

## Superintendent's Report: June 2022

Highlight of the Month: It was a special treat to attend Eastford's Memorial Day remembrance and celebration event. Deb Richards was a great host, and it was wonderful to see so many friends and family members come together to honor those who gave their lives so we can all enjoy the many freedoms and benefits that we sometimes take for granted. A special "shout out" to Joe Tomanelli and the EES singers who provided a delightful addition to the morning schedule of events.

### News and notes:

#### Educational Leadership

- I look forward to joining the families of our grade 8 students on June 16 to celebrate the successful culmination of their time at EES. A special thanks to the teachers at EES and the families of these students for supporting these young people throughout their years at EES.
- We continue to work on the development of quality curriculum programming at EES. At the meeting, Carole McCombe will share the work of the math team as we bring forward their recommendation for a new math program.
- Thanks to the efforts of Candice Mead and Patricia Moran we are prepared to offer summer programming opportunities that meet the varying needs of our EES learners.
- We are pleased to inform you that Ms. Dawn Bisson will be joining our staff as an elementary grades' teacher. We are still in the process of interviewing and hiring staff for our other vacancies. This is a challenging time to be hiring new staff members. There has been much change over of personnel in many districts. There is a reduced number of individuals entering the field of education and many professionals are leaving education due to retirement or to venture into alternate careers.

#### Facilities:

- The Town Roof Committee met on May 31 to receive an update on the project from our lead architect, Paul Jorgensen. prior to the State meeting on June 3. At the State meeting on June 3, the State staff examined every item of our proposed project. Paul Jorgensen and his support team answered all the questions. They will also be preparing the responses for the additional information requested by the state review team prior to obtaining final State approval.
- Carole McCombe and I did a walk through and around the building and the grounds to assess various safety and security needs. Although at EES safety and security of our students and staff is always of the highest priority, given the most recent school tragedy all staff has been reminded to be particularly vigilant and responsive to all the safety protocols that are currently in place.

#### Collaboration and Communication:

- Given that oil pricing is still in a state of flux, the next meeting of the oil consortium was postponed until the end of the month.
- I participated in an emergency preparation drill with Deb Richards and other members of Town and State emergency preparation teams.

#### Finance:

- Due to our success in obtaining additional State and Federal competitive grant funding, the number of grants that we are currently monitoring has increased. Although the services and programming associated with these dollars are beneficial to our students, there is an increase in the number of grant reports that must be completed. Thanks to the efforts of Kymberli Gaylor, we continue to meet all timelines for completing all reports and other documentation due at the end of our grant reporting periods.
- Steve Bowen presented the BOE budget at the Town meeting on May 23. Overall, there were not many questions raised at the meeting for either the Town or the school budget. By the time we meet as a BOE on June 9, we will know the outcome of the vote at the Town Meeting on June 6 at 7:00 PM. It is important to

note that since the BOE approved their budget, oil prices and insurance costs have increased. In addition, since our May meeting, we also received information regarding additional, unanticipated increases in special education costs. These impacts will be discussed in further detail as part of the End of Year Budget Transfers and Purchases.

#### Comments on selected agenda items

##### Unfinished Business

###### A. Revise Policy 5144, Administration of Student Medications in the Schools

*This policy is being updated to include the procedures and protocols surrounding the administration of Naloxene. Since this draft policy was developed, legislation was passed that mandates the use of Naloxene in schools. It is recommended that the BOE approve this policy. Any further changes will be brought forward by the Policy Committee once the Shipman and Goodwin model policy has been updated.*

###### B-E. Second reading of the next set of Bylaws reviewed by the Policy Committee

*These items are scheduled for a second reading and BOE decision to repeal, replace, or retain existing Bylaws. As noted in the previous BOE packet, we are asking the BOE to vote on the retained items so that the review date in the BOE policy book can be updated.*

##### New Business

###### A. Teacher's Tuition Reimbursement

*In accordance with the 2021-24 Eastford teacher's contract, we are requesting that the BOE approve the \$2500 tuition reimbursement request made by Charles Kernan. I am also extending congratulations to Mr. Kernan for successfully completing requirements for his 6<sup>th</sup> year certificate at the University of Connecticut.*

###### B. Approval of new Math Program

*As mentioned in previous reports, members of our staff, Elizabeth Rhynhart, Lori Crocker-Lincoln, and Jennifer Barlow, have been working closely with the staff at EastConn to review and make recommendation for the purchase of new K-8 math program materials. I am extending a special "shout out" and deep appreciation for the dedication of time and professional expertise that this team gave to the success of this process. Carole McCombe will provide highlights of this process as well as an overview of the program, Illustrative Mathematics, that is being recommended for BOE approval and purchase.*

###### C. Set Tuition Rate for 2022-2023 school year

*Each year we establish a tuition rate for students residing outside of Eastford to attend Eastford Elementary School, if requested and accepted. This tuition is based on calculated costs and student enrollment. The calculation for the 2022-23 EES tuition rate is included in your packet.*

###### D. Non-Affiliated Salaries

*The Executive Board will be presenting recommendations to the BOE regarding the salaries for the non-affiliated salaries, including the salaries of the Financial Assistant, School Secretary, Principal, Superintendent, BASP Child Care Providers, Interventionist, Primary Health Care Associate and Short-term substitutes.*

###### E. Unexpended Funds for Municipal Reserve Fund (2021-22)

*The BOE can internally encumber an amount up to one percent (\$42,009.84) of the 2021-22 budget and request that the Town place this in Unexpended Education portion of the Town of Eastford's Municipal Reserve Fund. The State law has been adjusted to allow for up to 2% of the current budget be placed in "reserve fund for capital and nonrecurring expenditures".*

*I recommend that the Town consider a revision of our local guidelines to increase the percentage as well as to review the kinds of expenditures that can be made from this fund.*

###### F. Extension of Superintendent Contract

*The BOE has typically extended the Superintendent's contract to maintain a rolling three-year contract. The administration will be reviewing progress on our Strategic Plan at the conclusion of this school year. I recommend that the BOE meet with the Superintendent in August to revise the BOE and Superintendent goals consistent with the updated version of the district's Strategic Plan.*

## Financial Reports

### B. Monthly Financial Summary, May 2022

*As always, if there are any questions regarding the financial reports please send them to me prior to the meeting, if possible.*

### C. Budget Transfers

*Although there will be a request to allow the Superintendent to make additional transfers for approved BOE purchases and to balance end of year accounts, the following transfers are being recommended for your review and possible action:*

*\$4,200 from 100.2140.3.323.00.5 (Purch Svcs, Evals/Consults) to 100.2210.1.322.00.5 (Prof. Development, Teachers)*

*\$456.54 from 100.2210.3.322.00.5 (Prof. Development, SE) to 100.2210.1.322.00.5 (Prof. Development, Teachers)*

*\$2,032 from 100.2310.1.340.01.5 (Purch Svcs, Audit) to 100.2310.1.340.02.5 (Purch Svcs, Actuary)*

### D. End of Year Budget Transfers and Purchases

*As was discussed in May, there have been some unanticipated changes in expenditures. This year some of these changes (decreases) were substantial. Some were related to the restrictions of the pandemic – e.g., participation in sports, reduction of field trips. Others were related to changes in staffing due to new hires and changes in the student population associated with dollars allocated for outplacements and other special education services. We have been using some of these savings to pay for unanticipated expenditures related to our building, including the heating system and the roof project.*

*In May we provided the BOE with a list of potential savings and requested purchases. At its June meeting, the BOE will be asked to review an updated list of requested purchases. This list includes more items that the Board may purchase to ease up funds in the 2022-23 BOE budget. The recommended purchases will allow for certain line items in the budget to be "frozen" and made available funds for transfer to cover these yet undetermined costs. This will provide some relief for the increase in benefits for all staff members, a potential increase in salaries for new hires and the yet undetermined costs of heating oil and diesel fuel. In addition, the administration has been made aware of an unanticipated increase in needed special education programming for students next year.*