

**Canaan Board of Education  
Minutes of the Regular Meeting  
Tuesday, July 25<sup>th</sup>, 2017 6:00 PM  
Lee H Kellogg School – Falls Village, CT**

Members in attendance: Lara Mittaud, James March, Karen Lindquist.

Excused: Rachel Gall, Adam Sher

Also in attendance: Principal Jenny Law, Superintendent Dr. Pam Vogel, Assistant Superintendent Lisa Carter, First Selectman Pat Mechare, Lexie Juch, Jeff Tripp, Ruth Epstein and Kristen Panzer (secretary).

The meeting was called to order at 6:00 PM by L Mittaud.

Jenny Law asked for the following amendments to the agenda:

- Addition of Falls Village public education program planning under Old Business
- Appointment of Library/Media Manager under New Business

K Lindquist made a motion to approve the agenda as amended. Seconded by J March. All present were in favor.

K Lindquist made a motion to approve the minutes of the 6/6 and 6/27 BOE meetings with the following amendment: The 6/27 meetings should show that K Lindquist was in attendance and the 6/27 minutes should include the names of the NCES BOE members and others who were in attendance. J March seconded the motion. All were in favor and the minutes of the 6/6 regular meeting and the 6/27 special meeting were accepted as amended.

Oral communications to the Board: J Tripp expressed concern that the public was not adequately notified of the 6/27 meeting between the Canaan BOE and the N Canaan BOE in which the future of Lee H Kellogg School was discussed. Mr. Tripp stated that he and others would have certainly attended the meeting had they known about it.

Pat Mechare had questions for the Board about the nature of the meeting. L Mittaud agreed to discuss this later in the agenda under Old Business, Falls Village Public Education Program Planning.

There were two written communications to the Board which were pushed to the New Business, Resignations section of the agenda.

L Mittaud gave an update on the ABC meeting she attended. Discussion topics at that meeting were finding efficiencies between regions, such as bulk purchasing; establishing regional community relations meetings; creating a regional digital newsletter; and the CCS is looking at alternative possibilities for the future.

Jenny Law gave a Building and Grounds committee report:

The boiler project at LHK is well underway and moving along and the school is being readied by Bill

Beebe for the 17-18 school year. Pat Mechare mentioned that Falls Village waives permit fees on school projects. The next B&G committee meeting is set for 8/7 to discuss energy grants.

Jenny Law recapped where the BOE is at in terms of reviewing policy. Next up is the 4000 series, Personnel. A BOE volunteer or volunteers are needed to review the policy as it stands and make recommendations to the full board. L Mittaud suggested that the first reading of Series 4000 proposed changes take place in January, which will be after BOE elections and will give the new BOE members a little time to settle into their new term/role.

In lieu of a Principal's report, Jenny Law presented the LHK annual report to the Board.

There was no Superintendent report. Assistant Superintendent Lisa Carter presented her report to the Board.

Financial report: There was \$95,000 in LHK unexpended funds which Jenny Law explained would be returned to the Falls Village general fund, with the exception of \$15,000 which would remain in a capital reserve fund at Kellogg. Jenny Law asked that a BOE member attend the upcoming Board of Finance meeting on 8/14 as she herself would not be able to attend. K Lindquist made a motion to accept the report, seconded by J March. All were in favor.

#### Old Business:

Falls Village Public Education Program Planning. L Mittaud spoke about the meeting with North Canaan BOE members and NCES Principal Rosemary Keilty in which the NCES Board presented a proposal to the Canaan Board to educate Kellogg students at NCES and thereby close the Kellogg School. The Canaan Board asked Region One Business Manager, Sam Herrick, to review the figures NCES presented for accuracy. The Canaan Board was concerned that certain costs, such as transportation, were not taken into account properly by the North Canaan Board. Sam is reviewing the financial projections and will meet with Canaan and North Canaan BOE chairs on August 17<sup>th</sup> to discuss the projected costs of closing the Kellogg School and educating Falls Village children at NCES.

#### New Business:

- A. Rachel Gall resigned as Board Chair. Nominations were taken for the vacancy. K Lindquist made a motion to appoint L Mittaud Chair for the remainder of Rachel's term. J March seconded. All were in favor and the motion carried.

K Lindquist made a motion to appoint Rachel Treasurer for the remainder of Lara Mittaud's treasurer term. J March seconded. All were in favor and the motion carried.

- B. Instructional Coaching: A model was adopted by the Region One board and shared with the six K-8 Principals and Boards of Education. REAP monies have been set aside to pay an instructional coach a \$1200 stipend for 17-18 school year, unless adequate time already exists in the coach's work day in which case there would be no stipend. Jenny Law, Pam Vogel and Lisa Carter recommended to the Board that they approve the model for the 2017-2018 school year. A board member expressed some concern and asked some questions about redundancies and

possible efficiencies between the teacher professional development program and the instructional coaching program. Dr. Vogel and Ms. Carter again expressed their support of the instructional coaching model as presented. J March motioned and K Lindquist seconded to approve the instructional coaching program. All were in favor.

- C. Principal Jenny Law and teacher Amy Rice both submitted letters of resignation to the Board which were read aloud at the meeting. K Lindquist made a motion to accept both resignations, seconded by J March, the Board expressed their gratitude and best wishes to Ms. Law and Ms. Rice and all were in favor of accepting both resignations.
- D. Appointment of a library media manager. L Mittaud asked to move this discussion and action until later in the meeting.

K Lindquist made a motion to enter executive session for the purposes of negotiating the new principal's contract. Seconded by J March. All were in favor and the Board entered executive session at 7:15PM with the Superintendent and Assistant Superintendent also in attendance. The secretary exited the meeting at 7:15 PM.

Respectfully submitted,  
Kristen Panzer, Secretary

The following minutes are submitted by L Mittaud, Board Chair:

Invited in Lexie at 7:52.

8:10 moved out of exec session. Jenny returned to the room.

We discussed the offer with Lexie, she agreed. Karen moved to hire Lexie as the interim principal at 98k, 205 days, same benefits as the current contract, with some partial teaching to be agreed upon at a later date after Lexie reviewed the schedule and the staffing at the school. Jim seconded. No further discussion. All in favor.

Appointment of the library manager - Karen moved to hire Nikki Blass as the full time library manager. Jim seconded. Some discussion about the increase from a .6 position to a 1.0 FTE, including the benefit of having a full time person who could act as a substitute on short notice when needed. All in favor.

Jim moved to adjourn at 8:25. Karen seconded. All in favor.