

**Regional School District No. 7  
Board of Education Minutes  
December 10, 2008  
Roger Newbury Media center  
6:30 P.M.**

**Present:**

Molly Sexton-Read	Barkhamsted
Mark Lanctot	Barkhamsted
Janice Dorazio	Colebrook
Theresa Kenneson	Colebrook
Daniel Jerram	New Hartford
John Griffey	New Hartford
Schuyler Thomson	Norfolk
Tara Yard	Norfolk

APPROVED  
January 14, 2009

Clint Montgomery	Superintendent of Schools
Roger Newbury	Director of Finance
Wayne Conner	High School Principal

Averill Cantwell	Student Representative
Shelby Mainville	Student Representative

**Absent:**

None

<u>DISCUSSION</u>	<u>ISSUE</u>
<p>The Board of Education (BOE) meeting was preceded by an organizational meeting. Mr. Montgomery opened the meeting at 6:34 p.m. by calling for nominations for Chairperson for the BOE.</p> <p><b>MOTION by Schuyler Thomson, seconded by Dan Jerram, to nominate Molly Sexton Read for Chair. No other nominations were made. MOTION by Dan Jerram, seconded by Terry Kenneson, and passed unanimously, to close nominations. MOTION by Schuyler Thomson, seconded by Dan Jerram, and passed unanimously, to elect Molly Sexton Read as Chair of the Board of Education.</b></p>	<p>ANNUAL ORGANIZATIONAL MEETING</p> <p>MOLLY SEXTON READ, BOARD CHAIR</p>
<p>Ms. Sexton-Read welcomed the visitors and thanked Mr. Schuyler Thomson for his years of service to NWR7 as chairman of the BOE. She called for nominations for Vice-Chair for the BOE.</p> <p><b>MOTION by Mrs. Yard, seconded by Mr. Griffey, to nominate Dan Jerram for Vice-Chair. No other nominations were made. MOTION by Mrs. Yard, seconded by Mr. Griffey, and passed unanimously, to close nominations. MOTION by Mrs. Yard, seconded by Mr. Griffey, and passed unanimously, to elect Dan Jerram as Vice Chair of the Board of Education.</b></p> <p><b>MOTION by Mrs. Kenneson, seconded by Mr. Griffey, to nominate Janice Dorazio for Secretary/Treasurer. No other nominations were made. MOTION by Mrs. Kenneson, seconded by Mr. Griffey, and passed unanimously, to close nominations. MOTION by Mrs. Kenneson, seconded by Mr. Griffey, and passed unanimously, to elect Janice Dorazio as Secretary/Treasurer of the Board of Education.</b></p> <p><b>MOTION by Mr. Thomson, seconded by Mrs. Kenneson, and passed unanimously, to bond the Treasurer in the amount of \$250,000.00.</b></p>	<p>DAN JERRAM, BOARD VICE CHAIR</p> <p>JANICE DORAZIO, BOARD SECRETARY/ TREASURER</p> <p>BONDING OF TREASURER</p>
<p>Ms. Sexton Read declared the meeting adjourned at 7:08 p.m.</p>	<p>ADJOURN</p>

<p>Ms. Sexton-Read acknowledged the visitors and public asked for their input.</p> <p>Mr. Montgomery explained that the two groups of students and staff were invited to the meeting so their work and success could be publically acknowledged.</p> <p>Ms. Debbie Griffin introduced three students from her special education class with whom she and other staff worked in initiating a school book club. The students explained the purpose for the group and the activities involved in the club. (Students present were Tina Gillen, Kyle Reynolds, and Brittany Szur).</p> <p>Mr. Sullivan introduced the members present from the Debate Team and explained that the team recently won first place in the statewide competition. (Students present were Averill Cantwell, Olivia Cords, and Nicholas Beaudoin).</p> <p>The BOE and others acknowledged and congratulated both groups for their initiative and success.</p>	<p>OPENING OF THE BOE MEETING At 7:09 p.m.</p> <p>PUBLIC RECOGNITION OF THE BOOK CLUB AND DEBATE TEAM</p>
<p>Ms. Deasy provided a presentation on the Business Department. She provided a power point presentation on the activities, accomplishments and future plans of the department. Included were summaries of the banking program, data team collection and the various courses provided through the department. She indicated her support for a Personal Business course for all high students.</p> <p>Ms. Schaeffer provided a power point presentation that provided an overview of the breadth of activities and classes associated with the Technology Education Department at both the middle and high school levels. Among the changes for the current year is a new and close relationship with Charter/Channel 13 local television company.</p>	<p>REPORTS: CURRICULUM:  BUSINESS DEPARTMENT  TECHNOLOGY EDUCATION DEPT</p>
<p><b>MOTION by Mr. Jerram, seconded by Mr. Thomson, to approve the minutes of November 12, 2008 as presented. Aye: Ms. Sexton Read, Mr. Thomson, Mrs. Dorazio, Mr. Jerram, Mr. Lanctot. Nay: None. Abstention: Mrs. Yard, Mrs. Kenneson, Mr. Griffey. Motion passed.</b></p>	<p>MINUTES 11/12/08</p>
<p>Averill Cantwell reported on recent successful student council activities, including the blood drive, Holiday Angels, and Thanksgiving Baskets (middle and high school combined initiative), and the coat drive. She also reviewed the initiatives of the National Honor Society with a focus on the “Red Angels” program which supported a family during the holiday season.</p> <p>Shelby Mainville reported on the recent high school trip to the Museum of Natural History in New York and the dinner for students involved with the Banking program at the high school. She reported on some marketing activities associated with this group (T-shirts) and also reviewed the FISH volunteer program.</p>	<p>STUDENT REPRESENTATIVE REPORTS</p>
<p>Ms. Perez reviewed the Turkey Basket activity that was organized by Mr. Dan Wilbur through the middle school. She commented on the upcoming Winter Concert (December 11<sup>th</sup>). She discussed the initiatives and various steps associated with preparation for the CMTs in March and also the Response to Intervention (RtI) program that is functioning well in the middle school. She briefly described some of the services associated with this service for early intervention for students in need of academic and behavioral support.</p> <p>Mr. Conner reviewed some recent successes of students at the high school level, including the Debate Team and the Math Team that recently won for the first time the competition organized through the Western Connecticut Math League. He also discussed several other initiatives, including Trooper Bement’s involvement in the senior classes regarding safety issues in social relationships and the Safe Teen Driving Program who will sponsor Mr. Green’s visit to the school through a grant he had obtained. Lastly, he reported that Ms. Mossman will out for six weeks with surgery and that Ms. Tanya Celadon will be her substitute for this period of time.</p>	<p>PRINCIPAL REPORTS</p>

<p>Mr. Montgomery reviewed the reasons and rationale for the recent budget freeze. He stated that the current budgeting of graduation at the Warner Theater was in conflict with this freeze and recommended that the graduation be held at the Warner only if all funds could be provided thought donations outside of the current BOE budget. There was agreement among the BOE members for this approach.</p> <p>On a related topic, Mr. Montgomery reported that the Region 7 Educational Foundation had received its Certification of Incorporation from the state and it is now a formal and legal organization ready to accept any donations that meet its mission. He stated that the Foundation was also in the process of moving from the Steering Committee to the Board of Directors and that there were several new members involved in the committee. He stated that the next meeting is scheduled for January 13, 2009.</p> <p>Mr. Montgomery stated that the planned meetings with the town officials from the four Region 7 towns were completed and the results of the meetings were increased communication between the school and the towns. He stated that these meetings helped the administration to be cognizant of the economical constraints that the towns were experiencing.</p> <p>Mr. Montgomery reported on recent efforts to also increase communication and collaboration with NCCC. He stated that there are ongoing meetings to align curricula, classes, programs, and services. There are increasing opportunities for students to graduate from NWR7 with multiple college credits from NCCC. He described some of the aligned classes and the need to share curricular information so that credit could be provided.</p> <p>Mr. Montgomery also stated that the Scheduling Committee lead by Bruce VanValen has completed its task and a report would soon be available to the BOE. He indicated that the new schedule will allow for more opportunities for collaboration with NCCC and other agencies and programs.</p> <p>Mr. Montgomery asked that the Jordan Thomas/Ecostream Update take place during his report. There was no objection from the BOE and Mr. Peter Burcat joined the discussion by speaker phone. Mr. Montgomery provided an update to the BOE stating that the Power Provider Agreement was now ready for review and approval and the Connecticut Clean Energy Fund was encouraging a speedy decision on the project. Mr. Montgomery distributed a graphic provided by MP2 Capital to help explain the relationship between the various entities that make the project possible. Mr. Burcat also explained the process to the BOE. Concern was raised by members of the BOE regarding the absence of one of the exhibits regarding the costs of buying out the solar panels. The BOE agreed to table further discussion until the necessary information could be provided at a special BOE meeting on the following Wednesday.</p> <p><b>MOTION by Mr. Jerram, seconded by Mr. Thomson, and passed unanimously, to set a special meeting of the Board of Education for Wednesday, December 17, 2008, to discuss the solar project.</b></p>	<p><b>SUPT. REPORT</b>  <b>WARNER THEATER GRADUATION AGREEMENT</b></p> <p><b>REGION 7 EDUCATIONAL FOUNDATION</b></p> <p><b>TOWN OFFICIALS' MEETINGS</b></p> <p><b>NCCC COMMUNICATIONS AND COLLABORATION SERVICES</b></p> <p><b>SCHEDULING COMMITTEE</b></p> <p><b>JORDAN THOMAS ECOSTREAM UPDATE</b></p> <p><b>CALL FOR SPECIAL BOE MEETING 12/17/08</b></p>
<p>Mr. Newbury provided a report developed by ING on the 403b Plan. This plan is required through new legislation and was completed by ING at no cost to the district. He indicated that a memo will go out to the staff regarding the possible agencies that could service 403b plans at NWR7.</p> <p><b>MOTION by Mr. Griffey, seconded by Mr. Jerram, and passed unanimously, to accept the following resolution regarding the establishment and administration of 403B Plan as required by IRS regulations:</b></p> <p><b>“Whereas, the Regional School District #7 Board of Education has established a retirement plan named the Regional School District #7 Board of Education 403(b) Plan (the “Plan”) under Section 403(b) of the Internal Revenue Code of 1986, as amended (the “Code”);</b></p>	<p><b>FINANCE DIRECTOR'S REPORT</b></p> <p><b>RESOLUTION REGARDING THE ESTABLISHMENT AND ADMINISTRATION OF 403(B) PLAN</b></p>

Whereas, the Internal Revenue Service has issued final regulations under Section 403(b) of the Code that would, in relevant part, require the Regional School District #7 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 there under;

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 Regional School District #7 Board of Education wishes to engage ILIAC to provide administrative services in connection with the Plan;

Resolved: Effective as of January 1, 2009, Regional School District #7 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 Regional School District #7 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 Regional School District #7 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 Regional School District #7 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. Newbury also reported on a request from a biking organization to use the NWR7 facilities during a lengthy bicycle trip planned for this spring. The BOE discussed the pros and cons of this request and agreed that Mr. Newbury should approach the group with a requirement of a \$2,000 payment plus other fees for the use of the NWR7 facilities.

**MOTION** by Mr. Griffey, seconded by Mrs. Dorazio, and passed unanimously, to accept the application of James Thompson III for use of school facilities for the purpose of a stop on the Connecticut Stage Race (bicycle) and to establish a rental cost of \$2,000.00 for the two day use plus actual cost of custodians including any clean-up costs.

USE OF FACILITIES  
REQUEST BY  
CONNECTICUT  
STAGE RACE  
(BICYCLE)

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<p>There was also a discussion of the timing and pricing regarding the purchase of heating oil for the school. Mr. Newbury indicated that although the school would have a deficit in this account for the current year, he would report on possible areas to fund this deficit. He also indicated that he has worked with the consortium to purchase heating oil for the coming year at a lower cost, resulting in some savings to the future budget.</p>	<p>HEATING OIL PURCHASING DISCUSSION</p>
<p>Mr. Montgomery indicated that additional information from the faculty and administration is necessary prior to action on the calendar and suggested that this item be tabled for a future meeting.</p>	<p>SCHOOL CALENDAR 2009/10&amp;2010/11</p>
<p>Mr. Montgomery reviewed the letter from Ms. Krista Brazie regarding a request for maternity leave. He indicated that he supported this request for 4 weeks of leave under FMLA and two weeks under Child Rearing.</p> <p><b>MOTION by Mrs. Yard, seconded by Mrs. Kenneson, to grant Krista Brazie a 16-week family medical leave. Aye: Ms. Sexton Read, Mr. Thomson, Mrs. Dorazio, Mr. Lanctot, Mrs. Yard, Mrs. Kenneson, Mr. Griffey. Nay: None. Abstention: Mr. Jerram. Motion passed.</b></p>	<p>KRISTA BRAZIE REQUEST FOR MATERNITY LEAVE</p>
<p>Questions regarding some of the materials and agenda items were asked by Mr. David Hutter. A copy of the Power Purchasing Agreement was given to Mr. Hutter.</p>	<p>PUBLIC</p>
<p><b>MOTION by Mr. Thomson, seconded by Mr. Griffey, and passed unanimously, to go into Executive Session at 9:37 p.m. for the purpose of negotiations and personnel matters. Present in Executive Session: Ms. Sexton Read, Mr. Thomson, Mrs. Dorazio, Mr. Lanctot, Mrs. Yard, Mrs. Kenneson, Mr. Griffey, Mr. Jerram, Superintendent Montgomery, Director of Finance and Operations Newbury.</b></p> <p><b>MOTION by Mr. Thomson, seconded by Mr. Griffey, and passed unanimously, to come out of Executive Session at 9:46 p.m. No action taken in Executive Session.</b></p>	<p>EXECUTIVE SESSION</p> <p>PUBLIC SESSION</p>
<p><b>MOTION by Mrs. Yard, seconded by Mrs. Kenneson, and passed unanimously, to adjourn the meeting at 9:47 p.m.</b></p>	<p>ADJOURNMENT</p>

Respectfully Submitted,

Clint Montgomery, Superintendent of Schools