

**Tentative minutes of the Bethel Board of Education Special Meeting held on October 03, 2013, in Board of Education Conf. Room E.**

**Attendance: B. Germinaro**

**Administrative Attendance: K. Smith, T. Yonsky**

**L. Craybas, Chairman, called the meeting to order at 7:03 PM.**

**Board Members Present: Attendance Taken at 7:03 PM:**

**Present Board Members:**

**Mr. Stuart Carlsen  
Mr. Larry Craybas  
Mr. William Duff  
Mrs. Kristen Lacey  
Mrs. Melanie O'Brien  
Mrs. Robin Renner  
Mr. Ted Stevenson**

**Absent Board Members:**

**Mr. Scott Clayton  
Mr. Bryan Terzian**

**RECEIVED**

**2013 OCT -7 P 3:30**

**TOWN OF BETHEL  
TOWN CLERK**

**1. Call to Order**

**1.A. Roll Call for Quorum**

Discussion:

Mr. Craybas noted that B. Terzian was excused. He had notified Mr. Craybas of a prior commitment.

**1.B. Pledge of Allegiance**

**2. Approval of Minutes**

**2.A. August 29, 2013**

Discussion:

M. O'Brien noted the approved resolution for Item 7C should be attached to the minutes.  
W. Duff should be listed as abstained from vote not absent for Item 7B.

**Motion Passed:** Move to approve the minutes of August 29, 2013 as corrected. Passed with a motion by Mr. Stuart Carlsen and a second by Mr. Ted Stevenson.

|                    |        |
|--------------------|--------|
| Mr. Stuart Carlsen | Yes    |
| Mr. Scott Clayton  | Absent |

|                      |         |
|----------------------|---------|
| Mr. Larry Craybas    | Abstain |
| Mr. William Duff     | Yes     |
| Mrs. Kristen Lacey   | Yes     |
| Mrs. Melanie O'Brien | Yes     |
| Mrs. Robin Renner    | Yes     |
| Mr. Ted Stevenson    | Yes     |
| Mr. Bryan Terzian    | Absent  |

## 2.B. September 5, 2013 - Special Meeting

**Motion Passed:** Move to approve the minutes of September 5, 2013 - Special Meeting. Passed with a motion by Mrs. Robin Renner and a second by Mr. Stuart Carlsen.

|                      |         |
|----------------------|---------|
| Mr. Stuart Carlsen   | Yes     |
| Mr. Scott Clayton    | Absent  |
| Mr. Larry Craybas    | Yes     |
| Mr. William Duff     | Yes     |
| Mrs. Kristen Lacey   | Yes     |
| Mrs. Melanie O'Brien | Yes     |
| Mrs. Robin Renner    | Yes     |
| Mr. Ted Stevenson    | Abstain |
| Mr. Bryan Terzian    | Absent  |

## 2.C. September 19, 2013 - Special Meeting

**Motion Passed:** Move to approve the minutes of September 19, 2013 - Special Meeting. Passed with a motion by Mr. Ted Stevenson and a second by Mr. Stuart Carlsen.

|                      |        |
|----------------------|--------|
| Mr. Stuart Carlsen   | Yes    |
| Mr. Scott Clayton    | Absent |
| Mr. Larry Craybas    | Yes    |
| Mr. William Duff     | Yes    |
| Mrs. Kristen Lacey   | Yes    |
| Mrs. Melanie O'Brien | Yes    |
| Mrs. Robin Renner    | Yes    |
| Mr. Ted Stevenson    | Yes    |
| Mr. Bryan Terzian    | Absent |

## 3. Correspondence

None.

## 4. Board Recognition

### Gifts to the School System

- Middle School - Acer Computer Desktop, Mr. Edward Rees, Bethel, CT
- Rockwell School - School Supplies, Mr. Rob Barghaus & American Tiger Martial Arts

Academy, Bethel, CT

## 5. Audience Participation

None.

## 6. Administrative/Board Member Update

Discussion:

Ms. Yonsky reported to the Board the "Go Orange" was a great success. The school cafeterias were bright and cheery with orange balloons, orange food and many staff and students dressed in orange. The food donations stocked the food pantry shelves at Bethel Social Services and Brotherhood in Action and supported the on-going work of our own Social Worker staff. Many Bethel children and families will benefit. Ms. Yonsky thanked the Bethel community for its generosity.

**Motion Passed:** Move to add Consent Calendar as a standing item to Board agendas. Passed with a motion by Mr. Larry Craybas and a second by Mrs. Robin Renner.

|                      |        |
|----------------------|--------|
| Mr. Stuart Carlsen   | Yes    |
| Mr. Scott Clayton    | Absent |
| Mr. Larry Craybas    | Yes    |
| Mr. William Duff     | Yes    |
| Mrs. Kristen Lacey   | Yes    |
| Mrs. Melanie O'Brien | Yes    |
| Mrs. Robin Renner    | Yes    |
| Mr. Ted Stevenson    | Yes    |
| Mr. Bryan Terzian    | Absent |

**Motion Passed:** Move to add to the agenda for a first reading Policy 6142.10 - Health Education, table Policy/Regulation 6146 - Graduation Requirements, move Policy/Regulation 5145.12 - Search and Seizure to first reading. Passed with a motion by Mrs. Melanie O'Brien and a second by Mr. Stuart Carlsen.

|                      |        |
|----------------------|--------|
| Mr. Stuart Carlsen   | Yes    |
| Mr. Scott Clayton    | Absent |
| Mr. Larry Craybas    | Yes    |
| Mr. William Duff     | Yes    |
| Mrs. Kristen Lacey   | Yes    |
| Mrs. Melanie O'Brien | Yes    |
| Mrs. Robin Renner    | Yes    |
| Mr. Ted Stevenson    | Yes    |
| Mr. Bryan Terzian    | Absent |

## 7. Reports to the Board

### 7.A. Finance

Discussion:

Ms. Yonsky informed the Board of legislative changes for 2013-2014.

1. Once the BOE submits its itemized estimate (proposed budget) to the Town (BOS & BOF) the Town has up to 10 days to send any suggestions in writing to the BOE regarding cost savings or other related areas. The BOE can choose to implement their suggestions or respond as to why they will not implement. Ms. Yonsky stated that the Board has very in-depth discussions with our Town boards when the Board presents our budget and this may continue to suffice.

2. Any emergency transfers that are communicated to the Board of Education must also be communicated to the Board of Selectmen. The legislature was not clear on their definition of an emergency transfer. Ms. Yonsky recommends sending copies of budget transfers to the BOS and BOF. This insures compliance with the law and is transparent.

### 7.A.1. Copier & Managed Print Contract

**Motion Passed:** Move the Board of Education award the copier/managed print RFP to Base Technologies and to authorize the Director of Fiscal Services to enter into a contract for these services. Passed with a motion by Mr. Stuart Carlsen and a second by Mr. Ted Stevenson.

|                      |        |
|----------------------|--------|
| Mr. Stuart Carlsen   | Yes    |
| Mr. Scott Clayton    | Absent |
| Mr. Larry Craybas    | Yes    |
| Mr. William Duff     | Yes    |
| Mrs. Kristen Lacey   | Yes    |
| Mrs. Melanie O'Brien | Yes    |
| Mrs. Robin Renner    | Yes    |
| Mr. Ted Stevenson    | Yes    |
| Mr. Bryan Terzian    | Absent |

### 7.A.2. Budget Transfers

**Motion Passed:** Move that the Board of Education approve the budget transfers for the period of July 1 to September 30 of fiscal 2013-14 as presented by the Director of Fiscal Services. Passed with a motion by Mr. Stuart Carlsen and a second by Mrs. Kristen Lacey.

|                      |        |
|----------------------|--------|
| Mr. Stuart Carlsen   | Yes    |
| Mr. Scott Clayton    | Absent |
| Mr. Larry Craybas    | Yes    |
| Mr. William Duff     | Yes    |
| Mrs. Kristen Lacey   | Yes    |
| Mrs. Melanie O'Brien | Yes    |
| Mrs. Robin Renner    | Yes    |
| Mr. Ted Stevenson    | Yes    |
| Mr. Bryan Terzian    | Absent |

### 7.A.3. Audit Update

Ms. Yonsky updated the Board on the Audit.

1. There were a few very small adjustments made during their audit of the special education high cost students. These amounts were very immaterial to the audit and totaled approximately \$100.
2. The BOE was issued one management letter comment on internal controls. The auditors requested that we insert a review process for any pay rate changes to payroll. We have created a monthly report showing all changes made to the payroll system, the Director of Fiscal Services now reviews and approves the report. The report is filed with the payroll documents for the auditors to see.

### 7.B. Policy

#### 7.B.1. First Reading

7.B.1.a. Policy 4131 - Personnel - Staff Development

7.B.1.b. Policy/Regulation 4115 - Personnel Evaluation

7.B.1.c. Policy/Regulation - 5145.12 Search and Seizure

7.B.1.d. Policy/Regulation 6146 - Graduation Requirements

7.B.1.e. Policy 6142.10 - Health Education

(Policy/Regulation 6146 - Graduation Requirements - Tabled.)

**Motion Passed:** Move to accept for first reading Policy 4131 - Staff Development, Policy/Regulation 4115 - Evaluation, Policy/Regulation 5145.12 - Search & Seizure, Policy 6142.10 - Health Education. Passed with a motion by Mrs. Melanie O'Brien and a second by Mr. Stuart Carlsen.

|                      |        |
|----------------------|--------|
| Mr. Stuart Carlsen   | Yes    |
| Mr. Scott Clayton    | Absent |
| Mr. Larry Craybas    | Yes    |
| Mr. William Duff     | Yes    |
| Mrs. Kristen Lacey   | Yes    |
| Mrs. Melanie O'Brien | Yes    |
| Mrs. Robin Renner    | Yes    |
| Mr. Ted Stevenson    | Yes    |
| Mr. Bryan Terzian    | Absent |

### 7.C. Personnel

#### 7.C.1. Appointment of 9-12 Curriculum Department Heads, K-12 Coordinators 6-8 Curriculum Leaders & Johnson School Team Leaders.

**Motion Passed:** Move to approve appointment of 9-12 Curriculum Department Heads, K-12 Coordinators 6-8 Curriculum Leaders & Johnson School Team Leaders. Passed with a motion by Mrs. Robin Renner and a second by Mr. Stuart Carlsen.

|                    |     |
|--------------------|-----|
| Mr. Stuart Carlsen | Yes |
|--------------------|-----|

|                      |        |
|----------------------|--------|
| Mr. Scott Clayton    | Absent |
| Mr. Larry Craybas    | Yes    |
| Mr. William Duff     | Yes    |
| Mrs. Kristen Lacey   | Yes    |
| Mrs. Melanie O'Brien | Yes    |
| Mrs. Robin Renner    | Yes    |
| Mr. Ted Stevenson    | Yes    |
| Mr. Bryan Terzian    | Absent |

### 7.C.2. Resignations/Appointments

**Motion Passed:** Move to accept the resignations/appointments as outlined. Passed with a motion by Mr. Larry Craybas and a second by Mr. Stuart Carlsen.

|                      |        |
|----------------------|--------|
| Mr. Stuart Carlsen   | Yes    |
| Mr. Scott Clayton    | Absent |
| Mr. Larry Craybas    | Yes    |
| Mr. William Duff     | Yes    |
| Mrs. Kristen Lacey   | Yes    |
| Mrs. Melanie O'Brien | Yes    |
| Mrs. Robin Renner    | Yes    |
| Mr. Ted Stevenson    | Yes    |
| Mr. Bryan Terzian    | Absent |

### 7.D. Facilities

#### 7.D.1. Rockwell/Johnson School Feasibility Study Recommendation

##### Discussion:

Dr. Smith spoke to the Board about the renovation study done two years ago. While district enrollment was projected to decline slightly those declines have not materialized yet. We are currently 32 students above projected enrollment in PK-5.

Dr. Smith spoke to the board about the research showing educational benefits of smaller schools and their impact on student achievement and school culture. They Board talked about the developmental differences between K-3 and 4-5 students/schools and how this current model is working in our district.

Dr. Smith noted cost estimates need to be updated to 2013 dollars and once a decision is rendered, an in-depth study of each renovation project must be completed.

After a very comprehensive study conducted by DRA and a related enrollment study conducted by Milone and MacBroom, it is the Superintendent's recommendation to proceed with plans to renovate-as-new both Rockwell and Johnson Schools.

The Board spoke about the need to include in its presentation to the Board of Selectmen/Board of Finance and community an explanation of how the Board got to the proposal they present and what prior work was done to get to the proposal they approve.

The Board discussed the need for all members to be in attendance for the Board's discussion and decision on the Superintendent's recommendation.

**Motion Passed:** Move to table approving the recommendation in the Superintendent's proposal to the next Board of Education meeting. Passed with a motion by Mrs. Melanie O'Brien and a second by Mr. Larry Craybas.

|                      |        |
|----------------------|--------|
| Mr. Stuart Carlsen   | Yes    |
| Mr. Scott Clayton    | Absent |
| Mr. Larry Craybas    | Yes    |
| Mr. William Duff     | Yes    |
| Mrs. Kristen Lacey   | Yes    |
| Mrs. Melanie O'Brien | Yes    |
| Mrs. Robin Renner    | Yes    |
| Mr. Ted Stevenson    | Yes    |
| Mr. Bryan Terzian    | Absent |

## 8. Adjourn

**Motion Passed:** Move to adjourn at 9:32 p.m. Passed with a motion by Mrs. Robin Renner and a second by Mr. Stuart Carlsen.

|                      |        |
|----------------------|--------|
| Mr. Stuart Carlsen   | Yes    |
| Mr. Scott Clayton    | Absent |
| Mr. Larry Craybas    | Yes    |
| Mr. William Duff     | Yes    |
| Mrs. Kristen Lacey   | Yes    |
| Mrs. Melanie O'Brien | Yes    |
| Mrs. Robin Renner    | Yes    |
| Mr. Ted Stevenson    | Yes    |
| Mr. Bryan Terzian    | Absent |

Respectfully submitted,  
Susan Pare  
Board Recorder