

Superintendent's Report: November 2024

Highlight of the Month: Making the time to discuss important educational ideas as an administrative team was a professionally rewarding opportunity as we worked collaboratively to update the district's strategic plan.

News and Notes

Educational Leadership:

- Advised that the Policy, Transportation and Facilities Committees set meetings and prepared the information pertaining to their respective committees.
- Met regularly with Carole and Charlie to discuss evolving needs of staff and students.
- Developed the Leadership Goals and the Strategic Plan with the Administrative team.
- Worked in collaboration with teachers to define a more personalized approach to professional development.

Facilities:

- Worked with Otis elevator staff to obtain a reasonable price for repairing the elevator's door operator board. We received an initial estimate of \$17,938 to repair the board. After discussion with the staff of Otis elevator, we received an estimate of \$3,212.50 to repair it using a refurbished door operator board. Unfortunately, when the repair technician tried to install the refurbished panel, it did not work. As of this report I am awaiting a call back from the Otis representative to discuss next steps.
- Lory Kneeland and I reviewed and completed the new, required checklists for Building and Grounds Maintenance, Waste Management, Food Service, and Facility Walkthrough Inspection.
- Lory and I worked with EMCOR staff to review and complete the Ventilation Checklist.
- Lory and I met with the representative from the Wood Protection Company to begin the update of our Pest Management Plan and to respond to the Pest Management Checklist.
- Mary Seguire contacted Thomas Paine, a mason recommended by the Town, to assess the condition of the bricks in the cove area on the back wall of the building near the storage building.
- We contacted Tom DeJohn to review and recommend the next steps for repairing the egress window framing in the multi-purpose room.

Communication and Collaboration

- We continue the process of updating our contract with E.O. Smith. Once Regional District 19 Superintendent Sharon Cournoyer and I review the current contract, an updated copy of a draft proposal will be sent to the BOE for review and possible approval at the December meeting.
- As part of the RESC Consortium, we locked into a contract for oil at \$2.7075 per gallon. East River Energy will continue to be our oil supplier. I kept Deb Richards informed of the work of the Consortium.
- We offered Active Shooter Training to staff on November 5 in collaboration with Deb Richards and the CT State Police.

Finance:

- We continue to closely monitor the 2024-25 budget. The changes in programming and staffing to meet the changing needs of our students, as well as unplanned facility repairs, i.e. elevator board and additional paving project, are putting some stress on our current budget.
- The administrative team is beginning to develop the 2025-26 budget.

XI. Unfinished Business

A. High School Discussion

The BOE may wish to discuss the presentation made by the administration of E.O. Smith and consider the next steps in reviewing alternate high school options, including invites to administration and on-site visits.

XII. New Business

A. Receive Annual Report for School Year 2023-2024

The BOE is invited to review and discuss the Annual Report which will become a portion of the Town's 2023-2024 Annual Report.

B. Policy 4112.5/4212.5, Employment and Student Teacher Checks

C. Policy 4152/4252, FMLA

D. Policy 1100, Non-Discrimination – Community Relations

E. Policy 4125/4225, Non-Discrimination – Personnel

F. Policy 5000, Non-Discrimination – Students

Items B-F: The Policy Committee will recommend to the BOE that they adopt the 2024 Shipman & Goodwin versions of these policies.

G. Policy 3150, Board Budget Procedures and Line Item Transfers

The Policy Committee recommends that the BOE accept the 2024 version of the S&G policy as a first reading, paying special attention to the change in legislation that allows Boards of Education (rather than the BOS) to authorize the placement of dollars into an unexpended account for educational purposes. To provide a better understanding of this change, copies of the current policy, Shipman & Goodwin redline policy and recommended policy have been emailed to you.

H. Review and possible action on 2024-2025 Leadership Goals

The administrative team is recommending to the BOE a set of Leadership Goals for their review and discussion. The BOE has the option to accept the goals as presented at this meeting or delay action to a later meeting date.

I. Review and possible action on 2024-2025 Strategic Plan

The administration worked closely with each other and in collaboration with a facilitator from EastConn to update the content and format of the district strategic plan. After review and discussion, the BOE can accept the plan as presented at this meeting or at a later meeting. The BOE may also request that the administration provide more detailed information regarding this plan at a later meeting. The current targets of this plan guide the development of district goals and the personal goals of staff. This plan also provides guidance for school and district budget development.

J. Budget 2025-2026, Meeting Dates

Enclosed in the packet is a set of proposed BOE budget meeting dates for your review considering your schedules.

XIV. Financial Reports

If there are any questions regarding any items mentioned in the administrative reports and/or financial documents please, if possible, send your questions or concerns in advance of the meeting so we can be prepared to discuss. At this time, we will be requesting the BOE to approve the following transfers:

\$10,000 from Salary, Custodial (100.2600.1.112.00.5) to Substitutes, Custodial and other non-certified (100.2600.1.121.02.5)

\$13,000 from Purchased Services, Occupational Therapy (100.2190.3.323.00.5) to Purchased Services, Speech, SE (100.2150.3.323.00.5)

\$2320.24 from Purchased Services, Physical Therapy (100.2190.3.323.01.5) to Purchased Services, Speech, SE (100.2150.3.323.00.5)

\$1888.04 from Tuition, Secondary, WA (100.1000.2.561.31.5) to Tuition, SE, WA (100.1200.3.561.31.5)