



REGIONAL SCHOOL DISTRICT NO. 17
BOARD OF EDUCATION
MEETING MINUTES
October 15, 2024

A meeting of the Regional School District No. 17 Board of Education was held on October 15, 2024, in the Haddam-Killingworth High School Community Room.

Board Member Attendance:

Board Member	Present	Absent	Board Member	Present	Absent
Joseph Centofanti	X		Dr. Nelson Rivera	X	
Lisa Connelly	X		Corey Roberts	X	
Jennifer Favalora	X		Suzanne Sack		X
Shawna Goldfarb	X		Jennifer Voegtli	X	
Hamish MacPhail (remote)	X		Dr. Kathleen Zandi (6:48 pm)	X	
Heather Pach	X				

Also Present- Superintendent Jeffrey Wihbey, Director of Finance and Operations Alison Pierce, Student Services Director Dr. Aaron Puzarne, Board Administrator Sarah Kaiser, Principal Donna Hayward, HKHS Teacher Christine Kehrley, Michael Ayles and David Ferris from Antinozzi Associates

Visitors: 10

Call to Order/Opening of Meeting

Board Vice Chair Jennifer Favalora called the meeting to order at 6:31 PM.

The Pledge of Allegiance was recited.

Lisa Connelly **MOVED** and Jennifer Voegtli **SECONDED** a motion to move item 7.A. after item 6.A. and include Curriculum to the Committee Reports as 8.E.

The motion passed unanimously by a show of hands. 9-0-0

New Board Member Introduction

The Vice Chair introduced the new Board member from Haddam, Joseph Centofanti, to the Board.

Cougar Pride

Principal Larson introduced the HKIS student council who provided a presentation on Building Community in the Woods. The students spoke about the outdoor opportunities available to the students at HKIS during recess time.

The parents and students left the meeting at 6:40 pm.

Student Representative Report

Emma Giaccone reported that the freshmen, sophomores, and juniors will be taking the PSATs on Wednesday, October 23rd. The environmental club conducted a clean-up on October 10th around the campus. The environmental club is also working to increase awareness of bats and will be visiting the HK Cubs to inform them about them. The HK Drama Club will be presenting a production of the show “Our Town” on November 15th and 16th. The choir will be at the Hartford Wolfpack game on November 6th to sing the National Anthem.

The student representative left the meeting.

Superintendent’s Report

The Superintendent also reported to the Board on the following items:

- Introduction of the new Facilities Manager, John Converse.
- October is National Farm to School month, and October 7th-11th is CT Grown for CT Kids week.
- The data team began on 9/27 at all levels and schools. The teams planned their focus for the year and reviewed initial fall data.
- HKHS sent 18 band and chorus students to participate in the Shoreline Music Festival on October 1st and 10th. The festival culminates in a concert on October 10th at 7 pm.
- The character trait of the month at BES is responsibility and Effort at KES.

Public Comment

Julie Dellasala of Killingworth spoke to the Board regarding school bus transportation.

HKHS Trip-France April 2025

Principal Hayward and Teacher Christine Kehrley provided the Board with an updated presentation of the proposed trip to France scheduled for April 2025, including any additional safety protocol information. The Board reviewed and discussed that the trip was approved previously at the November 2023 Board of Education with the condition that all participants are recommended to carry full travel insurance and that the State Department and RSD17 District

Administration deem it safe to travel at that time. No further action was deemed necessary at this time.

Principal Hayward and Ms. Kehrley left the meeting at 6:58 pm.

Master Plan Update

Superintendent Wihbey introduced representatives Michael Ayles and David Ferris from Antinozzi Associates.

Michael Ayles and David Ferris presented the Board with an introduction of the team and provided an overview of the current study process and update. They discussed the proposed schedule of tasks and roles through an expected June grant application submission.

Michael Ayles and David Ferris left the meeting at 7:34 pm.

Budget transfers

Director Pierce presented one budget transfer to the Board per policy 3110.

- Budget Transfer 2025-5: Transfer from HKHS purchase services, Athletics, to HKHS Software, Athletics, in the amount of \$1,050

Dr. Nelson Rivera **MOVED** and Shawna Goldfarb **SECONDED** a motion to approve the budget transfer request, control number 2025-5.

The motion passed unanimously by roll call vote. 10-0-0

Member	Vote	Member	Vote
Joseph Centofanti	X YES ☐ NO ☐ A	Dr. Nelson Rivera	X YES ☐ NO ☐ A
Lisa Connelly	X YES ☐ NO ☐ A	Corey Roberts	X YES ☐ NO ☐ A
Shawna Goldfarb	X YES ☐ NO ☐ A	Suzanne Sack	ABSENT
Hamish MacPhail	X YES ☐ NO ☐ A	Jennifer Voegtli	X YES ☐ NO ☐ A
Heather Pach	X YES ☐ NO ☐ A	Dr. Kathleen Zandi	X YES ☐ NO ☐ A
Jennifer Favalora	X YES ☐ NO ☐ A		

Consent Agenda

- Enrollment Report
- Personnel Report
- 2025 BOE Meeting Calendar First Read

- d. 2025 BOE Subcommittee Calendar First Read
- e. 2025-2026 School Calendar First Read
- f. Approval of Minutes from the September 12, 2024, Board of Education Special Meeting
- g. Approval of Minutes from the September 16, 2024, Board of Education Special Meeting
- h. Approval of Minutes from the September 17, 2024, Board of Education Meeting
- i. Approval of Minutes from the October 1, 2024, Board of Education Meeting as revised.

Lisa Connelly **MOVED** and Heather Pach **SECONDED** a motion to approve the consent agenda as presented.

The motion passed unanimously by roll call vote. 10-0-0

Member	Vote	Member	Vote
Joseph Centofanti	X YES ☐ NO ☐ A	Dr. Nelson Rivera	X YES ☐ NO ☐ A
Lisa Connelly	X YES ☐ NO ☐ A	Corey Roberts	X YES ☐ NO ☐ A
Shawna Goldfarb	X YES ☐ NO ☐ A	Suzanne Sack	ABSENT
Hamish MacPhail	X YES ☐ NO ☐ A	Jennifer Voegtli	X YES ☐ NO ☐ A
Heather Pach	X YES ☐ NO ☐ A	Dr. Kathleen Zandi	X YES ☐ NO ☐ A
Jennifer Favalora	X YES ☐ NO ☐ A		

Second Read of Policies for Review

The Board discussed that the policies presented were updates that were based on regulation-required updates, and the committee recommended for approval.

- 4118.113/4218.113 Prohibition of Sex Discrimination, Including Sex-Based Harassment
- 5145.5 P Prohibition of Sex Discrimination, Including Sex-Based Harassment

Dr. Kathy Zandi **MOVED** and Jennifer Voegtli **SECONDED** a motion for the Board to approve the presented policies as recommended.

The motion passed unanimously by roll call vote. 10-0-0

Member	Vote	Member	Vote
Joseph Centofanti	X YES ☐ NO ☐ A	Dr. Nelson Rivera	X YES ☐ NO ☐ A
Lisa Connelly	X YES ☐ NO ☐ A	Corey Roberts	X YES ☐ NO ☐ A
Shawna Goldfarb	X YES ☐ NO ☐ A	Suzanne Sack	ABSENT
Hamish MacPhail	X YES ☐ NO ☐ A	Jennifer Voegtli	X YES ☐ NO ☐ A
Heather Pach	X YES ☐ NO ☐ A	Dr. Kathleen Zandi	X YES ☐ NO ☐ A
Jennifer Favalora	X YES ☐ NO ☐ A		

ADM-Towns of Haddam and Killing worth

Director Pierce presented the Board with the ADM data for the Towns of Haddam and Killingworth as of October 1, 2024, that will be reported to the State Department of Education. The total number of students reported was 1719, with 1017 (59.16%) from Haddam and 702 (40.84%) from Killingworth.

Fiscal Quarterly Report

Director Pierce presented to the Board a quarter-one review and analysis for July-September 2024. She reported on the following areas:

- LEARN/Finance Department Update
- Budget Revenues and Expenditures breakdown
- Salaries
- Employee Benefits
- Professional & Technical Services
- Purchased Property and Other Services
- Supplies
- Property
- Risks and Opportunities

Policy Subcommittee

No report.

Communications Subcommittee

Lisa Connelly reported that the committee met earlier this evening. The committee discussed the 2025 Board calendar and subcommittee calendars that were approved for the first read. They discussed the programs that CABA is offering, such as online workshops and services that would be beneficial to the district. The committee reviewed the annual communications matrix and the Board's self-evaluation form. Antinozzi Associates met with the committee and discussed the HKHS project communication update.

Personnel & Evaluation Subcommittee

Superintendent Wihbey reported that he presented, per the request of the committee, a certified staff year-over-year turnover rate analysis. The committee discussed the Board's interest in the relationships with the bargaining units and administration to provide qualitative information to the committee. The Superintendent will be conducting a qualitative study with staff visiting each of the locations, with focus groups and individual interviews to gather information from various employment areas.

Finance & Facilities Subcommittee

Shawna Goldfarb reported that the committee met on October 8th and discussed the following areas:

- Master Plan update, including interview dates
- Discussion on naming the district facility plans
 - Master Plan: Broad 15-20 year plan that will occur in phases. I.e.: Phase 1 - HKHS, Phase 2 - Elementary Interim Updates
 - Capital Plan: Annual priority facility needs every year. I.e.: HVAC Systems, Viewboard (some projects funded by operating budget; some projects funded by capital budget)
 - Health and Safety Administration Regulations: Yearly maintenance that is planned and completed each year based on facility walk-throughs.
 - Emergency Projects: Unplanned emergency projects. I.e.: Moisture issues at HKHS and a flooded elevator at HKIMS.
- The committee received an update on the budgeted priority list projects.
- The committee reviewed the budget calendar. The dates were included in the first read of the Board calendar.
- Superintendent Wihbey presented his 2025-26 budget priorities and assumptions to the committee.
- Discussion on the start of the year district transportation
- Follow-up discussion on Fund 35, Accounts 720 and 721
- Review of the monthly financial reports
- Director Pierce presented the 1st Quarter Financial Report

Curriculum Subcommittee

Dr. Kathy Zandi reported that the committee met on October 8th and reviewed the 2025-26 school calendar. The curriculum coordinators presented the completed RSD17 Instructional Vision and provided an update on the High school internship program.

LEARN

No report.

HK Youth and Family Services

Heather Pach reported on the following upcoming events:

- National Drug Take Back Day & Narcan Training 10.26.24
- Fall Festival At Grim's Haunted House 10.26.24
- Pumpkin Run 10.27.24
- Collaborative Problem Solving for Parents 11.07.24
- Screenagers 11.13.24
- Holiday Giving Program

She reported that the Community Survey will be going out.

Haddam Killingworth Recreation Department

No report.

Haddam Board of Selectmen

Heather Pach reported that there was discussion on building projects and that there will no longer be any further 63-hour bridge closures scheduled. The roundabout work will continue to occur. There was a conversation regarding the catch basins on Little City. The new evening troopers will report within the next two weeks.

Killingworth Board of Selectmen

Dr. Kathy Zandi reported that there was a discussion regarding property. She also noted that the Selectmen are always appreciative of the updates provided by the Board and inquired about the Masterplan referendum timeframe.

The meeting was adjourned at 8:32 pm.

Respectfully submitted,

Sarah Kaiser
Administrative Assistant to the Board of Education

Approval: _____ Date: _____
Dr. Kathleen Zandi, Board Secretary