

**SALEM BOARD OF EDUCATION  
SALEM, CONNECTICUT**

MINUTES OF APRIL 3, 2023 REGULAR MEETING

**PRESENT:** Sean Reith, Tiffany Cunningham, Kelly Francis, Ryan Little, Sue Spang, Jen Rucci, Christina Fontaine

**ABSENT:** LaVan Norwood and Dan Marsh

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

**VISITORS:** Janet Griggs (BOF), Kate Bojarski, Lee Wood, Jonathan Chechile, Chris Urban (Director of Food Services), Ted Bergman, Jennifer Kayser (BOE Clerk), Scott Kidd (IT)

**I. CALL TO ORDER - Meeting was called to order at 7:00 p.m. by Chairman, Sean Reith.**

Additions/modifications to the agenda: Add XV. B Discuss pending State Board of Labor Relations complaint brought by SFT and XI. C. Safety Advocate Job Description.

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

Made: Ryan Little

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

Vote: All in Favor

**MOTION PASSED**

**II. SALUTE TO THE FLAG**

**III. PUBLIC COMMENT**

*The public comment portion of the meeting is a time for members of the audience to address the Board of Education to express opinions concerning the educational program or other topics within the purview of the Board. The public is advised that any discussion of specific Board employees will not be allowed. The Board will listen to remarks but discussion and Board action is limited to agenda items only. When making a comment, please use the microphone and state your name and address.*

**IV. SPECIAL RECOGNITIONS**

**A. Staff Recognitions: Administrative Professionals** (Laurie Barberi, Kate Bojarski, Lee Wood, Melissa Paquet, Jennifer Kayser)

The Board and Administration thanked the administrative professional team for their hard work and dedication to Salem.

**V. Discussion/Action Items**

**A. Healthy Foods**

Chris Urban, Food Service Director, discussed the Healthy Foods Certification and program to the Board. He also reported on the meal counts increasing in March when all meals are free for students.

**MOTION:** Pursuant to C.G.S. Section 10-215f, the Salem Board of Education certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2023, through June 30, 2024. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.

Made: Sue Spang

2<sup>nd</sup>: Jen Rucci

Vote: In Favor: SS, TC, JR, RL, CF, KF

Abstained: SR

**MOTION PASSED**

**MOTION:** Required motion language for combined food and beverage exemptions: The Salem Board of Education will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following

conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food and beverage items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held and must be the same place as the food and beverage sales.

Made: Sue Spang

2<sup>nd</sup>: Jen Rucci

Vote: In Favor: SS, TC, JR, RL,  
CF, KF

Abstained: SR

**MOTION PASSED**

## **VI. COMMUNICATIONS**

- March 14, 2023 Salem Building Committee Roof Subcommittee Minutes
- April 3, 2023 Staff Memo 2023-23 Budget Update
- SBAC Testing Schedule
- Email regarding Narcan and Suicide Prevention Training

## **VII. CONSENT AGENDA**

### **A. Approve Minutes of the March 6, 2023 Regular BOE Meeting**

### **B. Superintendent’s Staffing Report**

- Accepted the resignation of Marissa Browning, Tutor, effective March 17, 2023
- Accepted the resignation of Molly Lathrop, French Teacher, effective June 30, 2023.
- Appointed Jack Levanto as Special Education Teacher (Gr/5/6) effective April 17, 2023 at the MA/Step 3 level.
- Appointed Judith Richard as 0.40 FTE Special Education Teacher (Grade 5/6) effective March 22, 2023 through June 13, 2023 at an hourly rate of \$71.53 (6th year/Step 13 level).
- Appointed Brent Ali as Track Coach for SY2022-23 for a stipend amount of \$1,599.00.
- Appointed Sally Buller as Assistant Track Coach for SY2022-23 for a stipend amount of \$1,133.00.
- Approve unpaid leave for Jennie Bragdon, Food Service Worker, through the end of SY2022-23 for medical purposes.

### **C. Approve Out-of-State Field Trip**

- Fantastic Festivals Band Trip Manchester, CT and Agawam, MA on June 2, 2023.

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

Made: Ryan Little

2<sup>nd</sup>: Jen Rucci

Vote: All in Favor

**MOTION PASSED**

## **VIII. ELHS STUDENT REPRESENTATIVE REPORT**

### **A. April Report**

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

## **IX. SUPERINTENDENT REPORT**

**A. Annual School Climate Report** – Mr. Hendrickson, Mr. Driscoll and Mrs. Sechen presented information to the Board on School Climate. The overview of topics included student behavior, SIP/Strategic Plan school climate priorities and school safety. Mr. Driscoll spoke about student behavior data and stated that he and Mrs. Sechen will work hard on the communication piece to ensure all parties are on the same page.

## **X. BUSINESS MANAGER REPORT**

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

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

Made: Ryan Little

2<sup>nd</sup>: Sue Spang  
Vote: All in Favor  
**MOTION PASSED**

## **XI. DISCUSSION/ACTION ITEMS**

### **B. SY2023-2024 Budget**

The Board of Finance reduced the Board of Education budget by \$88,000 at their March 23<sup>rd</sup> meeting. The Board discussed requesting the administrative to solicit feedback on the reductions.

**MOTION:** To remove \$88,000 from the Board of Education budget and charge the administration to solicit feedback on proposed changes.

Made: Ryan Little  
2<sup>nd</sup>: Sue Spang  
Vote: In Favor: RL, SS, JR, CF,  
KF  
Opposed: TC  
Abstained: SR  
**MOTION PASSED**

### **C. Safety Advocate Job Description**

Sue Spang reported that the Personnel Subcommittee has discussed this job description over the last few months. This position is a newly created position and the current Greeter position would be eliminated. This position is needed for security enhancements.

**MOTION:** To approve the Safety Advocate job description.

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

## **XII. SUBCOMMITTEE REPORTS/ANNUAL MANAGEMENT PLAN REVIEW**

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

Tiffany Cunningham reported that the subcommittee met earlier in the evening and reviewed an electrical quote for the energy project discussed earlier this year.

### **B. Personnel Subcommittee**

Sue Spang reported the subcommittee had a joint Budget/Personnel meeting earlier in the evening and discussed the budget reductions. The subcommittee also discussed the work being done with LEARN, job descriptions, climate surveys (May), and the Superintendent's evaluation. Sue thanked Jen Rucci and Tiffany Cunningham for their donations to the Michael Siebert scholarship fund.

### **C. Policy Subcommittee**

1<sup>st</sup> Readings:

- #9160 Student Representation to the Board of Education

The Board discussed the policy draft and requested it go back to Policy for further revisions. Jen Rucci asked Sue Spang for language suggestions.

### **D. Budget/Finance Subcommittee**

### **E. Curriculum Ad-Hoc Subcommittee**

Kelly Francis reported that the next meeting is scheduled for April 24<sup>th</sup> at 5:30 pm.

### **F. Annual Management Plan**

The annual management plan was reviewed.

## **XIII. PUBLIC COMMENT**

*The public comment portion of the meeting is a time for members of the audience to address the Board of Education to express opinions concerning the educational program or other topics within the purview of the Board. The public is advised that any discussion of specific Board employees will not be allowed. The Board will listen to remarks but discussion and Board action is limited to agenda items only. When making a comment, please use the microphone and state your name and address.*

## **XIV. AGENDA ITEMS FOR NEXT REGULAR MEETING – May 1, 2023**

**XV. EXECUTIVE SESSION**

**A. Discuss Pending Litigation from Former Certified Staff Member**

**B. Discuss Pending State Board of Labor Relations Complaint Brought by SFT**

**MOTION:** To enter executive session at 9:07 pm for the purpose of discussing pending litigation from former certified staff member and pending Stater Board of Labor Relations complaint brought by SFT inviting the Superintendent, Business Manager and Board attorney (via phone).

Made: Ryan Little

2<sup>nd</sup>: Jen Rucci

Vote: All in Favor

**MOTION PASSED**

Executive Session ended at 10:00 pm.

**XVI. ADJOURNMENT**

**MOTION:** To adjourn at 10:00 p.m.

Made: Jen Rucci

2<sup>nd</sup>: Kelly Francis

Vote: All in Favor

**Motion Passed**

**Meeting adjourned at 10:00 p.m.**

jlk