

**APPROVED MINUTES**  
**ORANGE BOARD OF EDUCATION**  
**May 18, 2020**  
**7:00 PM**  
Minutes Approved on June 15, 2020

**NOTICE: In accordance with Governor Lamont's Executive Order 7B Regarding the COVID-19 Pandemic, this meeting will be held remotely with no in-person attendance. A live stream of this meeting was available via OGAT YouTube Channel. A link was posted to the OESS.org website**

- Attendance*** Present: Chairman Kraut, Mr. Cap, Ms. Riccio, Mr. Ziman, Mrs. Browe, Mr. Flynn, Mrs. Welander, Mr. Young, Mrs. Hadlock, Mr. Vitelli
- Also present: Dr. Scarpetti, Dr. Russo, Ms. Koch, Mrs. Edo, Mr. Gray, Mr. Balisciano, Mrs. Arterbery
- Call to Order*** The regular meeting was called to order by Chairman Kraut at 7:06 p.m. The Pledge of Allegiance was then recited and the Mission Statement was read by Mr. Cap
- Presentation:*** 2019-2020 CAPSS Superintendent Awards were presented to the 6th Grade recipients by the Principals. A biography of each student was given which entailed achievements, personal characteristics and community service. The recipients were Olivia Barrett, Sophie Cohen and Troy Vendencia from RBS, Avery Ketchian, Molly Bosma and Aditi Sarhartha from THS, Eve Benjamin, Roxana Ismail-Beigi and Kacee Tam from PPS.
- Public Participation*** There was no public participation.
- Correspondence*** No correspondence
- Consent Agenda*** A motion was made by Mrs. Hadlock and seconded by Ms. Riccio to approve the minutes from the April 27, 2020 BOE meeting. Unanimously approved.
- Superintendent's Report*** Dr. Scarpetti began his report by expressing his gratitude for the feedback on distance learning that has been provided by our families and PTA/O

Presidents since the BOE last month. One common theme expressed was the request to have more face time between teachers and students. Dr. Scarpetti stated that Dr. Russo will give an update on what the District is doing to increase face time between teachers and students during her report. He emphasized that feedback from our families is highly encouraged and crucial to assist the District as we continue to strive to meet the needs of students during this time. He also noted that the social emotional needs of our students have been in the forefront of many discussions with our families. He stated that Principals are providing parents, who might need this type of support, information for themselves or their children. He also stated there are resources posted to our school website that address these concerns. Dr. Scarpetti stated that Mrs. Edo will talk about additional resources that are accessible to our families during her report.

Dr. Scarpetti reported that the most frequent question he has been asked is what will happen when students return to school. He reported that we do not have information to share at this time since we are waiting for the guidelines and criteria to be set by the Governor and the Connecticut State Department of Education. When final decisions are provided it will be shared with our school community. Some of the things proactively being done in preparation of the return to school is the purchase of items to address cleanliness of the school buildings and personal protective equipment. Dr. Scarpetti touched on the Extended School Year program that we are still waiting for direction from the State on how this will be handled. Dr. Scarpetti shared that direction has been set forth by the State regarding report cards. Due to the diverse dynamics facing our students, it was decided they will not be graded and should expect comments to be provided by their teachers on learning that has occurred during time. Dr. Scarpetti concluded his report with the mention that Principals will keep families informed on end of the school year topics in their weekly newsletters.

***Business  
Administrator  
Report***

Mrs. Koch reported that she met with the Finance Committee to review April's monthly expenditures and P&Ls and nothing is out of the ordinary. She listed a number of areas we had to spend money due to the closure of schools such as chromebooks, PPE, additional subsidies in the cafeteria, Professional Development expenses, IT software costs for distance learning and additional legal costs. Overall the year will be under spent mainly generated in areas of payroll, overtime, transportation, substitutes, interns and utilities. This will help move monies towards the non-lapsing account spoken about at the last BOE meeting and help finance the \$450,000 reduction directed by the Board of Finance for next year's budget. Mrs. Koch concluded her report with a Munis update. The go live

date for the accounting piece is July 1st which will allow the BOE to close out the year on the old system and payroll will begin September 1st.

***Director of  
Curriculum  
Report***

Dr. Russo thanked parents for reaching out, providing feedback and sharing their feelings over the past weeks to administration. She reiterated that combined with the District's own expectation of high quality distance learning, the feedback received from families along with our newly acquired experiences and reflection, we are better informed when making decisions going forward. Dr. Russo explained that parents expressed their need to know what to expect and what is reasonable. As far as instruction for lessons go, she explained that every lesson will have some type of pre-recorded message providing examples and lesson targets or models. On a daily basis, students will receive a live or record greeting in the morning from their teacher outlining the day. Dr. Russo went on to state that live video conferencing will happen every day. Dr. Russo concluded her report outlining the ways students are getting feedback from their teachers and the continuing ways they are looking to enhance this piece of distance learning.

***Director of  
Special Services  
Report***

Mrs Edo reported that phone calls to every family in the district are being made outside of the regular teacher, school social worker, Child Associate, Principals and myself with the primary purpose being to identify ways to support families around the social emotional needs of the student and family. As a result of the feedback, Peace At Home Parenting Solutions is being offered to the entire Orange Community. This resource provides a town-wide subscription to all Peace At Home Parenting live, interactive online classes and on-demand recorded online classes and a limited number of individual support services through June 30, 2021.

Mrs. Edo gave a status of the Extended School Year Program. She reported that they are moving forward with planning for our Extended School Year but are waiting for guidance from the Connecticut State Department of Education and Health department to understand if they will be continuing with distance learning or if they will be able to allow students and staff to work in buildings. Mrs. Edo concluded her report by stating that Planning and Placement Team (PPT) meetings are being held when the school based team and Parent mutually agree a meeting will be meaningful and assist in advancing student's learning. The PPT process had been temporarily on hold while staff set up the learning platforms and instruction for students. PPTs are being held based on the agreement with families since our return from April Break.

**BOARD**  
**BUSINESS**

**Budget Update & Discussion and Possible Action on Final 2020-2021 School Budget**

Dr. Scarpetti recapped the direction the Board gave him at last month's meeting when he reported the Board of Education budget had been reduced by \$450,000 by the Board of Finance. He went on to say that a motion was made directing him to find ways to reduce the budget by said amount without a reduction in the current staff. To mention, class size for next year was presented and discussed publicly at the last meeting. Dr. Scarpetti continued to say, as Mrs. Koch will share in her report, because of the due diligence and guidance of the Board on this year's budget there is favorability in funds related to payroll. This includes combining the position of Business Manager and Director of Facilities into one position which will also save money. Not hiring the additional two teachers for next year, as discussed at the meeting last month, will contribute to the reduction. Dr. Scarpetti summarized that with savings that occurred due the pandemic related to transportation, overtime, payroll as mentioned, substitute teachers, utilities along with combining two positions in the Central Office helped make the reduction as needed. He went on to explain that it was a difficult task to find ways to trim the \$450,000 from next year's budget. Dr. Scarpetti attributes the Board's hard work and support on the current budget related to items outlined above and, unfortunately, not hiring the two additional teachers for next year we were able to meet the expectation of reducing our budget by \$450,000. Mr. Flynn expressed his disappointment that not hiring the two additional teachers are part of the required reduction in the BOE budget and cited many of the budget increases on line items on the Town's budget for next year.

At this point in the meeting, Chairman Kraut stated that the July BOE will most likely happen this year due to the current situation of COVID19. He reminded them that normally due to lack of business in July, the BOE meeting is usually cancelled. Accommodations will be made based on availability of members and if need be, the date can be rescheduled to a time that works for all.

**STANDING**  
**COMMITTEES**

***Finance &  
Operations  
Ms. Riccio***

Ms. Riccio stated that the Finance Committee met before this meeting. Expenditures are in line and reductions in many line items were reported.

She thanked the administration for making decisions that minimize the impact on students. She is happy to hear Munis is going live at the beginning of the next fiscal year. She reported 21st Century did refund families from the last day of school till the end of year. As a result, they will be negative for this year but due to their own retained earnings, not public dollars, they will finish whole. Ms. Riccio wrapped up her report by stating that the 21st Century Program will be making a donation which will help children with special needs with indoor and outdoor play areas in the district.

***Personnel/Policy  
Transportation –  
Mrs. Browe***

Mrs. Browe reported that she will be meeting with Dr. Scarpetti this week to prioritize policies from the audit in order to disseminate them to the members of the committee. She also stated that they plan to brainstorm on policies that we might need to look at due to the current situation. She concluded that she plans to have a full committee meeting next month.

***Building &  
Grounds / Safety  
& Security – Mr.  
Flynn***

Mr. Flynn stated that the committee had a meeting on May 12th. Dr. Scarpetti reviewed all the work that has been done at each building during the closure. At RBS, installation of vinyl flooring in certain areas of the building, kitchen maintenance, fans for the cafeteria, addressing exterior lighting issues with assistance from the Town and painting. At MLT, cleaning out areas of the building, painting and additional vinyl flooring was installed in some areas of the building. At PPS, deep cleaning of the building and painting was done. There was a discussion with Principal Gray regarding some of the RBS bathrooms and ADA compliance to address the needs of future students who will be attending this school in 2021-2022. A discussion took place regarding the HVAC system in the 6th grade wing at RBS. Mr. Flynn concluded his report by sharing future meeting dates: 6/8, 7/13 and 8/10.

***Curriculum /  
Instruction /  
Technology -  
Mr. Ziman***

Mr. Ziman reported that the committee will meet this month to discuss the subject of increasing student/teacher interaction in the current situation.

***ACES***

Ms. Riccio stated she participated in a meeting with ACES last week. The director, Tom Danahy, who is part of the reopening committee for education for the State, explained many of the things being considered for

reopening schools. ACES has its own reopening committee with four sub-groups with many things to consider with all the schools that are involved. Mrs. Riccio wrapped up her report by stating that ACES is projecting to break even or might have a slight surplus this year.

*Adjourn*

Mr. Ziman made a motion to adjourn at 8:05 PM. Ms. Riccio seconded the motion. All voted in favor.

Respectfully submitted,

*Mary Shaw*

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