10.c to add “in 2016” to the sentence, *changing our math program mid-year*.

**MOTION:** by Ms. Rivera-Abrams, seconded by Ms. Flexer to amend the motion to approve the March 11, 2020 minutes with edits.  
**8-Yes**  
**1-Abstain**  
**Motion Carries**

7.B. March 19, 2020 Board Meeting Minutes

**MOTION:** by Ms. Rivera-Abrams, seconded by Mr. Hanford to approve the March 19, 2020 Board minutes.  
**Unanimous**  
**Motion Carries**

**8. COMMUNICATIONS AND REPORTS**

8.A. Correspondences

8.A.1. KPS Monthly Principal Reports

In their monthly Board reports, principals provided information on how staff have been working to implement distant learning. Ms. Rivera-Abrams asked if the district is providing training for parents, so they too may learn how to use devices and navigate various distant learning platforms.

Mr. Rioux shared that the district's website contains tutorials for parents and communication has been ongoing and frequent. The KIS website contains a video showing how to use the resources and the I.T website also has resources. Teachers have been answering parent's questions, one-on-one. Ms. Rivera-Abrams asked how many devices were handed out at Killingly Central School. Ms. Flexer and Mr. Biggs commented that the Teacher Parade was well received and it meant a great deal to students and parents. They thanked staff for organizing the parade.

#### 8.A.2. Superintendent Evaluation Notification

In alignment with the superintendent's contract, the superintendent must notify the Board by April 15, of the upcoming superintendent evaluation. Rubric and evaluation documents were provided to Board members. Mr. Rioux suggested that the evaluation process take place at a May Board meeting. Mr. Biggs asked Mr. Rioux for more information specific to 2.3. and 5.3. key competencies. Mr. Rioux will provide a summary of his accomplishments and areas of needed improvement at the May meeting.

#### 8.B. Committee Reports

Ms. Joly suggested that subcommittee assignments be reviewed in the near future. Mr. Farrow shared that he will meet with Ms. Joly to review the current list of subcommittee assignments and reassignments will be addressed.

#### 8.C. Board of Education Liaison Report- No liaison report.

Mr. Farrow shared that even though Parks and Recreation staff have not met, they have been putting out regular Facebook informational posts.

### 9. SUPERINTENDENT'S REPORT

#### 9.A. New FY21 Budget Timeline

The Town Council held a special meeting on April 1<sup>st</sup> to review the Governor's Executive Orders and to discuss the process and determine new budget timelines.

The Board will present their proposed budget at 10:30 a.m. at a Town Council joint meeting on April 25. This will be an overview of the Board's proposed budget with a 2.9% budget increase. Mr. Rioux will meet with the Town Manager to determine what on-line communication platform will appropriately serve both Town Council and the Board of Education for virtual meetings. There will be virtual meetings to present both budgets on May 14 and 19 from 7:00 - 9:30 p.m. Town Council will provide feedback regarding the Board budget April 25 through May 21. Town Council will hold meetings for final consideration and action on the budget June 1 through June 4. Ms. Flexer asked that Board members receive proposed revenues and town's budget in advance. Ms. Rivera-Abram asked if the KMS project referendum will be discussed. Mr. Rioux shared that the Town Council may take it under consideration or postpone a referendum until the fall but suggested that Ms. Rivera-Abrams ask for more information at the April 25 meeting.

#### 9.B. COVID-19 Updates

##### 9.B.1. Distant Learning Purchases and 9.B.2. Remote Learning Plans Update

Mr. Rioux shared, officially Remote Distance Learning began on March 30<sup>th</sup>. At the present time purchases have included 175 Chromebooks, 300 WIFI hotspots, licenses and monthly internet fees, additional keyboards for students and I.T purchased new software to help support remote distant learning.

To support distant learning, homework and learning packets were mailed to student's homes, via a mass mailing on March 16, at a cost of approximately \$5,000.

Purchases will most likely will be reimbursable through grants to support distant learning and the State will allow some grants to be carried over to next year.

Ms. Rivera-Abrams asked how many students have not been provided devices what plans are in place for those students who have not yet received devices.

Mr. Biggs shared that parents of elementary students who answered the survey have received their devices.

Mr. Brenton shared that each school has a plan to address parents that have not taken the survey. Staff continue to reach out to parents and families who did not fill out the survey. Packets of learning material have been mailed to some students. Staff will continue to work with families who did not have access. A second parent survey will be implemented in May.

Ms. Rivera-Abrams asked what type of strategies are in place for special education children. Mr. Rioux shared that additional comprehensive plans are in place. Special education teachers, occupational and physical therapists, remedial reading teachers, tutors and paraprofessionals are providing additional screen time and personally reaching out to children.

Mr. Rioux will continue to provide on-going expense reports related to remote distance learning.

### 9.B.3. Free Meals Program Update

The district was providing individuals breakfast and lunch service every day. The service has since been modified to provide pick-up and delivery service every other day. This results in Whitsons preparing and providing approximately 1,000 breakfast/meals per day, including about 100 home deliveries provided by our transportation department. Whitsons will continue to serve food through April vacation.

### 9.C. FY 20 Fiscal Update

#### 9.C.1. March 2020 Financial Report

#### 9.C.2. Third Quarter 2020 Projected Revenues and Expenditure Report

The two reports for these items reflect typically the same figures and information. Mr. Rioux shared that there were some assumptions made regarding surplus projections and he anticipates schools will not reopen this year, resulting in an approximately 1.5M surplus in the 2019-20 budget.

Many different line accounts will have anticipated surplus directly related to school closure. i.e., supplies and equipment, teacher's salaries, paraprofessional salaries, substitute account, transportation, fuel, health, dental, FICA and medicare. Discussion took place regarding how the surplus could be used. Mr. Rioux shared that the Board could look at some pre-spending options for supplies, replace antiquated equipment and the Board could review again, wish list items that were excluded from the proposed budget. Some of the surplus can be placed into the non-lapsing account.

Ms. Rivera-Abrams suggested that the Board review the wish list again and asked if any surplus could go toward costs to postponed, but needed building projects, but only after the needs of staff are addressed. Mr. Ferron asked if the current cap on the non-lapsing account could be increased. Ms. Flexer shared that legislative statute states Boards may contribute up to 2% of their total budget.

## 10. CONSENT AGENDA

### 10.A. March 2020 Authorized Checks

### 10.B. April 2020 Student Enrollment

**MOTION:** by Ms. Flexer, seconded by Mr. Hanford to approve the consent agenda.  
**Yes-Unanimous**  
**Motion Carries**

## 11. NEW BUSINESS

11.A. Discussion and Possible Action Regarding Healthy Food Certification Annual Statement  
Section 10-215f of the Connecticut General Statutes requires that each local board of education or governing authority for all Connecticut public school districts participating in the National School Lunch Program must take action annually.

### **First Motion: Healthy Food Option.**

Mr. Hanford asked for clarification regarding fundraisers and CNS guidelines. Mr. Rioux shared that the CNS guidelines are very extensive and Whitsons follows CNS guidelines. The district monitors that guidelines are followed on a regular basis.

**MOTION:** by Ms. Flexer, seconded by Mr. Biggs pursuant to C.G.S. Section 10-215f, the Killingly Board of Education certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the CSDE, will comply with the Connecticut Nutrition Standards during the period of July 1, 2020, through June 30, 2021. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or by non-school organization and groups.

**Yes-8**

**No-1**

**Motion Carries**

### **Second Motion: Motion language for combined food and beverage exemptions.**

**MOTION:** by Ms. Flexer, seconded by Mr. Biggs that the Killingly Board of Education will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met:

- 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend;
- 2) the sale is at the location of the event; and
- 3) the food and beverage items are not sold from a vending machine or school store.

An "event" is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The "regular school day" is the period from midnight before to 30 minutes after the end of the official school day. "Location" means where the event is being held.

**Yes-7**

**No-2**

**Motion Carries**

Ms. Rivera Abrams moved that discussion regarding Killingly Intermediate School being used as a COVID19 testing site be added to New Business.

Mr. Farrow shared that he would like to look into the correct practice of adding topics to New Business and asked Mr. Rioux if he could provide information in the Friday packet regarding this topic.

Much discussion ensued regarding the appropriateness of adding this as an agenda item under New Business. Mr. Ferron shared that he understood that it would be appropriate that the Board could add topics of discussion as New Business, but no action could be taken. Mr. Biggs shared that it is inappropriate to add items, and especially unfair if the people of Killingly are not able to comment. Ms. Joly asked if the public is aware of the possibility that KIS would be used as a COVID19 testing site.

Mr. Farrow suggested that in the future, Board members contact him if they want an item on the agenda, and if three board members request the same item it must be put on the agenda.

Mr. Viens shared that the KIS was designed to accommodate this type of emergency but is unfair to the citizens if they are not able to share their comments.

Mr. Muscara shared that to be transparent with the community Mr. Rioux should provide information.

Mr. Biggs, reiterated that this would be bad practice.

Ms. Flexer shared that Board was already made aware at a previous Board meeting, that KIS would be used as an emergency facility shelter. Ample time was provided to Board members to request that it be added to the agenda. Mr. Hanford reminded Board members that an item can be added under New Business by two-thirds vote but there is no action- just discussion.

**MOTION:** by Ms. Rivera-Abrams seconded by Mr. Muscara to add to tonight's agenda, discussion and more information from the superintendent regarding this topic.

**Roll Call Vote**

Yes- Mr. Farrow, Mr. Ferron, Ms. Joly, Mr. Muscara, Ms. Rivera-Abrams, and Mr. Hanford.

No-Mr. Biggs, Ms. Flexer and Mr. Viens.

**Motion Carries.**

Mr. Rioux shared that DKH hospital contacted him for this request. The BoE already has a MOU in place with the Northeast District Department of Health that identifies the KIS building to be used in events of health emergencies. The building would be a centralized COVID19 testing facility for the Northeast area. Dr. Graham of Day Kimball of DKH will make a public announcement if this comes to fruition. DKH staff will use their own infrastructure for communications through ethernet connection. Patients would not enter the building. Traffic flow should be low and DKH staff are not in the building. Testing will be performed outside. Ms. Rivera-Abrams asked what the sanitation protocol. Ms. Flexer shared that this a drive-up facility and is needed for the northeast area to obtain and track accurate COVID19 cases.

## 12. ADJOURN

**MOTION:** by Ms. Rivera Abrams, seconded by Ms. Flexer to adjourn.  
Yes-9 Unanimous.

The April 8, 2020 Killingly Board of Education meeting adjourned at 9:15 p.m.

Respectfully submitted by,

*Keely Doyle*

Recording Secretary