

OLD SAYBROOK BOARD OF EDUCATION  
50 Sheffield Street  
Old Saybrook CT 06475  
(860) 395-3157

The Old Saybrook Board of Education met in Regular Session on Tuesday, March 28, 2017, at the Old Saybrook Board of Education Office, Old Saybrook, CT 06475.

**Board Members**

Eileen Baker  
Karen Brodeur  
Philip Broadhurst  
Kelley Kennedy (Arrived at 5:55PM)  
James Henderson  
George Chang  
Alan Hyla  
Holly King

**Others**

Jan Perruccio, Superintendent of Schools  
Anne Littlefield, Shipman and Goodwin Attorney

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Secretary Brodeur called the meeting to order at 5:40PM.

II. COMMUNITY COMMUNICATIONS

Audience of Citizens

No citizens addressed the Board of Education

Correspondence

- Board of Education Appreciation Month Presentation
- Kathleen E. Goodwin Musical Presentation – Orient Express

III. MEETING MINUTES

**Broadhurst/Baker**

**“Move to approve the February 23, 2017, Special Meeting Minutes as presented”**

**MOTION: CARRIED (7-0-1)**

**Board Member King Abstained**

**Hyla/Henderson**

**“Move to approve the February 28, 2017, Regular Meeting Minutes as presented”**

**MOTION: CARRIED (8-0-0)**

**Baker/King**

**“Move to approve the March 9, 2017, Special Meeting Minutes as presented”**

**MOTION: CARRIED (8-0-0)**

IV. EDUCATIONAL ISSUES FOR DISCUSSION AND POSSIBLE ACTION

**Baker/King**

**“Move to add the following topics to the meeting agenda: Meetings, Advocacy Goals Update, and ASBO Template”**

**MOTION: CARRIED (8-0-0)**

**Board of Education Member Handbook - DRAFT**

Board Members Brodeur and Chang worked to develop the draft Board Member handbook using samples, as well as information from their experience as Board Members. The handbook has been a work in progress for several years. The intent is to create a OneNote digital folder, with each Board Member topic having its own page, with subchapters for details about that topic. The document will serve as both an orientation document and also a reflection of the Board’s norms and values. Suggestions from the Board included:

- A section for student representatives
- Information about Board members’ use of email communications.
- Additional information pertaining to how an individual member can get an item placed on the agenda
- Enhancing the section pertaining to hiring of district employees other than the Superintendent of Schools

The Board also discussed linking relevant policies and documents such as the conflict of interest policy, the nepotism policy and the district strategic plan.

In the section pertaining to the role of the Superintendent, a suggestion was made that information be included about the hiring process for other district personnel.

Some discussion occurred as to the inclusion of information pertaining to the Board’s statutory role as a hearing panel (expulsion, residency, transportation, homeless students, teacher tenure hearings).

**Meetings**

The Board discussed its performance regarding the efficiency and effectiveness of the Board meetings. The Superintendent has been using a presentation feedback form,

which has given the Board an opportunity to voice their opinions about the information that is presented to them. The feedback from the Board is then shared with the District Leadership Team. For their part, the District Leadership Team has developed a presentation template so that the Board will have a clear expectation of the information they will be given on any topic that is presented to them.

The Board also discussed the efficiency of meetings and the effectiveness of the discussion, with due care not to belabor issues or rush any particular discussion. Board members noted that the agendas for spring meetings become filled with very important items, sometimes necessitating the scheduling of a special meeting. It was noted that the cancellation of the March meeting due to inclement weather caused a significant strain on the remaining agendas. The Board also discussed moving regular meetings to the first and third Tuesdays of each month, with a 7:00 p.m. start time (this schedule would avoid the current conflict with the schedule of the Board of Finance).

Last year, the Board revisited the role of the Liaison to the schools, curriculum committee, articulation committee and other district and municipal committees. There was some discussion related to whether this role is an effective one for some of the committees, particularly when committees meet during the day. The Board discussion differentiated between external liaison roles (such as municipal commissions) versus internal liaisons (which the DLT members can keep Board members up to date on). Liaisons for those external roles are important and should remain in place. Liaisons for internal district committees may be better served by having information from the minutes from these meetings available to all Board members for their information. In terms of specific school liaisons, the Board questioned whether specific liaisons are necessary, as most Board members will try to get to as many events/meetings as possible.

#### Advocacy Goals Update

The Board Chair and the Superintendent went to a hearing pertaining to Municipal Mandate Relief at the State Capitol, many of the provisions of which involved some erosion of local educational control. The Superintendent joined many different superintendents as well as CAFE in testifying regarding the bills in question. Many of the bills proposed in the General Assembly will directly impact and are considered to be detrimental to local districts, particularly small communities such as Old Saybrook. On April 6, the Board will have a chance to be updated by local legislators on pending legislation. The Board discussed the possibility of issuing a joint statement relative to certain legislative initiatives, as well as reaching out to other board members in small communities on issues of common interest.

CAFE sponsors a “Day on the Hill” which is a day devoted to advocacy for public education.

#### Communication and Public Relations – General Update

The Superintendent reported on communication and public relations initiatives. She reported increased activity at all levels (classroom, building, district). Meetings are being offered to all families, the PTO's are continuing their efforts, and community conversations have been held. The district is now blogging and using Twitter, as well as pushing out more surveys. These efforts are responsive to parent feedback for short bursts of information that are easily absorbed. The district has published a series of short videos as well.

Board members questioned how survey results are reported upon and utilized by the district. The Superintendent cited a recent example of how survey results have been published to parents (and Board members), and climate surveys are published on the website.

The Board complimented the Superintendent and the Board Chair on their efforts to publicize the importance of the Board's budget and the Board's initiatives to the public. These efforts include the Superintendent's appearance at both the Republican Town Committee and the Democratic Town Committee. These appearances allowed fact based objective data to be presented to stakeholders in a coherent fashion.

#### Board of Education/Superintendent's Goals Review

The Superintendent presented a progress report on her goals and objectives and progress on the strategic plan.

#### ASBO Template

ASBO (Association School Business Officials) has a template for budget presentations that the Board can review and determine whether it would be a useful tool. The Superintendent noted that a few features of the template document had been added to the OSPS document towards the end of this year's budget cycle. The Board Chair will send the template document to all Board members.

#### Strategic Plan/Progress Reporting

The Superintendent presented a progress report on her goals and objectives and progress on the strategic plan.

The Board recessed at 8:20PM

The Board resumed at 8:30PM

## V. EXECUTIVE SESSION

### Brodeur/Baker

**“Move to enter into Executive Session for the purpose of evaluating the Superintendent of Schools and Board of Education Members”**

**MOTION: CARRIED (8-0-0)**

The Board invited Superintendent Perruccio and Attorney Littlefield into Executive Session.

VI. RETURN TO OPEN SESSION

The Board returned to open session at 9:40PM.

VII. COMMUNITY COMMUNICATIONS

Audience of Citizens

No citizens addressed the Board of Education.

VIII. REMINDERS

- 2017-2018 Kindergarten Registration Begins – March 1
- Grade 4 Spring Choral Concert – March 1 – 7:00PM
- Goodwin PTA Meeting – March 2 – 7:00PM
- Southern Region School Festival – March 3&4
- RAM Boosters Meeting – March 6 – 7:00PM
- Policy Committee Meeting – 6:30PM
- High School Parent Action Council – March 8 – 6:00PM
- High School PTO Meeting – March 8 – 7:00PM
- Special Board of Education Meeting – March 9 – 6:00PM
- High School Sports Night – March 13 – 6:30PM
- Middle School Parent Council Meeting – March 13 – 6:45PM
- Middle School PTO Meeting – March 13 – 7:30PM
- Board of Education Regular Meeting – March 14 – 7:30PM
- Screenagers – Film being shown at OSMS – 6:30PM

IX. ADJOURNMENT

**Baker/King**

**“Move to adjourn at 9:44PM”**

**MOTION: CARRIED (8-0-0)**

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Karen Brodeur, Secretary  
Old Saybrook Board of Education

Minutes recorded and typed by:

Trent Gerbers, Executive Assistant

\*DRAFT - Subject to approval at the next BOE meeting