

**Wilmington Board of Education  
December 13, 2016 Meeting Minutes  
Town Office Building, Lower Level Conference Room  
(Unofficial until Board approval)  
Audio of the meeting is available at [www.wilmingtonpublicschools.org](http://www.wilmingtonpublicschools.org)**

Audio Recording    yes  
Notes Taken        yes

**Members present at meeting:**

Herb Arico  
Michelle Doucette Cunningham  
Ann Grosjean  
Melissa McKinnon  
Peggy Roberts  
Marybeth Walleth  
Erika Wiecenski

Also present: Interim Superintendent of Schools Jacqueline J. Jacoby

**1. Call to Order at 7:00 p.m.        by Erika Wiecenski**

**2. Present to speak – none**

**3. Presentations:**

Transmitted from the Hall Memorial School Winter Concert Grades 5 & 6-**The BOE enjoyed a few minutes of the 5&6 Grade Chorus singing.**

**MOTION:** by Erika Wiecenski

**To include Item “F”-2016-2017 Board of Education Goals on the agenda**

**Seconded by** Michelle Doucette Cunningham

**VOTE:**

Yes-unanimous

Herb Arico  
Michelle Doucette Cunningham  
Ann Grosjean  
Melissa McKinnon  
Peggy Roberts  
Marybeth Walleth  
Erika Wiecenski

**Motion**    Passed

#### 4. Communications:

- a. Letter sent by George Marco, Chairman of Planning and Zoning- input requested for the Town Plan for Conservation and Development
- b. Email received from Christina Mailhos-Board of Selectman- input requested for the deal with Seiman's regarding energy savings and usage.

#### 5. Superintendent Reports:

**Budget Planning Process:** Dr. Jacoby provided an update/overview on the current status of the budget planning process.

- a. Reviewing fixed expenses
- b. Draft of values that align with goals
- c. Application of zero-based budgeting
- d. Developing a budget
- e. Assessment of current condition of facility

#### **Propose dates for Budget Workshops:**

- a. Tuesday, 1/10/2017: Immediately following the regular BOE meeting- Town Office Meeting)
- b. Wednesday, 1/18/2017: 6:00pm-8:00pm- Center Elementary School Library
- c. Monday, 1/23/2017: 6:00pm-8:00pm- Center Elementary School Library
- d. (Wednesday, 1/25/2016: 6:00pm-8:00pm- Center Elementary School Library (If needed)

**Superintendent Search Update:** The ad for the position has been posted and process is on target with the timeline.

Dr. Jacoby provided the board with the documents that she recently sent to various Architectural firms to provide a consult for completing a study of the two public school buildings in Willington. We will be requesting funding of this study through Capital Improvement Projects (CIP) (Attachment)

#### 6. Financial Report for November, 2016 (Attachment 1)

#### 7. Committee Reports

**Finance Committee-** Reviewed monthly report-finances are on target and can be viewed on the website at

[http://willington.ss10.sharpschool.com/UserFiles/Servers/Server\\_414853/File/Willington/Board%20of%20Education/Budget/BOE%2011.2016%20Financial%20Report.pdf](http://willington.ss10.sharpschool.com/UserFiles/Servers/Server_414853/File/Willington/Board%20of%20Education/Budget/BOE%2011.2016%20Financial%20Report.pdf)

**Policy Committee-** Provided Administration 2000 series for First Reading; Reviewed changes in personnel handbook (recording secretary and the superintendent); Reviewed draft of policy regarding students with special health care needs-it will next be vetted with Dr. Jacoby/staff, the medical advisor and parents.

## 8. New Business

### A. Approve minutes of November 9, 2016 (Attachment 2)

**MOTION:** by Michelle Doucette Cunningham

To approve minutes of November 9, 2016

**Seconded by** Erika Wiecenski

**VOTE:**

Abstain

Herb Arico

Yes

Michelle Doucette Cunningham

Ann Grosjean

Melissa McKinnon

Peggy Roberts

Marybeth Wallett

Erika Wiecenski

**Motion** Passed

### B. Motion for Superintendent Search Committee (Attachment 3)

**MOTION:** by Erika Wiecenski

To appoint the Willington Board of Education as the Superintendent Personnel Search Committee in accordance with CT General Statutes 1-200(2), Freedom of Information.

*Note: Legal Reference is CT General Statutes 1-200(2), Freedom of Information Section. This permits boards to hold a non-meeting for high level positions and the meeting does not require posting.*

**Seconded by** Marybeth Wallett

**VOTE:**

Yes-unanimous

Herb Arico  
Michelle Doucette Cunningham  
Ann Grosjean  
Melissa McKinnon  
Peggy Roberts  
Marybeth Wallett  
Erika Wiecewski

**C. Approve 2017-2018 School Calendar (Attachment 4)**

**MOTION:** by Michelle Doucette Cunningham

To approve the 2017-2018 School Calendar

**Seconded by** Ann Grosjean

**VOTE:**

Yes-unanimous

Herb Arico  
Michelle Doucette Cunningham  
Ann Grosjean  
Melissa McKinnon  
Peggy Roberts  
Marybeth Wallett  
Erika Wiecewski

**Motion** Passed

**D. First Reading of 2000 Series; Administration previously reviewed by Policy Committee (Attachment 5)**

**E. Review Committee Assignments (Attachment 6)**

**F. Review Draft of Board of Education Goals- First Reading (Attachment 7)**

**9. Present to Speak-none**

**10. Board comments**

**Herb Arico** appreciates work on the superintendent search. He went to CABA Convention where there was a lot of great information and opportunities. He also attended the CT Assembly Legislation and the ribbon cutting at East Conn for the Mobile STEM Lab, a program available for our schools. Additionally, he also went to the East Conn meeting and Charter Communications.

**Michelle Doucette Cunningham** attended the town wide Planning and Zoning meeting and thought it was excellent. She encouraged other board members to provide their individual feedback to Planning and Zoning, especially regarding facilities.

**Ann Grosjean** really likes the academic calendar and believes that we are on a good path with the superintendent search.

**Melissa McKinnon** attended the CABA Convention and found it to be very informative.

**Peggy Roberts**- no comments

**Marybeth Wallett**- no comments

**Erika Wiczenski** reminded members of the 7<sup>th</sup> & 8<sup>th</sup> grade Winter Concert at Hall on 12/14/16. She shared that Hall School will be performing a play in the Spring- Anne of Green Gables. Lastly, Erika inquired about notifying parents of delays/cancellations via text message. Dr. Jacoby stated that a new texting system was just made available to families at both schools.

10. **Adjournment at 8:37pm.**

**Meeting minutes submitted by Recording Secretary: Cinnamon Adams**