

**SALEM BOARD OF EDUCATION  
SALEM, CONNECTICUT**

MINUTES OF JUNE 6, 2023 SPECIAL MEETING

**PRESENT:** Sean Reith, Tiffany Cunningham, Kelly Francis (arrived at 8:30 pm), Ryan Little, Sue Spang, Jen Rucci, Christina Fontaine, LaVan Norwood, Dan Marsh

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

**VISITORS:** Janet Griggs (BOF), Jennifer Kayser (BOE Clerk), Scott Kidd (IT), Nick Procko (RLE Energy), Jill MacLachlan, Sonny Tuccitto, Sue Wyand, Jonathan and Veronique Chechile

*Note: Other visitors attended the meeting but did not sign in.*

**I. CALL TO ORDER - Meeting was called to order at 7:13 p.m. by Chairman, Sean Reith.**

**II. SALUTE TO THE FLAG**

**III. SPECIAL PRESENTATIONS**

**A. Staff Recognition: Retirement Awards**

Retirement awards were presented to Jill MacLachlan and Sonny Tuccitto.

**IV. PUBLIC COMMENT**

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- Jen Werb, Special Education Teacher – Read a parent letter from Michelle Mills (128 Witter Road) regarding concerns with the quality of education at Salem School.
- Sue Miller, Art Teacher – Read a statement from SFT regarding a leadership crisis at Salem School.

**V. COMMUNICATIONS**

- Email from Diane Weston dated 5/2/23.
- Email from SFT (Barbara Leyden) dated 6/6/23.
- Email from Barbara Bashelor dated 6/5/23.
- Email from Michelle Mills dated 6/6/23.
- Email from Philip Mills dated 5/17/23.
- Email from Chris Wisniewski dated 5/12/23.

**VI. EXECUTIVE SESSION**

**A. MOU Regarding Certified Employee Leave of Absence**

**MOTION:** To enter Executive Session at 7:37 pm for the purposes of discussing MOU regarding certified employee leave of absence inviting the Superintendent and Business Manager.

Made: Ryan Little

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

Vote: All in Favor

**MOTION PASSED**

Regular Session resumed at 8:15 pm.

**VII. DISCUSSION/ACTION ITEMS**

**A. MOU Regarding Certified Employee Leave of Absence**

**MOTION:** The Board of Education in consultation with the administration moves to approve the extended leave of absence for certified staff member after maternity leave (FMLA) for SY2023-24.

Made: Jen Rucci

2<sup>nd</sup>: LaVan Norwood

Vote: All in Favor

**MOTION PASSED**

**VIII. SPECIAL PRESENTATION**

**A. Energy Project (Nick Procko from RLE Energy)**

Nick Procko presented the energy project information to the Board. There was a “Q&A” session after the presentation concluded.

**IX. CONSENT AGENDA**

**A. Approve Minutes of the May 1, 2023 Regular BOE Meeting and May 25, 2023 and May 30, 2023 Special BOE Meetings**

**B. Superintendent’s Staffing Report**

- Accepted the resignation of Rebecca Irvin, Custodian, effective May 8, 2023
- Accepted the resignation of Diana Rivera, Director of Facilities, effective May 8, 2023.
- Accepted the resignation of Lisa Przybyl, Cafeteria Aide, effective June 13, 2023.
- Appointed Howie Houser as Custodian, effective May 12, 2023 at an hourly rate of \$19.45 (custodian step 3).
- Appointed Jennifer Maxwell as Grade 5/6 Teacher, effective August 21, 2023 at a salary of \$52,733.00 (BS/Step 3).
- Appointed Lee Wood as Safety Advocate, effective August 21, 2023 at an hourly rate of \$21.81.
- Appointed Sarah Andrews as Elementary Teacher, effective August 21, 2023 at a salary of \$59,156.00 (MA/Step 3).
- Appointed Hannah McAdam as Elementary Teacher, effective August 21, 2023 at a salary of \$50,853.00 (BA/Step 1).
- Appointed Mary Roth as PK Teacher for the Salem Summer School ESY Program. (July 5, 2023 - July 27, 2023 for 4 hours per day/3 days a week)
- Appointed Lilyan Tashea as PK Tutor for the Salem Summer School ESY Program. (July 5, 2023 - July 27, 2023 for 4 hours per day/3 days a week)
- Appointed Scott Gordon as ASD Teacher for the Salem Summer School ESY Program. (July 5, 2023 - July 27, 2023 for 4 hours per day/3 days a week)
- Appointed Stacia Wright as ASD Tutor for the Salem Summer School ESY Program. (July 5, 2023 - July 27, 2023 for 4 hours per day/3 days a week)
- Appointed Kristine Ton as Elementary Teacher, effective August 21, 2023 at a salary of \$63,370.00 (MA/Step 5).

**C. Approve Donation from Sprigs and Twigs**

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

Made: Ryan Little

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

Vote: All in Favor

**MOTION PASSED**

**X. ELHS STUDENT REPRESENTATIVE REPORT**

**A. June Report**

Ted Bergman, ELHS Senior, was unable to attend the meeting but provided the Board with a written report of upcoming events at ELHS.

**XI. SUPERINTENDENT REPORT**

**A. District Updates** - Mr. Hendrickson reported on the following items: Graduation, DSS Search, School Security Audit, Grade 7/8 SS Coverage and Grading, Shared Services with ELPS (Director of Facilities), Special Education Out-of-District Tuition, ELHS Student Representative, Staffing Update, and CAS Scholar Leader Award.

**B. School Climate Report** – Mr. Hendrickson presented information on the climate surveys.

**XII. 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>: Jen Rucci  
Vote: All in Favor  
**MOTION PASSED**

### **XIII. DISCUSSION/ACTION ITEMS**

#### **A. SY2023-2024 Budget**

The Board reviewed the unanticipated special education out-of-district tuition costs (\$327,000) for SY2023-24 budget. The Board discussed the non-lapsing account and the rationale for the need of this account. The Board requested having the Budget Subcommittee meet to discuss the cuts (\$88,000 and \$327,000). The Board will hold a special meeting on June 26<sup>th</sup> at 5pm to review/approve the plan developed by the Budget Subcommittee with the budget reductions.

#### **B. Energy Project**

**MOTION:** To authorize the Superintendent and Business Manager to enter into a contract with RLE to execute the energy project (contract).

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

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

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

Tiffany Cunningham reported that the subcommittee met earlier in the evening. The strategic plan will be a retreat topic where feedback mechanisms will be discussed.

#### **B. Personnel Subcommittee**

Sue Spang reported the subcommittee met earlier in the evening. The subcommittee met with LEARN to review special education and student behavior in school. The subcommittee also discussed the DSS position and endorses more FTE's to the position. The subcommittee also reviewed and selected three recipients for the Michael Siebert scholarship

#### **C. Policy Subcommittee**

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

The subcommittee will meet prior to June 26<sup>th</sup>.

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

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

The annual management plan was reviewed. Move the end of fiscal year management report from June to August.

### **XV. PUBLIC COMMENT**

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### **XVI. AGENDA ITEMS FOR NEXT REGULAR MEETING – June 26, 2023 Special Meeting – Retreat 6pm / July 17, 2023 Regular Meeting**

- Scheduled a Special Meeting on June 26<sup>th</sup> at 5pm for Budget
- Regular Meeting: Amendment to the Annual Management Plan

### **XVII. EXECUTIVE SESSION**

#### **A. Superintendent Evaluation/Superintendent Contract**

**MOTION:** To enter Executive Session at 9:38 pm for the purposes of discussing the Superintendent Evaluation and Contract.

Made: Kelly Francis  
2<sup>nd</sup>: Dan Marsh  
Vote: All in Favor  
**MOTION PASSED**

Regular Session resumed at 10:41 pm.

**XVIII. DISCUSSION/ACTION ITEMS**

**A. Superintendent Evaluation/Superintendent Contract**

**MOTION:** To accept the Superintendent Evaluation as amended.

Made: LaVan Norwood  
2<sup>nd</sup>: Kelly Francis  
Vote: In Favor: LN, KF, SS, SR,  
RL, CF, JR  
Opposed: TC  
Abstained: DM  
**MOTION PASSED**

**MOTION:** To authorize the Board Chair to extend contract with the Superintendent.

Made: LaVan Norwood  
2<sup>nd</sup>: Sue Spang  
Vote: In Favor: LN, KF, SS, SR,  
RL, CF, JR, DM  
Opposed: TC  
**MOTION PASSED**

**XIX. ADJOURNMENT**

**MOTION:** To adjourn at 10:46 p.m.

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

**Meeting adjourned at 10:46 p.m.**

JR/jlk