

**THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE NEXT  
BOARD OF EDUCATION MEETING  
ESSEX ELEMENTARY SCHOOL BOARD OF EDUCATION  
March 12, 2020 7:00pm**

The regular meeting of the Essex Board of Education was held on Thursday, March 12, 2020 in the EES Media Center. Lon Seidman, DG Fitton, Nancy Johnston, Cassandra Sweet (via conference call) and Loretta McCluskey were in attendance. Also in attendance were Brian White, Superintendent of Schools, Kristina Martineau, Assistant Superintendent, Sarah Smalley, Pupil Services, Mr. Richard Huot and Jennifer Tousignant, Principal. Absent: Mark Watson

**CALL TO ORDER**

The meeting was called to order by Mr. Seidman at 7:00p.m.

**STUDENT REPORT**

Ms. Tousignant introduced Lyrical Hupkau, Aden Petrucelli, Kayleigh Cornett and Kaydence Chambers who presented the cityscapes which they made in Art class.

**CONSENT AGENDA**

Upon a motion duly made by DG Fitton seconded by Loretta McCluskey the Essex Board of Education unanimously **VOTED** to approve the minutes from the regular meeting of January 9, 2020, the minutes from the budget workshops of January 21, 2020, February 12, 2020, February 25, 2020 and the Accounts Payable report.

**PUBLIC COMMENT**

No Comment

**REPORTS and OTHER ITEMS:**

**Superintendent's Report**

**District Update**

Mr. White noted that discussions are being held regarding the R4 and Supervision audits for 18-19. This will allow R4 to address outstanding items. Both audits will be complete by the end of March.

**Information and Communication**

Contract negotiations are being held. Mr. White discussed district level planning for the coronavirus. In the next couple of days there will be additional information available.

**Assistant Superintendent's Report**

Ms. Martineau discussed the professional development day which focused on developing priority standards K-12. An overview was presented for K-6. Feedback and revisions were discussed by staff members. This will be ready in the fall.

### **Director of Pupil Services Report**

Ms. Smalley discussed her activities this winter/spring. The PD for special education teaches also worked on Report Cards and how IEP's would match up. Students are being accepted into the preschool program.

### **Financial Status Report**

#### **Financial Status and Cafeteria Account Update**

The reports were reviewed. A surplus is projected at this time.

#### **Possible VOTE to approve transfer of funds in the amount of:**

**\$3,440 from Staff Training – Course Tuition Reimbursement (Object 5322);**

**\$3,095 from Professional Services – Testing/Evaluations (Object 5330);**

**\$1,357 from Instruction Supplies – Physical Education (Object 5611)**

**\$2,680 from Teacher Salary – Classroom Teacher (Object 5113)**

**TOTAL \$10,572 TO Professional Services-Special Education (Object 5330)**

This will cover the cost of an out of district placement. This has been accounted for in next year's budget.

Upon a motion made by DG Fitton and seconded by Loretta McCluskey the Essex Elementary Board of Education unanimously **VOTED** to approve transfer of funds in the amount of:

**\$3,440 from Staff Training – Course Tuition Reimbursement (Object 5322);**

**\$3,095 from Professional Services – Testing/Evaluations (Object 5330);**

**\$1,357 from Instruction Supplies – Physical Education (Object 5611)**

**\$2,680 from Teacher Salary – Classroom Teacher (Object 5113)**

**TOTAL \$10,572 TO Professional Services-Special Education (Object 5330).**

#### **Possible VOTE to approve transfer of funds in the amount of:**

**\$60,000 from Repairs Plant – Long Range Maintenance (Object 5430)**

**\$1,000 from General Supplies Principal's Office – Computer Education (Object 5610)**

**\$9,925 from Other Employee Benefits – Retirement Plan 12 month employees (Object 5290)**

**TOTAL \$70,925 TO OOD Tuition in State (Object 5561)**

Upon a motion made by DG Fitton and seconded by Loretta McCluskey the Essex Elementary Board of Education unanimously **VOTED** to approve transfer of funds in the amount of:

**\$60,000 from Repairs Plant – Long Range Maintenance (Object 5430)**

**\$1,000 from General Supplies Principal's Office – Computer Education (Object 5610)**

**\$9,925 from Other Employee Benefits – Retirement Plan 12 month employees (Object 5290)**

**TOTAL \$70,925 TO OOD Tuition in State (Object 5561)**

**Possible VOTE to approve transfer of funds in the amount of:**

**\$96 from Professional Services – Testing/Evaluations (Object 5330)**

**\$22,019 from Other Employee Benefits – Retirement Plan 12 month employees (Object 5290)**

**TOTAL \$22,115 TO OOD Transportation in State (Object 5511)**

Upon a motion made by DG Fitton and seconded by Loretta McCluskey the Essex Elementary Board of Education unanimously **VOTED** to approve transfer of funds in the amount of:

**\$96 from Professional Services – Testing/Evaluations (Object 5330)**

**\$22,019 from Other Employee Benefits – Retirement Plan 12 month employees (Object 5290)**

**TOTAL \$22,115 TO OOD Transportation in State (Object 5511)**

**Principal's Update**

Ms. Tousignant gave a brief update PTO Family Night was well attended. Funds raised will go towards a new swing set. JW Counselors visited for the 6<sup>th</sup> grade transition. Family Night was well attended. The Bus Driver and Crossing Guard breakfast was a recently held. Our Scientist in Residence continues to support our classrooms. The Engineering with Legos program is now complete. Chess club is underway. In May there is a Volunteer Appreciation breakfast. The Read a Thon was kicked off.

**Capital Requests Discussion**

Ms. Tousignant discussed the capital request plan. No vote will be taken at this time. The Board agrees that this plan should be brought to the Essex Board of Finance for review.

**Presentation of proposed Essex Elementary 2020-21 budget**

Mr. Seidman discussed the budget as developed by the Board. There is a change for ADM.

**Possible VOTE to approve Essex Elementary 2020-21 budget in the amount of \$7,708,432 to be presented to the Town of Essex.**

Upon a motion made by Lon Seidman and seconded by DG Fitton the Essex Elementary Board of Education unanimously **VOTED** to approve the Essex Elementary 2020-21 budget in the amount of \$7,708,432.

**Committee Reports**

**Finance** - Next meeting is March 16, 2020

**Curriculum** – Next meeting is March 12, 2020

**Policy** – Next meeting is March 16, 2020

**Supervision District:**

The budget passed is part of the EES budget. There was a proposed change for the job description of the Business Manager to a Finance Director. Due to the complexity of our district, this change will draw people with more financial skills.

### **Other Committee Reports**

#### **LEARN Committee Report**

No report

#### **Joint BOE Ad Hoc School Security Advisory Committee**

School climate was discussed. Representatives from the community and all five schools were present. A discussion was held regarding network security.

#### **Discussion regarding and Pending Policies**

None Pending.

### **PUBLIC COMMENT**

No Comment

### **FUTURE AGENDA ITEMS**

- 7.1 Present Proposed Essex BOE 2020-21 Budget to Essex BOF/BOS March 24, 2020 @ Essex Town Hall
- 7.2 Next Joint BOE Meeting is April 2, 2020 @ 7:00pm @ JWMS Library
- 7.3 Present Proposed Essex BOE 2020-21 Budget April 16, 2020 at Public Hearing @730pm @ Essex Town Hall
- 7.4 Essex Town Budget Vote May 11, 2020 @730pm @ Essex Town Hall
- 7.5 Next Essex BOE Regular Meeting is May 14, 2020 @ 7:00pm @ EES Media Center
- 7.6 Evaluation of Superintendent(May)
- 7.7 Yearly BOE Self-evaluation (TBD)

### **ADJOURNMENT**

On motion duly made and seconded the Board unanimously **VOTED** to adjourn at 7:45p.m.

Respectfully Submitted,

Kelley Frazier, Secretary