

**SALEM BOARD OF EDUCATION  
SALEM, CONNECTICUT**

MINUTES OF MARCH 6, 2023 REGULAR MEETING

**PRESENT:** Sean Reith, Tiffany Cunningham, Ryan Little, LaVan Norwood, Dan Marsh, Sue Spang, Jen Rucci, Christina Fontaine

**ABSENT:** Kelly Francis

**ADMINISTRATION:** Brian Hendrickson, Superintendent; Kim Gadaree, Business Manager; Dan Driscoll, Principal

**VISITORS:** Janet Griggs (BOF), Cathy Freiert, Marissa Browning, Jonathan Chechile, Sally Buller, Emma VanDusen, Willa Buller, Ted Bergman, Jennifer Kayser (BOE Clerk)

**I. CALL TO ORDER - Meeting was called to order at 7:02 p.m. by Chairman, Sean Reith.**

Additions/modifications to the agenda: Move agenda item VIII.A. after item II, move item XIII.A. after III, and add item (Regular Session) XIII. B. Action on Non-Certified MOU.

**MOTION:** To revise the agenda as discussed.

Made: Sue Spang

2<sup>nd</sup>: Ryan Little

Vote: All in Favor

**MOTION PASSED**

**II. SALUTE TO THE FLAG**

**VIII. SUPERINTENDENT REPORT**

**A. Recognitions: BOE Appreciation and Girls' Basketball Team** – Mr. Hendrickson, Mr. Driscoll and the Board of Education congratulated the Girls' Basketball team for their back-to-back SEMSAC Championship wins and were presented a recognition award. The Salem Board of Education were also presented with student colored thank you notes in recognition of Board of Education Appreciation Month.

**III. PUBLIC COMMENT**

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**XIII. EXECUTIVE SESSION**

**A. Non-Certified MOU**

**MOTION:** To enter executive session at 7:10 pm for the purpose of discussing the non-certified MOU and inviting the Superintendent and Business Manager.

Made: Ryan Little

2<sup>nd</sup>: Sue Spang

Vote: All in Favor

**MOTION PASSED**

Executive Session ended at 7:21 pm.

**B. Action on Non-Certified MOU**

**MOTION:** To authorize the Board Chairman to sign the Non-Certified MOU as presented.

Made: Sue Spang

2<sup>nd</sup>: Ryan Little

Vote: All in Favor

**MOTION PASSED**

**IV. COMMUNICATIONS**

- Joint statement on Safety (Draft)
- Student Behavior Follow-Up

**V. CONSENT AGENDA**

**A. Approve Minutes of the February 6, 2023 Regular and February 13, 2023 Special BOE Meetings**

**B. Superintendent's Staffing Report**

- Claudia Melo was appointed as daily building substitute effective February 9, 2023 for the remainder of SY2022-23 at a daily rate of \$110.00.
- Hannah McAdam was appointed as daily building substitute effective April 24, 2023 for the remainder of SY2022-23 at a daily rate of \$110.00.
- Brylene Laws was appointed as Long-Term Substitute Grade 1 Teacher effective March 1, 2023 through approximately May 4, 2023 at a daily per diem rate of \$265.57 (BS/1 level of teacher's contract).
- Approve unpaid leave for Jennie Bragdon, Food Service Worker, through April 10, 2023 for medical purposes.
- Approve unpaid leave for Lisa Pryzybyl, Cafeteria Aide, through April 25, 2023 for medical purposes.

**C. Approve Building Use Request from Salem Lions Club**

**MOTION:** To approve the consent agenda items as amended.

Made: Ryan Little  
2<sup>nd</sup>: Jen Rucci  
Vote: All in Favor  
**MOTION PASSED**

**VI. ELHS STUDENT REPRESENTATIVE REPORT**

**A. March Report**

Ted Bergman, ELHS Senior, provided the Board with a detailed report of upcoming events at ELHS.

**VII. SPECIAL PRESENTATION**

**A. Salem School Schedule**

Mr. Hendrickson and Mr. Driscoll reported that they are working on providing more dynamic offerings for students and discussed the results of the student survey ranking their top three course/schedule offerings. The administration is working with LEARN to see how we can be creative with scheduling. Mr. Hendrickson spoke on the importance of student voice.

**VIII. SUPERINTENDENT REPORT**

**B. Budget Update**

Mr. Hendrickson spoke about the importance of the non-lapsing account. The annual report was discussed with the Board and the discussion focused on the key highlights. Kindergarten enrollment is holding at 34 students and the historical enrollment was reviewed with the Board.

**IX. BUSINESS MANAGER REPORT**

**A. Action Item: Approve Expenditure Report, Line Item Adjustments and Monthly Grant Spending Report**

Kim Gadaree reported on the expenditure reports, line item adjustments and grant reports with the Board members. The first excess costs payment was received. A control panel for the well/pump needs replacement (estimated cost \$10-\$20,000) and once we get the quote we will ask the Town if we can use ARPA funds for that expenditure. Spoke about the insurance claim submitted for water damage caused during winter break due to broken pipes.

**MOTION:** To approve the Expenditure Report, Line Item Adjustments and Monthly Grant Spending Report, as presented.

Made: Ryan Little  
2<sup>nd</sup>: Jen Rucci  
Vote: All in Favor  
**MOTION PASSED**

**X. DISCUSSION/ACTION ITEMS**

**A. SY2023-2024 School Calendar**

**MOTION:** To approve the SY2023-24 Salem School Calendar.

Made: Jen Rucci  
2<sup>nd</sup>: Lavan Norwood  
Vote: All in Favor  
**MOTION PASSED**

**B. Salem School Roof Project**

Kim Gadaree reviewed the roof project paperwork and next steps with the Board. She noted that the committee will be meeting on March 14<sup>th</sup> to meet with the architect and review the plans and paperwork that will be sent to the state for review and approval. Once the approval is received the project will go out to bid.

**MOTION:** To approve the roof project budget estimate/plans as presented. Made: Tiffany Cunningham  
2<sup>nd</sup>: Dan Marsh  
Vote: In Favor: TC, DM, SS, CF, LN, JR, RL  
Opposed: SR  
**MOTION PASSED**

**C. Stipends**

**MOTION:** To approve the 2023-24 proposed stipends as presented. Made: Sue Spang  
2<sup>nd</sup>: Tiffany Cunningham  
Vote: All in Favor  
**MOTION PASSED**

**XI. SUBCOMMITTEE REPORTS/ANNUAL MANAGEMENT PLAN REVIEW**

**A. Long-Range Educational Planning Subcommittee**

Tiffany Cunningham reported that the subcommittee met earlier in the evening and discussed the legislative agenda and the energy project.

**B. Personnel Subcommittee**

Sue Spang reported the subcommittee met earlier in the evening and discussed the staffing and schedules, the non-certified MOU, job descriptions for Gifted and Talented Teacher and Safety Advocate, and spring climate surveys. There is also a step 3 grievance hearing/meeting scheduled for March 14<sup>th</sup> at 6:45pm for the full Board.

**C. Policy Subcommittee**

2<sup>nd</sup> Readings:

- #1330 Use of School Facilities (Rev.)
- #5141.213 Opioid Overdose Prevention (Emergency Administration of Naloxone) (New)

**MOTION:** To table policy #1330 Use of School Facilities until the next meeting.  
Made: Jen Rucci  
2<sup>nd</sup>: Sean Reith  
Vote: All in Favor  
**MOTION PASSED**

**MOTION:** To approve policy #5141.213 Opioid Overdose Prevention (Emergency Administration of Naloxone).  
Made: Jen Rucci  
2<sup>nd</sup>: Sean Reith  
Vote: All in Favor  
**MOTION PASSED**

**D. Budget/Finance Subcommittee**

Ryan Little reported that the Board of Finance budget presentation is scheduled for March 9<sup>th</sup> at 7pm.

**E. Curriculum Ad-Hoc Subcommittee**

Dan Marsh reported that the next meeting is scheduled for April 3<sup>rd</sup> at 5:30 pm.

**F. Annual Management Plan**

The annual management plan was reviewed. Sue Spang noted that the Michael Siebert Scholarship Fund was depleted and discussed how members could donate to the fund.

**XII. PUBLIC COMMENT**

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**XIV. AGENDA ITEMS FOR NEXT REGULAR MEETING – April 3, 2023**

**XV. ADJOURNMENT**

**MOTION:** To adjourn at 8:51 p.m.

Made: Jen Rucci  
2<sup>nd</sup>: Ryan Little  
Vote: All in Favor  
**Motion Passed**

**Meeting adjourned at 8:51 p.m.**

jlk