

**Tentative minutes of the Bethel Board of Education Regular Meeting held on August 21, 2014, in Board of Education Conf. Room E.**

**Attendance: None**

**Administrative Attendance: C. Carver, K. Brooks, T. Yonsky, S. Budris, D. DeBlois, B. Germinaro, D. Muharem, M. Rutledge, T. Soucy,**

**L. Craybas, Chairman, called the meeting to order at 7:00 PM.**

**Board Members Present: Attendance Taken at 7:00 PM:**

**Present Board Members:**

**Mrs. Jennifer Ackerman  
Mr. Stuart Carlsen  
Mr. Scott Clayton  
Mr. Larry Craybas  
Mr. William Duff  
Mrs. Kristen Lacey  
Mrs. Melanie O'Brien  
Mrs. Robin Renner**

**Absent Board Members:**

**Mr. Nicholas Hoffman**

**RECEIVED**

**2014 AUG 26 P 3:36**

**TOWN OF BETHEL  
TOWN CLERK**

**1. Call to Order**

- 1.A. Roll Call for Quorum**
- 1.B. Pledge of Allegiance**

**2. Board Recognition/A Salute to Excellence**

Districtwide - 38 new backpacks filled with school supplies for children in need. Donated by Linda Pool, Bethel United Methodist Church, Bethel, CT

**3. Correspondence**

- Letter from Commissioner of Education to the Board confirming Dr. Carver's eligibility for appointment as the Superintendent of School as of August 4, 2014.
- Letter from NEASC to Mr. Troetti, BHS Principal, confirming acceptance of the high school's Five-Year Progress Report.

Dr. Carver noted the accolades in the report and spoke about looking at implementation of HS reform and substantive change. Bethel will begin engaging in pre-study for self-study in 2016.

#### 4. Consent Calendar

##### 4.A. Approval of Minutes

##### 4.A.1. Minutes - June 19, 2014 - Regular Meeting

**Motion Passed:** Move to approve minutes of June 19, 2014. Passed with a motion by Mr. Larry Craybas and a second by Mrs. Melanie O'Brien.

Mrs. Jennifer Ackerman	Yes
Mr. Stuart Carlsen	Yes
Mr. Scott Clayton	Yes
Mr. Larry Craybas	Yes
Mr. William Duff	Yes
Mr. Nicholas Hoffman	Absent
Mrs. Kristen Lacey	Yes
Mrs. Melanie O'Brien	Yes
Mrs. Robin Renner	Yes

##### 4.A.2. Minutes - June 26, 2014 - Special Meeting

**Motion Passed:** Move to approve minutes of June 26, 2014. Passed with a motion by Mr. Larry Craybas and a second by Mrs. Melanie O'Brien.

Mrs. Jennifer Ackerman	Yes
Mr. Stuart Carlsen	Yes
Mr. Scott Clayton	Yes
Mr. Larry Craybas	Yes
Mr. William Duff	Yes
Mr. Nicholas Hoffman	Absent
Mrs. Kristen Lacey	Yes
Mrs. Melanie O'Brien	Yes
Mrs. Robin Renner	Yes

##### 4.A.3. Minutes - August 13, 2014 - Special Meeting

**Motion Passed:** Move to approve minutes of August 13, 2014. Passed with a motion by Mr. Larry Craybas and a second by Mr. William Duff.

Mrs. Jennifer Ackerman	Yes
Mr. Stuart Carlsen	Abstain
Mr. Scott Clayton	Yes
Mr. Larry Craybas	Yes
Mr. William Duff	Yes
Mr. Nicholas Hoffman	Absent

Mrs. Kristen Lacey	Abstain
Mrs. Melanie O'Brien	Yes
Mrs. Robin Renner	Yes

## 5. Audience Participation

None.

## 6. Administrative/Board Member Update

### 6.A. CABE/CAPPS Convention

The CABE/CAPPS Convention will be held November 14-15, 2014. If you would like to attend, please complete the registration form and return to Sue Pare.

**Motion Passed:** Move to add Dr. Carver's Entrance Plan to the agenda. Passed with a motion by Mr. Stuart Carlsen and a second by Mr. William Duff.

Mrs. Jennifer Ackerman	Yes
Mr. Stuart Carlsen	Yes
Mr. Scott Clayton	Yes
Mr. Larry Craybas	Yes
Mr. William Duff	Yes
Mr. Nicholas Hoffman	Absent
Mrs. Kristen Lacey	Yes
Mrs. Melanie O'Brien	Yes
Mrs. Robin Renner	Yes

### 6.B. BPS Organizational Chart - Regulation 2120

Dr. Carver reviewed her first 100 days plan overview.

1. Establishing strong presence in community and larger stakeholders.
2. Establishing strong relationship with board.
3. Understanding processes, procedures, and plan within district including security and safety plans.
4. Cultivate leadership team - communication, build team, and relationships.
5. Smooth school opening. Custodians did a great job getting buildings ready and technology almost ready.

## 7. Reports to the Board

### 7.A. Finance

#### 7.A.1. Budget Transfers

Mrs. Yonsky, Director of Fiscal Services reviewed the budget transfers. The Board discussed technology and will table discussion to another meeting.

**Motion Passed:** Move to approve budget transfers made for June 1, 2014 through June 30, 2014. Passed with a motion by Mr. Stuart Carlsen and a second by Mrs. Kristen Lacey.

Mrs. Jennifer Ackerman	Yes
Mr. Stuart Carlsen	Yes
Mr. Scott Clayton	Yes
Mr. Larry Craybas	Yes
Mr. William Duff	Yes
Mr. Nicholas Hoffman	Absent
Mrs. Kristen Lacey	Yes
Mrs. Melanie O'Brien	Yes
Mrs. Robin Renner	Yes

## **7.B. Personnel**

### **7.B.1. Resignations/Appointments**

**Motion Passed:** Move to approve the resignations/appointments as outlined. Passed with a motion by Mr. Larry Craybas and a second by Mrs. Melanie O'Brien.

Mrs. Jennifer Ackerman	Yes
Mr. Stuart Carlsen	Yes
Mr. Scott Clayton	Yes
Mr. Larry Craybas	Yes
Mr. William Duff	Yes
Mr. Nicholas Hoffman	Absent
Mrs. Kristen Lacey	Yes
Mrs. Melanie O'Brien	Yes
Mrs. Robin Renner	Yes

### **7.B.2. Job Description - 1.09 - Supervisor of Facility and Security Operations**

Reviewed and discussed revised job description. This revision is a natural flow of adding security to this position. Board can make adjustments as needed going forward.

**Motion Passed:** Move to approve the Job Description - 1.09 - Supervisor of Facility and Security Operations. Passed with a motion by Mr. William Duff and a second by Mr. Scott Clayton.

Mrs. Jennifer Ackerman	Yes
Mr. Stuart Carlsen	Yes
Mr. Scott Clayton	Yes
Mr. Larry Craybas	Yes
Mr. William Duff	Yes
Mr. Nicholas Hoffman	Absent
Mrs. Kristen Lacey	Yes

Mrs. Melanie O'Brien	Yes
Mrs. Robin Renner	Yes

**7.C. Policy**

**7.C.1. Policy 3516 - Safe and Secure School Facilities, Equipment, and Grounds**

Policy states that the schools and district will conduct safety and hazard assessments at least every two years. Last assessment done July, 2013. Next assessment will need to be completed by July, 2015.

We do have to insure that we have an adult trained in first aide/CPR in each school building before, during, and after school for all school sponsored events and programs.

**Motion Passed:** Motion to approve Policy 3516 - Safe and Secure School Facilities, Equipment, and Grounds passed with a motion by Mrs. Melanie O'Brien and a second by Mr. Stuart Carlsen.

Mrs. Jennifer Ackerman	Yes
Mr. Stuart Carlsen	Yes
Mr. Scott Clayton	Yes
Mr. Larry Craybas	Yes
Mr. William Duff	Yes
Mr. Nicholas Hoffman	Absent
Mrs. Kristen Lacey	Yes
Mrs. Melanie O'Brien	Yes
Mrs. Robin Renner	Yes

**7.C.2. Policy 3517 - Security of Buildings and Grounds**

**Motion Passed:** Motion to approve Policy 3517 - Security of Buildings and Grounds passed with a motion by Mr. William Duff and a second by Mr. Scott Clayton.

Mrs. Jennifer Ackerman	Yes
Mr. Stuart Carlsen	Yes
Mr. Scott Clayton	Yes
Mr. Larry Craybas	Yes
Mr. William Duff	Yes
Mr. Nicholas Hoffman	Absent
Mrs. Kristen Lacey	Yes
Mrs. Melanie O'Brien	Yes
Mrs. Robin Renner	Yes

**7.C.3. Policy 5141.6 - All-Hazards School Security and Safety Plan**

Revised to "All Hazards School Security and Safety Plan."

Language updated to conform to PA 13-3.

This plan will not be available to the public and is protected under 1-210 (b) (19) which lists exemptions from the Freedom of Information Act.

**Motion Passed:** Motion to approve Policy 5141.6 - All-Hazards School Security and Safety Plan passed with a motion by Mr. William Duff and a second by Mrs. Jennifer Ackerman.

Mrs. Jennifer Ackerman	Yes
Mr. Stuart Carlsen	Yes
Mr. Scott Clayton	Yes
Mr. Larry Craybas	Yes
Mr. William Duff	Yes
Mr. Nicholas Hoffman	Absent
Mrs. Kristen Lacey	Yes
Mrs. Melanie O'Brien	Yes
Mrs. Robin Renner	Yes

#### **7.C.4. Policy 5142 - Student Safety**

This policy is being removed from discussion by the Policy Committee because it is redundant given the other Safety and Security policies.

**Motion Passed:** Motion to delete Policy 5142 - Student Safety passed with a motion by Mr. William Duff and a second by Mr. Stuart Carlsen.

Mrs. Jennifer Ackerman	Yes
Mr. Stuart Carlsen	Yes
Mr. Scott Clayton	Yes
Mr. Larry Craybas	Yes
Mr. William Duff	Yes
Mr. Nicholas Hoffman	Absent
Mrs. Kristen Lacey	Yes
Mrs. Melanie O'Brien	Yes
Mrs. Robin Renner	Yes

#### **7.C.5. Policy 5142.4 - School Resource Officer**

Policy outlines the expectations the Board has for the School Resource Officers.

Revised title in policy from "Supervisor of Facilities and Operations" to "Supervisor of Facility & Security Operations" in policy.

Mandated to have a Memorandum of Agreement with police department - objective for Board

this year to get in place.

**Motion Passed:** Motion to approve Policy 5142.4 - School Resource Officer. Passed with a motion by Mr. Larry Craybas and a second by Mrs. Robin Renner.

Mrs. Jennifer Ackerman	Yes
Mr. Stuart Carlsen	Yes
Mr. Scott Clayton	Yes
Mr. Larry Craybas	Yes
Mr. William Duff	Yes
Mr. Nicholas Hoffman	Absent
Mrs. Kristen Lacey	Yes
Mrs. Melanie O'Brien	Yes
Mrs. Robin Renner	Yes

### **7.C.6. Policy 6114 - Emergencies and Disaster Preparedness**

Deemed redundant and will be deleted. Shipman & Goodwin agreed it should be deleted.

**Motion Passed:** Motion to delete Policy 6114 - Emergencies and Disaster Preparedness. Passed with a motion by Mr. William Duff and a second by Mr. Larry Craybas.

Mrs. Jennifer Ackerman	Yes
Mr. Stuart Carlsen	Yes
Mr. Scott Clayton	Yes
Mr. Larry Craybas	Yes
Mr. William Duff	Yes
Mr. Nicholas Hoffman	Absent
Mrs. Kristen Lacey	Yes
Mrs. Melanie O'Brien	Yes
Mrs. Robin Renner	Yes

## **8. Action Items**

### **8.A. Educator Evaluation and Support Plan 2014-2015 - Approval**

Dr. Brooks, Assistant Superintendent reviewed the slight changes to the teacher and administrator plans. Received verbal approval from the State and waiting on written approval.

**Motion Passed:** Move to approve the Educator Evaluation and Support Plan 2014-2015. passed with a motion by Mr. Larry Craybas and a second by Mrs. Robin Renner.

Mrs. Jennifer Ackerman	Yes
Mr. Stuart Carlsen	Yes
Mr. Scott Clayton	Yes
Mr. Larry Craybas	Yes

Mr. William Duff	Yes
Mr. Nicholas Hoffman	Absent
Mrs. Kristen Lacey	Yes
Mrs. Melanie O'Brien	Yes
Mrs. Robin Renner	Yes

## 9. Executive Session

**Motion Passed:** Move to enter into Executive Session at 8:45 PM. Passed with a motion by Mr. Stuart Carlsen and a second by Mr. William Duff.

Mrs. Jennifer Ackerman	Yes
Mr. Stuart Carlsen	Yes
Mr. Scott Clayton	Yes
Mr. Larry Craybas	Yes
Mr. William Duff	Yes
Mr. Nicholas Hoffman	Absent
Mrs. Kristen Lacey	Yes
Mrs. Melanie O'Brien	Yes
Mrs. Robin Renner	Yes

### 9.A. CT General Statues 1-210(b)(9) Negotiations

#### 9.A.1. Non-Union Salary

**Motion Passed:** Move to come out of Executive Session at 8:47 PM. Passed with a motion by Mrs. Melanie O'Brien and a second by Mr. William Duff.

Mrs. Jennifer Ackerman	Yes
Mr. Stuart Carlsen	Yes
Mr. Scott Clayton	Yes
Mr. Larry Craybas	Yes
Mr. William Duff	Yes
Mr. Nicholas Hoffman	Absent
Mrs. Kristen Lacey	Yes
Mrs. Melanie O'Brien	Yes
Mrs. Robin Renner	Yes

**Motion Passed:** Move to approve \$3,000 for the 2014-2015 school year to expanded role of Supervisor of Facilities & Security Operations. Passed with a motion by Mr. Scott Clayton and a second by Mr. Stuart Carlsen.

Mrs. Jennifer Ackerman	Yes
Mr. Stuart Carlsen	Yes
Mr. Scott Clayton	Yes
Mr. Larry Craybas	Yes
Mr. William Duff	Yes

Mr. Nicholas Hoffman	Yes
Mrs. Kristen Lacey	Yes
Mrs. Melanie O'Brien	Yes
Mrs. Robin Renner	Yes

## 10. Adjourn

**Motion Passed:** Move to adjourn at 8:50 PM. Passed with a motion by Mr. Scott Clayton and a second by Mr. Stuart Carlsen.

Mrs. Jennifer Ackerman	Yes
Mr. Stuart Carlsen	Yes
Mr. Scott Clayton	Yes
Mr. Larry Craybas	Yes
Mr. William Duff	Yes
Mr. Nicholas Hoffman	Abstain
Mrs. Kristen Lacey	Yes
Mrs. Melanie O'Brien	Yes
Mrs. Robin Renner	Yes

Respectfully submitted,  
Laila Rudinas  
Board Recorder