

WINDHAM BOARD OF EDUCATION MINUTES  
WILLIMANTIC, CONNECTICUT  
December 17, 2008

BOARD PRESENT: Chair Mr. Folan, Vice-chair Mrs. Rayhall (arrived at 7:37 PM), Mr. Adamo, Dr. Switchenko, Mrs. Haney, Mrs. Collins, Mr. Clements, Mr. Doyle (arrived at 7:49 PM), Mr. Diaz

BOARD ABSENT: No one

ADMINISTRATION

PRESENT: Superintendent Mrs. Fuller, Directors Mrs. Banks and Mr. Nelson

REPRESENTATIVES

PRESENT: Student Council – Jacob Freake  
Columbia – No one

OTHERS PRESENT: Administrators, staff

CALL TO ORDER

Chair Mr. Folan called the December 17, 2008, Board of Education meeting to order at 7:35 P.M., in conference room one (room 223), 2<sup>nd</sup> floor, Kramer School.

November 12, 2008, Regular Board of Education Meeting Minutes (Ref. 1)

(86) Motion of Dr. Switchenko, seconded by Mr. Adamo, that the Board of Education approve the November 12, 2008, Regular Board of Education meeting minutes, Reference 1.

On the motion: Aye: Mr. Folan, Mr. Adamo, Mrs. Haney, Mr. Clements, Dr. Switchenko, Mrs. Collins

Nay: No one

Abstained: Mr. Diaz

The motion passes: 6-0-1

COMMUNICATIONS

Mr. Folan received the following communications: thank you letters from the maintenance department, Mary Jane Crotty, the Ciurylo family, Sheila Clark, and a notice from Shipman & Goodwin that Julie Fey has joined the firm. Mr. Adamo received an e-mail and greetings from Paulette Haines wishing everyone a Merry Christmas and a Happy New Year.

STUDENT COUNCIL

Jacob Freake reported on the following activities: members participated in the recent Walk for Warmth and raised several hundred dollars; members of Student Council, the National Honor Society and DECA have organized a food drive collecting between 4,000 and 5,000 items; members will serve as guides during the eighth grade orientation scheduled for January 8<sup>th</sup>; and members are working on a leadership conference planned for January 27<sup>th</sup>. Mr. Folan extended the Board's gratitude to the students for their outstanding contributions to the community.

(Mrs. Rayhall arrived.)

CITIZENS/DELEGATIONS

There were no citizens/delegations.

## SUMMARY ACTION

### Personnel Action (Ref. 2)

(87)Motion of Mrs. Haney, seconded by Mrs. Rayhall, that the Board of Education approve Reference 2.

#### Resignations

- Jason Shea, Math Teacher/Windham High School effective January 9, 2009.
- Daniel Carrero, Bilingual Teacher/North Windham School effective January 16, 2009.
- Timothy Carroll, Social Worker/ERA effective January 2, 2009.
- Mary Linda Jones; Guidance Counselor/Windham Middle School for purpose of retirement, effective June 30, 2009.
- Sharon Naylor, Special Education Paraprofessional/North Windham School effective November 24, 2008.
- Delicia Garcia, Lead Teacher/Head Start Program/Boston Post Road effective January 5, 2009.

#### Appointments

- Kevin Overcash, Special Education Paraprofessional/Natchaug School effective November 17, 2008. Hourly rate is \$12.14, replaces Ashley Ogle who resigned.
- Kristine Macdonald, Speech Assistant/Windham Center School effective October 16, 2008. Hourly rate is \$20.00, new position.
- Kristin Benini, Speech Assistant/Windham Middle School effective November 18, 2008. Hourly rate is \$20.00, new position.
- Crystal Torres, Before/After School Program Coordinator/Natchaug School effective November 19, 2008. Hourly rate is \$16.00, replaces Alejandro Fuentes who resigned.

#### Leaves of absence

- Richard Moreau, Special Education Teacher/Windham High School, extend current medical leave of absence through December 5, 2008.
- Sandra Granchelli, Reading Teacher/Sweeney, unpaid personal leave of absence to begin January 7, 2009 through June, 2009.

#### Schedule A-4 appointment

- Randall Prose, Assistant Winter Track Coach/Windham High School, Stipend is \$3,515. There was no discussion.  
On the motion: Aye, 8-0; unanimous.

### Donation to Windham Players (Ref. 3)

Mr. Iovine said that a generous donation from a donor, who wishes to remain anonymous, has been received through a parent who is a member of the Windham Players' parent board. Mr. Iovine read a letter to the parent, Ms. Trish Hul, from the anonymous donor explaining the donor's wishes that the funds be used to help defray expenses incurred by the Windham Players, as well as to establish a scholarship in memory of Dr. Stephen Emmett Owens. Mr. Iovine thanked the Board for its support and Mr. Folan thanked Mr. Iovine for his efforts and asked him to extend the Board's appreciation to the donor.

(88)Motion of Mrs. Rayhall, seconded by Mr. Diaz, that the Board of Education accept, with deep appreciation, a donation in the amount of \$5,000 from an anonymous donor.

On the motion: Aye, 8-0; unanimous.

## ACTION ITEMS

### Substitute teacher rate increase (Ref. 4)

(89)Motion of Mr. Adamo, seconded by Dr. Switchenko, that the Board of Education approve the increase of the pay rate for substitute teachers to \$75 per day effective January 1, 2009. There was no discussion.

On the motion: Aye, 8-0; unanimous.

2009 Board of Education meeting dates (Ref. 5)

(90)Mr. Folan said that there was a consensus of Board members to change the start time of regular Board meetings from 7:30 PM to 7:00 PM.

Motion of Mrs. Rayhall, seconded by Mrs. Haney, that the Board of Education approve the proposed meeting dates for January – December 2009 with a start time of 7:00 PM. There was no discussion.

On the motion: Aye, 8-0; unanimous.

Budget transfer (Ref. 6)

(91)Motion of Mrs. Haney, seconded by Dr. Switchenko, that the Board of Education approve the request for transfer of funds as presented by Mr. Nelson. There was no discussion.

On the motion: Aye, 8-0; unanimous.

403(B) Plan Resolutions (Ref. 7)

(92)Motion of Mrs. Rayhall, seconded by Dr. Switchenko, that the Board of Education accept the following resolution regarding the Town of Windham-Board of Education 403(B) Plan:

**WHEREAS**, the Town of Windham-Board of Education has established a retirement plan named the Town of Windham-Board of Education 403(b) Plan (the “Plan”) under Section 403(b) of the Internal Revenue Code of 1986, as amended (the “Code”);

**WHEREAS**, the Internal Revenue Service has issued final regulations under Section 403(b) of the Code that would, in relevant part, require the Town of Windham-Board of Education to assume oversight functions in connection with the Plan, including administrative functions, to ensure compliance with Section 403(b) of the Code and the regulations thereunder;

**WHEREAS**, ING Life Insurance and Annuity Company (“ILIAC”) offers administrative services through planwithease.com for 403(b) programs sponsored by public educational institutions and organizations exempted from federal taxation under Section 501(c)(3) of the IRC (the “Services”); and

**WHEREAS**, the Town of Windham-Board of Education wishes to engage ILIAC to provide administrative services in connection with the Plan;

**RESOLVED:** Effective as of January 1, 2009, Town of Windham-Board of Education (the “Board”) shall enter into an agreement with ILIAC under which ILIAC will provide administrative services through planwithease.com in connection with the Plan.

**RESOLVED:** That the Board authorizes the adoption of a Town of Windham-Board of Education 403(b) Plan document, to be effective no later than January 1, 2009, in accordance with the requirements of the 403(b) regulations issued by the Internal Revenue Service in 2007, and any other IRS guidance applicable to the Town of Windham-Board of Education 403(b) Plan, in order for the Plan to comply in a timely manner with the requirements of said regulations and any other IRS guidance applicable to said Plan.

**RESOLVED:** That the Superintendent, or the Superintendent’s designee, is authorized, on behalf of the Board, to execute the aforementioned Town of Windham-Board of Education 403(b) Plan document, including any amendments to said Plan document as may from time to time be required for the Plan to remain in compliance with applicable law, and to execute such further documents as may be necessary or desirable, or any other agreement, contract, addendum or amendment necessary for the Plan to comply with the requirements of the aforementioned 403(b) regulations and any other IRS guidance applicable to the Plan; and a third party administration agreement and other related agreements with ILIAC to administer the Plan; and any investment contracts with the approved investment vendors for the Plan, to ensure that the Plan will be in compliance with the requirements of the aforementioned 403(b) regulations and any other IRS guidance applicable to the Plan.

**RESOLVED:** that the Superintendent may appoint one or more employees of the Board to serve as named Administrator of the Plan to carry out any of the administrative duties of the Plan.

Mr. Nelson and Mrs. Fuller explained that this is a requirement.

On the motion: Aye, 8-0; unanimous.  
(Mr. Doyle arrived.)

## REPORTS AND DISCUSSION ITEMS

### Superintendent's Reports

#### Windham High School Career Academy Design Team (CADT) (Ref. 8)

Mr. Blain presented information on the high school's School Improvement Plan Career Academy Design (CADT) Team proposal. He explained the process used to develop the plan and reviewed the framework, the timeline and the three-year implementation proposal. Mr. Blain answered questions from Board members. The Board thanked Mr. Blain and the Windham High School administration for their work on this plan. Mr. Doyle said that he would like to see a budget for this proposal.

#### Student Registration Center (Ref. 9)

Mrs. Fuller provided information for developing a Student Registration Center located at Central Office. She explained that it would make registration more parent friendly, as well as provide a more uniform entry of student data into the student system. There would be no additional costs to the district as the job description for the bilingual office secretarial position would be modified to accommodate these new duties.

#### Financial Statement – November 2008 (Ref. 10)

Mr. Doyle said that, for now, things are okay.

#### Announcements/Information (Ref. 11)

There were no comments.

### Board of Education

#### Job descriptions – first reading (Ref. 12)

Mr. Folan said that these will be brought back to the Board for approval.

### Subcommittee Reports:

*Open office hours:* Both Mrs. Fuller and Mr. Folan said that there has been a full slate of people attending and the concept is working well.

*Budget/Finance:* Mr. Doyle reported that the committee is taking into consideration that there will be no increase from the town, as well as a reduction in ECS funding.

*Districtwide PTO:* Mrs. Haney reported that movie night is scheduled for January 23. Mrs. Packer is developing plans for school and family literacy nights in the district. During roundtable, all schools reported that all activities were going well.

*Magnet School:* Mrs. Haney reported that the committee continues to meet regularly and land negotiations are the major focus.

*EASTCONN:* Mr. Adamo reported that a new member from Chaplin was welcomed; there was a guest speaker who spoke about education, the economy and the work force; a financial report was given; an update on Head Start was provided; and Tom Cronin gave members the final version of the 07-08 strategic school profile.

*Heart Safe:* Mr. Diaz said that the committee has met to discuss resources available in the town and the schools regarding placement of automatic defibrillators and maintaining trained individuals to access them.

*Facilities/Maintenance:* Mrs. Rayhall reported that the Kramer fire is still being investigated by the insurance company, the fire department and the police department.

## FUTURE AGENDA ITEMS

It was noted that earlier in the meeting Mr. Iovine asked the Board to look into acquiring new curtains for the Windham High School stage.

CITIZENS/DELEGATIONS

There were none.

EXECUTIVE SESSION

(93) Motion by Mrs. Rayhall, seconded by Mr. Clements, that the Board of Education enter into executive session at 8:42 PM for the discussion of exempt documents pertaining to negotiations.

On the motion: Aye, 9-0; unanimous.

BOARD PRESENT: Chair Mr. Folan, Vice-chair Mrs. Rayhall, Mr. Adamo, Dr. Switchenko, Mrs. Haney, Mrs. Collins, Mr. Clements, Mr. Doyle, Mr. Diaz

ADMINISTRATION

PRESENT: Superintendent Mrs. Fuller, Directors Mrs. Banks and Mr. Nelson

Mr. Folan reconvened regular session at 9:05 PM.

ADJOURNMENT

(94) Motion by Mr. Adamo, seconded by Mr. Doyle that the Board adjourn its meeting at 9:05 P.M.

On the motion: Aye, 9-0; unanimous.

Respectfully submitted,

John Adamo, Secretary