

**REGIONAL SCHOOL DISTRICT NO. 17  
BOARD OF EDUCATION - MINUTES  
July 12, 2022**

A meeting of the Regional School District No. 17 Board of Education was held on July 12, 2022, in the Board Room of the Central Office. Board of Education Vice Chair, Jennifer Favalora, called the meeting to order at 7:00 PM.

**Board Member Attendance:**

| Board Member      | Present | Absent | Board Member       | Present    | Absent |
|-------------------|---------|--------|--------------------|------------|--------|
| Brenda Buzzi      | X       |        | Dr. Nelson Rivera  | X          |        |
| Lisa Connelly     | X       |        | Corey Roberts      | X          |        |
| Dr. Joel D'Angelo |         | X      | Peter Sonski       | X          |        |
| Jennifer Favalora | X       |        | Dr. Kathleen Zandi |            | X      |
| Shawna Goldfarb   | X       |        | Suzanne Sack       | X (remote) |        |
| Hamish MacPhail   |         | X      |                    |            |        |

**Also Present:** Superintendent of Schools, Jeffrey Wihbey and Finance Director, David Solin, and Board Clerk, Sarah Kaiser

**Visitors:** 1

**The Board meetings are videotaped and posted on the RSD17 Website under Board of Education, BOE Meeting Schedules & Minutes for public viewing.**

<http://reflect-hktv.cablecast.tv/CablecastPublicSite/show/1246?channel=1>

**Call to Order/Opening of Meeting:** Board of Education Vice Chair, Jennifer Favalora, called the meeting to order at 7:00 PM. The Pledge of Allegiance was recited.

Vice Chair Favalora introduced Finance Director, David Solin and Administrative Assistant to the Central Office and the Board of Education, Sarah Kaiser.

Shawna Goldfarb **MOVED** and Brenda Buzzi **SECONDED** a motion to move Items #8 Consent Agenda and Items #9 Board Discussion/News/Suggestion above Item #6 and to add to the Consent Agenda a First Read of policies 6146, 5163, 9321, 9323, 9324, 9325, 9326.

Motion unanimously passed By Way of Show of Hands.

## **2. Superintendent's Report**

### **A. Superintendent's Updates**

Superintendent Wihbey provided a review of the Leadership retreat at Parmalee Farms. Held to celebrate the positive outcomes of the school year. The retreat was the first time the whole leadership team was together since Covid. First time look at the strategic operating plan as a team. The retreat included all the Building Administrators and Central Office leaders and staff. Provided a roll out of strategic goals and objectives as well as discussion of end of year data points. Day two consisted of supervisory training for all District Supervisory staff by Attorney Mooney of Shipman and Goodwin. He also noted that there will be an End of Summer retreat dated on August 16th and 17th.

### **B. Strategic Operating Plan**

Superintendent Wihbey reported on the two day workshop for the Strategic Planning focusing. Laurie Kimbrel from HYA joined both day's events. Steering team worked on training of the strategic planning process which included the following goals:

- Goal 1: Student Learning & Well-being
- Goal 2: Educator & Leadership Development and Capacity
- Goal 3: Operational Efficiency
- Goal 4: Enhance District Infrastructure

For each goal, the objective was to engage one-third of the objectives within the first year to be addressed based upon leveraging ability and importance. Potential deferment of one-third to year two or three. Five year total plan all objectives need to be engaged within the first three years. Each goal consisted of three-four initial objectives that were identified by the group. Full Steering meeting next scheduled for August 15th with some Board members invited. They are charged with a ninety percent completion of objectives, strategies. and targets to be worked as a conference committee. This presentation of approximately ninety percent completion information will be brought to the Board as part of the August meeting for feedback. Next step is to take it to all five Faculties at the September staffing meeting and final presentation after the full Board.

## **3. Public Comment: None**

## **4. Board Committee Reports and Future Meetings**

**A. Facilities Subcommittee**

Peter Sonski reported that the committee met last week at Killingworth Elementary School. The committee was provided a tour of the completed projects as well as needs that the facility still has to be done. The next locations to tour will be Burr Elementary School and Intermediate and Middle Schools. Received update on the summer projects.

**B. Finance Subcommittee**

Peter Sonski reported that the Finance committee has not met since the Board's last meeting. The next scheduled meeting will be on July 19th. Peter to work with Suzanne on recommendations for a target date for the workshop for Facilities follow up on the Techron report.

**C. Policy Subcommittee**

Nelson Rivera reported that the Policy committee met on July 12th and are bringing forward two policies and five By-laws on the consent agenda (Detailed in Consent Agenda). These policies and By-laws will be updated or changed for review. Provided policy status report: 1000, 2000, 3000, 4000 series completed. 5000 series is complete with the exception of some changes such as the FAFSA policy for example always a moving target. 6000 has been updated but there are always new policies coming out. 9000 currently have several items that need to be updated. All updating is primarily complete and hoping to move to the maintenance phase by September or October.

**D. Personnel and Evaluation Subcommittee**

Suzanne Sack reported that the committee last met on July 12th. Discussed two issues: the Year end evaluation of the Superintendent and the 2022 Goals. Will be discussed further in the agenda items on the Board agenda as well as the Annual contract for the Superintendent from last month's meeting . The next meeting will be held on August 16th.

**E. Strategic Planning Subcommittee**

Jennifer Favalora reported that on August 15th and 16th are important dates as the workshops will complete ninety percent of the goal objectives completed. Jennifer Favalora and Prem Aithal have been invited to attend that meeting. The evening of August 15th a report of progress will be sent to the Board prior to the August meeting for review. She noted that the August meeting will be primarily working on the Strategic Plan. Laurie Kimbrell will be working with the Board on Strategic Plan Goal # 2 Objective #1: To ensure effective governance through a high functioning Board of Education. Documentation will be provided prior to the meeting. The September 13th meeting goal is to approve the Implementation Plan and Strategic Plan. The Strategic committee will be working on an archive document of the Strategic plan.

**F. Curriculum Subcommittee**

Corey Roberts reported that they reviewed the Black and Latino Studies course starting this year in the High School and the ELA Pilot timeline update. More information to follow.

**G. Communications Subcommittee**

Shawna Goldfarb reported that the committee last met on July 11th. Reviewed the first discussion of a new Budget Book and Budget process calendar schedule. Superintendent Wihbey will review and provide feedback then present it to the Board in the August or September meeting for recommendations and vote on the Budget process. She announced that they will be working on the creation and distribution of the first newsletter starting in the Fall. The committee will be working on updating information on the website. The committee will be also working on the recognition of staff such as Tenured Staff and achievement acknowledgements. Communication will be working with Strategic Planning on the archive document.

**5. Board Liaison Reports**

**A. Healthy Communities-Healthy Kids Council**

Shawna Goldfarb reported that the Coalition and HK Youth and Family Services will be interviewing for an Executive Director and Safety Protection Coordinator to be in place for the start of the school year. Clinical is working with Town leadership and other programs to get information and support as part of the rebuilding process.

**B. LEARN**

Jennifer Favalora reported that the final meeting was in June. Nothing to report.

**C. Haddam Killingworth Recreation Department**

Nothing to report.

**D. Haddam Board of Selectmen**

Nothing to report

**E. Killingworth Board of Selectmen**

Nothing to report

**6. Consent Agenda**

**A. Approval of Minutes from the June 7, 2022 Board of Education Meeting**

**B. Approval of Minutes from the June 7, 2022 Board of Education Special Meeting**

**C. Approval of Minutes from the June 8, 2022 Board of Education Special Meeting**

**D. Approval of Minutes from the June 21, 2022 Board of Education-Education Session Meeting**

**E. Enrollment Report**

**F. Personnel Report**

**G. First Read of Policies and By-Laws as follows:**

- a. 6146: High School Graduation Requirements, 5163: Policy to improve completion rates of the free application for Federal Student Aid (FAFSA), 9321: By-laws of the Board Time, Place and Notice of Meetings, 9323: By-Laws of the Board Construction and Posting of Agenda, 9324: By-laws of the Board quorum and voting procedures, 9325: By-laws of the Board Meetings, 9326: By-Laws of the Board Minutes

Brenda Buzzi **MOVED** and Lisa Connelly **SECONDED** a motion to accept the Consent Agenda.

**Motion unanimously passed 8-0-0 from the following voice votes**

| <b>Member</b>     | <b>Vote</b>  | <b>Member</b>      | <b>Vote</b>  |
|-------------------|--|--------------------|--|
| Brenda Buzzi      | X YES <input type="checkbox"/> NO <input type="checkbox"/> A | Dr.Nelson Rivera   | X YES <input type="checkbox"/> NO <input type="checkbox"/> A |
| Lisa Connelly     | X YES <input type="checkbox"/> NO <input type="checkbox"/> A | Corey Roberts      | X YES <input type="checkbox"/> NO <input type="checkbox"/> A |
| Dr. Joel D'Angelo | <b>Absent</b>  | Peter Sonski       | X YES <input type="checkbox"/> NO <input type="checkbox"/> A |
| Jennifer Favalora | X YES <input type="checkbox"/> NO <input type="checkbox"/> A | Dr. Kathleen Zandi | <b>Absent</b>  |
| Shawna Goldfarb   | X YES <input type="checkbox"/> NO <input type="checkbox"/> A | Suzanne Sack       | X YES <input type="checkbox"/> NO <input type="checkbox"/> A |
| Hamish MacPhail   | <b>Absent</b>  |                    |  |

**7. Board Discussion/News/Suggestions Old Business**

Shawna Goldfarb suggested membership to the CAFE program and provided a date of a conference dated August 18th that could be beneficial to Board members.

**8. New Business**

- A. Superintendent 2022-2023 Goals
- B. Custodial Contract-Possible Review and Approval- No report

**9. Old Business**

- A. Superintendent's Evaluation\*

Suzanne Sack **MOVED** and Peter Sonski **SECONDED** a motion to go into Executive Session for Personnel Matters and include Superintendent Wihbey.

**Motion unanimously passed 8-0-0 from the following voice votes**

| <b>Member</b>     | <b>Vote</b>  | <b>Member</b>      | <b>Vote</b>  |
|-------------------|--|--------------------|--|
| Brenda Buzzi      | X YES <input type="checkbox"/> NO <input type="checkbox"/> A | Dr. Nelson Rivera  | X YES <input type="checkbox"/> NO <input type="checkbox"/> A |
| Lisa Connelly     | X YES <input type="checkbox"/> NO <input type="checkbox"/> A | Corey Roberts      | X YES <input type="checkbox"/> NO <input type="checkbox"/> A |
| Dr. Joel D'Angelo | <b>Absent</b>  | Peter Sonski       | X YES <input type="checkbox"/> NO <input type="checkbox"/> A |
| Jennifer Favalora | X YES <input type="checkbox"/> NO <input type="checkbox"/> A | Dr. Kathleen Zandi | <b>Absent</b>  |
| Shawna Goldfarb   | X YES <input type="checkbox"/> NO <input type="checkbox"/> A | Suzanne Sack       | X YES <input type="checkbox"/> NO <input type="checkbox"/> A |
| Hamish MacPhail   | <b>Absent</b>  |                    |  |

The Board entered the Executive Session at 7:39pm The Executive Session ended at 8:16pm.

Brenda Buzzi **MOVED** and Shawna Goldfarbi **SECONDED** a motion to accept the final draft of the Superintendent’s Evaluation.

**Motion unanimously passed 8-0-0 by voice votes**

**Board Vice Chair, Favalora, called for the meeting to adjourn at 8:17 pm.**

Respectfully submitted,

Sarah Kaiser  
 Administrative Assistant to the Board of Education

Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
 Joel D'Angelo, Secretary