

**MINUTES**  
**ORANGE BOARD OF EDUCATION**  
**October 21, 2019**

Unapproved Minutes

***Attendance***

Present: Chairman Kraut, Mr. Cap, Ms. Riccio, Mr. Ziman, Mrs. Bunnell, Mr. Flynn, Mrs. Welander, Mrs. Hadlock, Mrs. Browe

Absent: Mr. Young

The meeting was taped by OGAT

Also present: Dr. Scarpetti, Dr. Russo, Ms. Koch, Mrs. Edo

***Call to Order***

The regular meeting was called to order by Chairman Kraut at 7:13 p.m. The Pledge of Allegiance was recited and the Mission Statement was read by Mr. Flynn

***Public Participation***

There was no public participation.

***Correspondence***

In their packets, Board Members received the annual 2019-2020 BOWA Winter Advisory Letter that was sent out to all the families part of the Bethany, Orange Woodbridge and Amity school districts. The letter outlines what to expect when school closings occur, delayed openings or early dismissals due to inclement weather within these districts.

***Consent Agenda***

A motion was made by Mrs. Hadlock and seconded by Mr. Ziman to approve the minutes from the September 16th 2019 BOE meeting. Unanimously approved.

***Presentation(s)***

Dr. Russo facilitated a detailed presentation on Smarter Balanced Assessment examining Academic and Growth Trends. The presentation was focused on examining academic achievements on a state level compared to the district level and by grade level. Rough cohort changes were taken into consideration. Dr. Russo's presentation included relying on Matched Cohort to examine growth trends for the State, Orange District and District Reference Group contexts. Orange District Priorities regarding Student Achievement Data were included in this presentation. Dr. Russo stated the Accountability Report will take place in February 2020.

***Superintendent's Report***

Dr. Scarpetti began his report by stating all beginning of the year lock down drills were complete. He thanked Orange Police Department along with the BOE staff for the success of these important drills. Dr. Scarpetti spoke about volunteering at two recent Town events. He spent time at the Rotary Club Tent during the Orange Country Fair which provides Amber Alert Cards to families which wish to obtain one and at the Orange Recycling Committee's paper shredding and mattress recycling event at High Plains Community Center on Saturday, October 19th. He thanked the Rotary Club for the donation of dictionaries to all our 3rd grade students and the Lions Club for working together with our school nurses to

conduct recent eye screening to our students. Dr. Scarpetti reported that Parent Teacher Conferences would be taking place Tuesday and Thursday this week from 5 pm - 7:30 pm and school Halloween events are well underway. RBS and PPS held their Halloween Fairs on 10/19/19 and THS Halloween Hoot is planned for 10/26/19. The Bus Driver Breakfast took place on 10/18/19. It was well received by all those who could attend. The Town will be hosting the Annual Breast Cancer Awareness Ceremony on 10/24/19 at 1:30 pm on the front steps at Town Hall. Dr. Scarpetti spoke about a special event that occurred early this afternoon at Turkey Hill School. A Tree Planting Ceremony took place to honor the memory of Kipp Taylor, a THS Security Guard, who passed away last spring. The entire school attended and many of Kipp's family members were present. As budget season approaches, Dr. Scarpetti shared the recent changes to Public Act 19-4 which outlines minimum wage increases over the next several years. The impact of this act on the budget will not be immediate but it is something to keep in mind over the next few years. Dr. Scarpetti stated the draft 2021 Student Calendar will be presented to the Board tonight. Dr. Scarpetti listed the current open positions within the district along with an announcement that 2 kindergarten aides were hired. Lastly, Dr. Scarpetti read a letter received from the Connecticut State Board of Education recognizing Peck Place School as a top participating school in the 2018 Commissioner's Summer Mathematics Challenge.

***Business  
Administrators  
Report***

Ms. Koch reported that the Finance Sub-Committee met prior to the BOE meeting and finances are tracking well. Many of the schools are still gearing up on supplies for the year and paying annual subscriptions. The auditors will be back for final review of our books in late October and early November. We also discussed the financial system conversion from Phoenix to Munis. In partnership with the Town, we have completed the draft chart of accounts and we should shortly be able to use these accounts in the Munis system as we continue our training. September and October training has focused on the areas of Accounts Payable, Accounts Receivable/Billing as well as roles and system configuration and data transfer. Payroll training started this morning and will continue full time all week. Board of Education Central Office and the Town employees (including the IT depts.) have been working extra hard to manage the Munis training schedule. We are still aiming for an April 1<sup>st</sup> go live for General Ledger and a July 1<sup>st</sup> go live for Payroll. This has been a great partnership with the Town and I would like to thank John Cifarelli, Audrey Geer and Art Williams at the Town for leading this effort.

Ms. Koch stated that the cafeteria is doing well. We have an administrative review for Food Services coming up in February. Our staff has been taking classes in Hartford to prepare this review. Our last administrative review was approximately five years ago.

Ms. Koch continued her report by stating that she met jointly with the Town and CIRMA (CT Interlocal Risk Management Agency) to review our insurance policies and renewals. We covered Liability Auto and Property policy updates and enhancements. All is in order.

Lastly, Ms. Koch stated that the 2020-2021 budget letters and spreadsheets have been sent out to the various departments. Those budgets are due back to central

office at the end of October. Budget review sessions will take place in November. A full budget timeline will follow soon – with budget workshops in January and February. At the same time, we are also getting ready to submit our Capital Improvement project request which is due November 15<sup>th</sup>.

***Curriculum  
Director' Report***

Dr. Russo reported that this Wednesday, October 23, 2019, 15 teachers will participate with english language arts professional learning session with Dr. Alcott focusing on 4.0 items and events.

***Director of Special  
Services Report***

Mrs. Edo reported MLT accessibility mat was installed for ease of access for children requiring a wheelchair or walker onto the playground. Playground equipment is being explored to increase inclusiveness on playgrounds. The IEP Frontline systems are in place for running and submitting state reporting. As a result of using this data collection portal we will reduce paperwork, save time in drafting IEPs, scheduling meetings, producing reports, minimizing hands-on administrative tasks, improving collaboration in the development of IEPs.

Mrs. Edo continued to share that PowerSchool/Individualized Education Plan - IEP Frontline integrates seamlessly with our Student Information System and parent portal to save time and improve accuracy and access to demographic data, special education data and IEPs. Frontline allows staff to quickly document, access and monitor each 504 student's information for both compliance and instructional purposes. Mrs. Edo thanked the Tech Department for researching the PowerSchool sync application.

Mrs. Edo concluded her report by expressing her appreciation on the opportunity to attend PTO/PTA meetings. Currently, I attended meetings at two schools. I am open to attend other meetings if the committees have a specific concern or issue they would like me to discuss.

***BOARD  
BUSINESS***

***First Read Policies***

The following policies are being presented as first read policies:

- Security Check/Fingerprinting Policy - 4112.5/4212.5
- Physical Exercise and Discipline of Students - Policy 5144.4
- Individual Education Program/Special Education Program - Policy 6159

The Personnel/Policy/ Transportation Sub-Committee met on October 1st to review the aforementioned policies. Board Members with questions were asked to contact Mrs. Browe or Dr. Scarpetti. Policies will be presented at the November BOE meeting as second reads.

***Out of State Field  
Trip Request - RBS***

Principal Gray submitted a letter asking permission for the fifth grade students at Race Brook School to visit Old Sturbridge Village in Sturbridge, MA in November. Regulation 6153 (Field Trips) states “trips outside the state of Connecticut must have the approval of the Board of Education.” A motion was made by Ms. Riccio and seconded by Mrs. Bunnell to approve his request. Unanimously approved.

***Out of State Field  
Trip Request - TH***

Principal Arterbery submitted a letter asking permission for the fifth grade students at Turkey Hill to visit Old Sturbridge Village in Sturbridge, MA in November. Regulation 6153 (Field Trips) states “trips outside the state of Connecticut must have the approval of the Board of Education.” A motion was made by Mrs. Hadlock and seconded by Mrs. Bunnell to approve her request. Unanimously approved.

***2019 BOE Meeting  
Dates***

At the September BOE meeting Board Members received the proposed (draft) 2020 Board of Education meeting dates. Board Members were asked to review the dates and contact Dr. Scarpetti or Chairman Kraut with any concerns. A motion was made by Mrs. Bunnell and seconded by Mrs. Welander to adopt the dates as presented. The motion passed 8/0/1. Mrs. Browe, Mr. Cap, Mr. Kraut, Ms. Riccio, Mr. Ziman, Mrs. Bunnell, Mrs. Welander and Mr. Flynn vote aye. Mrs. Hadlock abstained.

***2020-2021 Student  
Calendar - Draft***

A draft copy of the 2020-2021 Student Calendar was presented to the Board. Chairman Kraut requested the Board to review the calendar between now and the November 18th BOE meeting. He will be asking for a motion to approve the 2020-2121 Student Calendar during this meeting.

***STANDING  
COMMITTEES***

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

Ms. Riccio reported that the cafeteria numbers are doing very well this year. She also wanted to acknowledge the enormous undertaking of the conversion from the Phoenix system to Munis system. Ms. Riccio thanked all those involved at Central Office and the Town for their hard work.

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

Mrs. Browe report the Committee met on October 1st and discussed the three policies that are before the Board for first reads. They also talked about ways to entice possible candidates to apply for substitute positions in order to increase the pool of substitutes district. The Committee plans to meet on Monday, October 28, 2019.

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

Dr. Scarpetti reported that he met with Mr. Young and Mr. Kraut since the last Board meeting to discuss possible Capital Improvement projects to be considered for submission to the Capital Planning Committee. They also are looking at equipment inventory at each school for budgetary purposes. Dr. Scarpetti noted two HVAC systems at RBS and one at THS are coming to the end of their age along with other machinery such as snow blowers at each school. Playground are being discussed as well.

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

Mr. Ziman report that his committee did meet and was happy to report that the Smithsonian Science Kit Program is moving forward. Training for the teachers will start in February and the program will roll out to students in January. Mr. Ziman shared the SRBI updates. Regarding the subject of math, the district

continues to meet the needs of learners at all levels with concentrated focus on accelerated learners. He stated that RULER training for teachers takes place every Wednesday after school.

***ACES***

Ms. Riccio attended the ribbon cutting ceremony for Leeder Hill School and saw the school is amazing and school came in under budget and on time with no debt. She also shared an informative book that was given to her that outlines the multiple services ACES provides.

Chairman Kraut gave an important reminder about Election Day which is November 5th. All residents now vote at HPCC. He encouraged everyone to get out and vote. Mary Welander announced the PTA/PTO Bake Sale is taking place at HPCC during Election Day.

***Adjourn***

Motion to adjourn was made by Mrs. Bunnell and seconded by Ms. Riccio. No discussion. Unanimous vote to adjourn 8:10 p.m.

***INFORMATIONAL*** – Next meeting – **Monday, November 18, 2019** at 7:00 p.m. in the Upstairs Conference Room located in the BOE Offices.

Respectfully submitted,

Mary Shaw