



**MEETING OF BOARD OF EDUCATION  
June 18, 2024 at 6:00 p.m.  
MINUTES**

**Board of Education Goal:**

**Montville graduates will possess the skills and dispositions to navigate complex tasks. Our graduates are communicators, information consumers, problem solvers, and independent learners. They exhibit empathy, perseverance, inclusivity and self-awareness.**

**Library Media Center**

**Item 1. Call to order/ Pledge of Allegiance / Moment of Silence – 6:00 P.M.**

Board Chair Wills Pike called the meeting to order at 6:00 P.M.

Board members attending were: Bob Mitchell, Bonnie Bacon, Timothy Shanahan, Tina Grove, Erika Striebel, Donna Funk; Carol Burgess, and Lisa Terry.

Also participating were: Superintendent of Schools Laurie Pallin, Assistant Superintendent Dianne Vumback, Recording Secretary Pamela Rodgers, Business Manager Kathy Lamoureux, Administrators Paula LaChance, Greg Gwudz, Rob Alves, David Gollsneider, and Liz Dumond.

**Item 2. Presentations**

- a. “Montville – Proud of our Schools” – presented by Principal Rob Alves.

*This is something that I have been wanting to do for a few years now and I am thrilled it has finally come to life. This video projects a celebration of the pride we have in our school district and town. It highlights staff members who graduated from our schools and now work in various roles within our district. The list has grown to nearly 80 individuals, a testament to their pride in our schools and community.*

*The song “ Small Town” accompanies the video, perfectly representing our community’s spirit and pride. While things may not always be perfect, the bond with this community is unbreakable. Every day, I wake up grateful for the opportunity to come to work in such a great community.*

*I had the pleasure of working with Dave Blanchette (Technology Education Teacher), Anthony Occhialini (Health and PE Teacher and MHS Graduate) and Karen Dragoo to bring this video together.*

Board members were very complimentary of the video.

**Item 3. Alterations to the agenda**

- a. Add item 7 k. Appraisal of the selection of Integrated Security Solutions to add interior cameras at MHS, Mohegan and Oakdale. (Policy 3323 Bid not required for Services for which we already have a vendor who has worked on equipment to be replaced or repaired)

Motion: To add 7 k to the agenda

Moved by: Bob Mitchell

Second by: Timothy Shanahan

Vote: Carried (9-0)

**Item 4. Citizens' Comments (regarding agenda items only)**

**The Board welcomes public comments at Board meetings. When you speak, please clearly state your first and last name and your address so that we can reach out to you after the Board meeting. Please try to limit your comments to 3 minutes. The Board's protocol is that they do not respond to citizen's comments at the meeting. They do, however, listen carefully and follow up after the meeting as appropriate. Your comments may lead to further dialogue at a future Board or sub- committee meeting or a follow-up phone call from a district administrator for more information**

*None*

**Item 5. Letters and Communications**

*None*

**Item 6. Approval of the Consent Calendar**

Motion: To approve the consent calendar as presented.

Moved by: Timothy Shanahan

Seconded by: Bob Mitchell

Vote: Carried (9-0)

- a. Budget update: Kathy Lamoureux

*Based on current trends, the budget reflects an overage in the salary's objects (objects 111 thru 130) and employee benefits objects (204 thru 222). On the board agenda, we are requesting a transfer of \$34,000 to reallocate to offset shortages in the tuition's accounts (560 thru 563) amounting to \$28,000 and \$6,000 to dues and fees (object 810). The shortage in 810 is primarily due to increased entry fees incurred from extracurricular activities. We are also requesting a motion to allow flexibility for necessary transfers to close out the school year as we finalize purchase orders, receive actual bills and project end-of-the month bills.*

*Additionally, we are requesting the Board to approve transfers from the projected overage objects to fund the door repairs and replacements at Tyl Middle and Mohegan Elementary Schools in the amount of \$125,000, and \$60,800 for the installation of indoor security cameras at Mohegan and Oakdale Elementary Schools. These projects have been submitted under the security grant and the capital plan but have not been funded. This work will be completed by Park Roway and Integrated Security System, vendors who have completed similar work for the district, and ensuring consistency in the camera system throughout the district. These transfers will remove these projects from the capital plan for the Town to consider next fiscal year.*

*I also wanted to report on our non-lapsing account. We currently have about \$550,000 in the account. Recent legislation regarding placement of funds in the non-lapsing account has changed. CT General Statute 10-248a, which is effective May 28, 2024 states that for the fiscal year ending June 30, 2024, and each fiscal year thereafter, notwithstanding any provision of the general statutes or any special act, municipal charter, home rule ordinance or other ordinance, a local board of education may deposit into a non-lapsing account any unexpended funds from the prior fiscal year from the budgeted appropriation for education, provided (1) such deposited amount does not exceed two per cent of the total budgeted appropriation for education for such prior fiscal year, (2) each expenditure from such account shall be made only for educational purposes, and (3) each such expenditure shall be authorized by the local board of education for such town.*

*I have reached out to the State for guidance on the HVAC grant for Tyl Middle School regarding payment for the boiler replacement project. This work was included in grant application that was awarded, and before determining the bonding amount needed for current projects, I want to verify that we will be reimbursed for the boiler replacement.*

**Item 7. New Business**

- a. Discussion and possible action to approve the proposed teacher/leader evaluation plan

Assistant Superintendent Vumback explained:

*The components of the proposed teacher /leader evaluation plan. The state recommended plan includes The Educator Continuous Learning Process. The plan includes goal setting, Mid-year Check in and End of year Reflection. Promotes continuous improvements. Response is due to the state by 01Aug 2024.*

*The Board agreed that they would delegate their approval to the E&E Committee which will review the full document and make a decision to approve the plan on behalf of the Board.*

*This will require a July Educational Evaluation meeting.*

- b. Consideration and action to direct the superintendent to transfer funds

from budget categories which reflect a surplus to categories which are overbudget as the 2023-2024 budget is closed out before the end of June

Motion: To approve the superintendent to transfer funds from budget categories which reflect a surplus to categories which are overbudget as the 2023-2024 budget is closed out before the end of June

Moved by: Bob Mitchell  
Seconded by: Lisa Terry  
Vote: Carried (9-0)

Superintendent Pallin explained:

*This is an annual motion which enables Kathy and me to close out the budget for the year over the next two weeks, making transfers as necessary from categories with a surplus to categories which are over budget. We have motions on the agenda tonight for transfers we know are needed, but there may be a few others necessary*

- c. Consideration and action to approve the contract of CSEA, SEIU Local 2001 Montville Secretaries Chapter as recommended by the negotiating committee

Motion: To approve the contract of CSEA, SEIU Local 2001 Montville Secretaries Chapter as recommended by the negotiating committee

Moved by: Lisa Terry  
Seconded by: Carol Burgess  
Vote: Carried (9-0)

Superintendent Pallin explained:

*The secretaries have ratified the contract, and it has been available in Central Office for your review. Key changes to the 4-year contract include:*

- *Salary increases of 3.5%, 3.25%, 3.25%, 3%*
- *Freeze accrued vacation time for future use or for payout. Secretaries used to be able to accrue vacation for payout upon retirement which was a liability for the Board because the time is paid at the rate the secretary is earning when they retire, not the rate when the days were earned. Now secretaries can carry 10 days from one year to the next, but cannot carry more than 10 days plus the number of frozen days.*
- *Move from PPO to the High Deductible Health Plan for all secretaries except those who are currently on the PPO and elect to stay on it with the premium cost share for the HDHP at 16%, 16.5%, 16.5%, and 17% and the cost share for the PPO at 18% and increase .5% each year.*

- *Leave can be taken in increments of 0.25 days.*

Board members asked questions about the meaning of frozen time and it was clarified.

d. Discussion of School Parent Involvement Reports – Policy 1110.1

Superintendent Pallin explained:

*These are annual reports provided to you by each school by policy. We strive to actively involve parents in all of our schools and these reports provide examples of the ways parents are engaged including:*

- *communication through SM and social media, emails from teachers, and weekly or monthly newsletters and the website;*
  - *events for parents and families including SEL nights at the elementary schools, Back to School nights, parent conferences, PTO sponsored events, plays and musicals, concerts, athletic events, awards ceremonies*
  - *communication about individual students through Google Classroom and PowerSchool*
  - *opportunities for parents to volunteer*
  - *orientation programs or meetings for entering students (grades K, 6, 9)*
  - *parent groups – PTOs and governance council*
- e. Appraisal of the selection of Park Roway as the vendor to complete door repairs at Oakdale and Tyl (Policy 3323- Bid not required for: Services for which we already have a vendor who has worked on the equipment to be replaced or repaired)

Superintendent Pallin explained:

*As you saw when we did the building tours, doors at Oakdale and Tyl have many areas that are rusted and need to be replaced. We had put this in the security grant that was not awarded and in next year's capital projects. We have the funds in Employee Wages and Benefits now to complete some of this work (there is a transfer later on the agenda for this purpose) and the longer we wait, the more the doors are deteriorating. Park Roway has been the vendor who has completed work on the doors in the past.*

- f. Appraisal of the selection of ProVision to repair and replace broken cameras on buses. (Policy 3323- Bid not required for: Services for which we already have a vendor who has worked on the equipment to be replaced or repaired)

Superintendent Pallin explained:

*When we buy new buses, they do not come with cameras and our practice has been to remove cameras from buses being scrapped and reuse them. This has resulted in a number of older cameras, many of which need to be repaired or replaced. Our current cameras are ProVision and we asked them to come and assess their condition. They have prepared a detailed list of cameras they would repair or replace and it is important that all our cameras operate in the same way as many different people use them and view the footage. We have the money in our budget for this work.*

- g. Consideration and action to approve a bid waiver for the purchase of the two buses which were approved in the capital plan using Bluebird as the vendor. This ensures that our fleet of Bluebird buses can use the same parts and be serviced more easily.

Motion: To approve a bid waiver for the purchase of the two buses which were approved in the capital plan using Bluebird as the vendor. This ensures that our fleet of Bluebird buses can use the same parts and be serviced more easily.

Moved by: Bob Mitchell  
Seconded by: Lisa Terry  
Vote: Carried (9-0)

Superintendent Pallin explained:

*Our current fleet is comprised of Bluebird buses, each year when we purchase a bus we request a bid waiver so that we can continue to maintain a fleet that uses the same parts and that the mechanic is familiar with.*

- h. Consideration and action to transfer \$34,000 from Employee Benefits to Tuition (\$28,000) and to Dues (\$6,000) to account for shortages in these two areas.

Motion: To approve a transfer \$34,000 from Employee Benefits to Tuition (\$28,000) and to Dues (\$6,000) to account for shortages in these two areas.

Moved by: Carol Burgess  
Seconded by: Bob Mitchell  
Vote: Carried (9-0)

*As explained in Kathy's report*

- i. Consideration and action to transfer \$125,000 from Wages and Benefits to Purchased Services to pay for Tyl and Oakdale door frame repairs.

Motion: To approve a transfer \$125,000 from Wages and Benefits to Purchased Services to pay for Tyl and Oakdale door frame repairs

Moved by: Wills Pike  
Seconded by: Lisa Terry  
Vote: Carried (9-0)

*As explained in Kathy's report*

- j. Consideration and action to transfer \$60,800 from Wages and Benefits to Supplies (\$26,500) for the purchase of security cameras and to Purchased Services (\$34,300) for installation of security cameras.

Motion: To approve transfer \$60,800 from Wages and Benefits to Supplies (\$26,500) for the purchase of security cameras and to Purchased Services (\$34,300) for installation of security cameras.

Moved by: Bob Mitchell  
Seconded by: Carol Burgess  
Vote: Carried (9-0)

Superintendent Pallin explained:

*There are currently no indoor cameras at Mohegan and Oakdale and MHS needs a few additional cameras. We had requested these in the security grant and have already discussed their importance to the Board. We wanted to wait until year-end to see if we would need to pull from the 2% account or if we could find money in the budget for this work. We are able to make the needed transfer from wages and benefits.*

- k. Appraisal of the selection of Integrated Security Solutions to add interior cameras at MHS, Mohegan and Oakdale (Policy 3323- Bid not required for: Services for which we already have a vendor who has worked on the equipment to be replaced or repaired)

Superintendent Pallin explained

*It is important to have one camera system throughout the district. All camera access is connected and multiple people access the cameras including dispatch and all principals.*

**Item 8. Old Business**

- a. Review and possible revision of 2024-2025 Board of Education Budget

Motion: To revise 2024-2025 Board of Education Budget as recommended

Moved by: Bob Mitchell  
Seconded by: Carol Burgess  
Vote: Carried (9-0)

Superintendent Pallin explained:

*The Board meeting documents contain document showing the necessary additions to the budget and proposed reductions to bring the budget in line with the funds allocated by the Town Council. Additions to the budget are an increase in the pay for substitutes, and increased wages for the Brailist and the SSO. Reductions to reach the Town's budget for BOE were made to LEARN contracted services, teacher of the deaf salary, MHS summer school, and transfer of 0.2 teaching position to the Title IV grant.*

Lisa Terry asked if MHS felt that cutting the high school summer school would affect students' ability to cause up from missed work and Rob Alves responded that they believed due to students' attendance issues the tutoring center is a better way to help students.

Wills Pike expressed concern that the proposed increase in substitute pay from \$95 to \$105 is not enough and that we would still not be able to attract substitutes. It was agreed that the Board would look at daily sub rates again in the next budget season to see if the daily rate should be increased again at that time.

- b. Discussion of continuation of recordings of BOE Meetings

Superintendent Pallin explained

*We currently pay Jake to be present at meetings and Nic does the follow up work to create the video in a format that can be posted on the website. This is a time-consuming process and Nic and I have already discussed the need to take that off of Nic's plate. If we want to keep recording meetings, we would need to train and pay Jake to do the processing of the*



video as well. As reported last meeting, viewership of the video has been in the single digits. There was only 1 view in March and April which was Nic.

|             |   |    |
|-------------|---|----|
| Finance 101 | 5 | 8  |
| Feb 2024    | 5 | 8  |
| Mar 2024    | 1 | 8  |
| Apr 2024    | 1 | 18 |
| May 2024    |   | 19 |

Jake is paid \$15.59 per hour and the meeting plus video processing takes about 5 hours. (\$80 per meeting).

After a lengthy discussion, Board members decided to continue creating and posting meeting videos. However they also wanted to ensure the public is made aware of the videos. It was suggested that an alert be placed on the district website when a new video is posted. This will be revisited again in a year.

c. Discussion and possible action regarding 2024-2025 substitute pay

Motion to increase substitute pay as recommended

Moved by: Bob Mitchell  
Seconded by: Lisa Terry  
Vote: Carried (9-0)

*Superintendent Pallin explained*

*A review of other districts does indicate that our daily sub rates are lower and they are only slightly above minimum wage. It is my suggestion that our daily substitute rate be increased from \$95 per day to \$105 per day. This rate is still low (we would be the same as and it is recommended that Board look at a possible increase again next year. Of 36 districts reporting, 14 pay \$110 or lower, lowest rate is \$90 per day.*

Board comments on this item are under 8a.

d. Update on Tyl Roof Project

Superintendent Pallin explained

*The meeting notes from the May 23 project meeting were uploaded into the Board docs for your review.*

- **Mobilization and Safety Setup:** Greenwood Industries will begin mobilizing and setting up safety equipment on 6/18 as planned.

- **Stone Removal:** *The stone removal from the roof will start on Wednesday 6/19.*
- **Material Delivery:** *The material delivery is scheduled for the week of 6/24.*
- **Meeting:** *The first official project meeting will take place on 7/9 at 10am. Regular project meetings will start at 9:30am from 7/16 until the project is complete.*

**Item 9. Committee and Liaison reports:**

- a. Policy – Tina Grove – *Mtg this evening, revised policy 6172.4; will go back to Policy at August meeting*
- b. Education Evaluation – *Bob Mitchell- No meeting*
- c. Communications Committee – *Lisa Terry, No meeting*
- d. Montville Education Foundation – *Laurie Pallin, Discussed golf tournament and upcoming concert.*
- e. LEARN – *Robert Mitchel; Looking forward to starting the interview process of the construction of the Daniel Ave*
- f. CABA/NSBA – *Carol Burgess- Board of Directors meets tomorrow. Will be leaving CABA on July 1<sup>st</sup> and this item should be removed from future agendas*
- g. Montville Youth Services Bureau- *Timothy Shanahan, meet last Thursday, received Federal funding to purchase Narcan, supply fire and police dept. Will be getting a therapist for mental health and addictions services.*

**Item 10. Report on District Operating Plan**

- a. Report from Director of Special Services – Paula LaChance

*I am still working on ESY staffing as several staff have backed out last minute.*

*I am currently interviewing for staff for next year. We have recommended a hire for Oakdale nurse and Oakdale Special Education teacher. We will also be looking to hire a new preschool teacher.*

*The TA had a graduation celebration for our three students that aged out with a luncheon for parents and siblings. Lily, the teacher, was successful in connecting these students to adult supports whether that be acceptance into supported living, supported employment and / or a day DDS program. I couldn't be happier with the work and collaboration she has with outside agencies such as DDS and DMAS.*

*I have begun looking ahead planning for next year's professional development with a focus on developing capacity among all staff in the social emotional and trauma areas. I would like to see more training for our general education staff to build their capacity around trauma awareness and strategies to support within the classroom.*

*At the elementary level I am working with Theresa on streamlining forms to be consistent across all three schools for classroom teachers to report out on progress at PPT's.*

**b. Report from the Assistant Superintendent – Dianne Vumback**

*Busy month with promotions and graduation activities*

*The Educators Diversity Plan has been conditionally approved, we have until October to make any changes. This will be included in the September BOE meeting.*

**c. Report from the Superintendent – Laurie Pallin**

*I wanted to take a minute to recognize the significant accomplishments of our athletic program this year.*

*Girls indoor track team- ECC Division II Champions and ECC Division II Tournament  
Boys Soccer – ECC Division III Champions, ECC Division II Tournament Champions  
Volleyball – ECC Division III Champions, ECC Division II Tournament Champions*

*Boys Cross Country – ECC Division III Champions  
Girls Outdoor Track and Field – ECC Division III Champions, ECC Division 3/4  
Tournament Champions  
Boys Tennis - ECC Division III Champions*

*52 student-athletes named as ECC All Stars  
19 student-athletes names as ECC Honorable Mention  
7 student-athletes named to 1<sup>st</sup> Team All State  
1 student-athlete named to 2<sup>nd</sup> Team All State  
3 student-athletes named as ECC Tournament MVPs  
6 student-athletes names as ECC Athlete of the Week*

*Finally, I want to thank the Board for your support of me in my work as superintendent.  
It has been an honor to work in Montville for the past 32 years and I am grateful for the  
opportunity to work with all of you.*

**Item 11. Information Items**

*None*

**Item 12. Citizens' comments**

*None*

**Item 13. Board Chair Remarks Wills Pike**

*It's very nice to be part of this team. I have alot of respect for teachers and nurses. Personally, I appreciate Superintendent Pallin. Its been a privilege to work with Superintendent Pallin. I wish her the best! "Fair winds and following seas"*

**Item 14. Future agenda items**

*Change Board chair remarks to Board remarks (on all future agendas)*

*Discuss Waivers for Kindergarten*

**Item 15. Adjournment**

Motion: To adjourn

Moved by: Wills Pike  
Seconded by: Timothy Shanahan  
Vote: Carried (9-0)

The meeting adjourned at 7:38 P.M.

Respectfully submitted by,

Wills Pike, Chair  
Montville Board of Education

Bob Mitchell, Secretary  
Montville Board of Education

Minutes Approved: \_\_\_\_\_