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**MINUTES  
THOMASTON BOARD OF EDUCATION  
REGULAR MEETING**

**Thomaston Town Hall - Meeting Room One  
Monday, June 13, 2016  
7:00 p.m.**

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**Members:**

**Roxy Fainer, Chairperson  
Kathleen Freimuth, Vice Chairperson  
Anne Petrucci, Secretary  
Alexander Lee, Treasurer  
Francine Coss, Superintendent**

**Beth Campbell  
David Colavecchio  
Maureen McMahon  
Scott Theriault  
Frank Treglia**

**Student Representatives:**

**Kathleen Brody**

**Justin Gallo**

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**1. Establishment of a Quorum and Call to Order**

- 1.1. **Chairperson Roxy Fainer** called the meeting to order at 7:02 P.M.
- 1.2. Board members in attendance: **Chairperson Roxy Fainer, Kathleen Freimuth, Alexander Lee, Superintendent Francine Coss, Beth Campbell, David Colavecchio, Maureen McMahon, Scott Theriault, Frank Treglia, and Student Representative Justin Gallo.**
- 1.3. Members absent: **Anne Petrucci and Student Representative Kathleen Brody**
- 1.4. Others in attendance: John Perrucci, Jon Kozlak, Aimee Turner, Robert Magdziarz, Thomas Duffany, Elaine Duffany, Joseph Wassong, Bethany Lydem, Chip Hungerford, Sherre Chaplen, Craig Chaplen, Marie Eldridge, Bryan Tyrian, Faik Islami, John Goscinski, Joan Heery, Diane Aniki, Carol Hanson, Margaret McCreedy, and Joyce Knowlton.

**2. Pledge of Allegiance**

- 2.1 **Chairperson Roxy Fainer** lead the Pledge of Allegiance.

**3. Approval of Agenda**

*Vote to accept/approve, Regular Meeting Agenda, June 13, 2016*

**Kathleen Freimuth** moved and **Scott Theriault** seconded to accept/approve the Regular Meeting Agenda for June 13, 2016 as presented.

**Discussion:** None

*Vote: Motion carried*

<i>Yes</i>	<i>No</i>	<i>Abstain</i>
<i>8</i>	<i>0</i>	

**4. Approval of Minutes:**

4.1 Regular Meeting of the Board of Education Meeting Minutes dated May 9, 2016

*Vote to accept/approve Regular Meeting Minutes dated May 9, 2016 as presented*

**Kathleen Freimuth** moved and **Alexander Lee** seconded to accept/approve the Regular Meeting Minutes dated May 9, 2016 as presented.

**Discussion:** None

*Vote: Motion carried*

<i>Yes</i>	<i>No</i>	<i>Abstain</i>
<i>8</i>	<i>0</i>	

4.2 Budget Committee Meeting Minutes dated May 9, 2016

*Vote to accept/approve Budget Committee Minutes dated May 9, 2016 as presented*

**Kathleen Freimuth** moved and **Maureen McMahon** seconded to accept/approve the Budget Committee Meeting Minutes dated May 9, 2016 as presented.

**Discussion:** None

*Vote: Motion carried*

<i>Yes</i>	<i>No</i>	<i>Abstain</i>
<i>8</i>	<i>0</i>	

4.3 Policy Committee Meeting Minutes dated May 9, 2016

*Vote to accept/approve Policy Committee Minutes dated May 9, 2016 as presented*

**Kathleen Freimuth** moved and **Beth Campbell** seconded to accept/approve the Policy Committee Meeting Minutes dated May 9, 2016 as presented.

**Discussion:** Chairperson Roxy Fainer requested the minutes be updated with the correct spelling of her name. The minutes should show Roxy Fainer, not Rosy Fainer.

## 5. Recognitions

5.1. Rotary Student of the Month – Samantha Brier

## 6. Presentations

6.1. Historical Thomaston Board of Education Records to the Thomaston Historical Society

**Superintendent Coss** explained that earlier this year the Board of Education Central Office staff went through files and cabinets reorganizing things. The Central Office staff went over to Thomaston Center School where there was an overflow of files from the Central Office. The staff went into the safe and found a piece of plywood that had a bolt lock on it and a note that said Board of Education – do not open. **Superintendent Coss** called on Mr. Newsome and asked him to break the lock due to the fact that no one knew where the key was, had it been so long. Behind the plywood door were treasures, showing minutes of board meetings from the 1890s, budgets from as far back as 1890s into the 1920s, and even a book that was specific to the workings of the high school in the 1920s. There were also some original drawings of schools and even schools that are no longer in existence in town. After going through the documents and determining by law what the Board of Education had to keep and what could be given to the Thomaston Historical Society, the documents were separated and the Thomaston Historical Society was contacted. Superintendent Coss offered the documents to the Historical Society.

The Board of Education presented the documents at the board meeting formally so that the Board could make note of record in the minutes and so the Board of Education could offer the fair that the documents deserve. **Superintendent Coss** invited the Thomaston Historical Society members to come up and accept the documents.

**Chairperson Roxy Fainer** stated that the meeting was going to take a brief recess so that the documents can be shown.

6.2. Alexander Lee – Walkthrough of Thomaston Public Schools

On May 23, 2016 **Alexander Lee** had a walkthrough of the district schools with **Superintendent Coss**. **Alexander Lee** explained that it was a facility walkthrough but he also got the chance to talk to some of the teachers and the Administrators. Mr. Lee mentioned the alternative program and Thomaston High School and how it was nice to see how it has grown and how it has been implemented. At Black Rock School, **Alexander Lee** and **Superintendent Coss** were able to see the new court yard, which was in use during their visit. At the Thomaston Center School the students were rehearsing for the Memorial Day Show and were very excited to have **Alexander Lee** and **Superintendent Coss** there to watch them rehearse. **Alexander Lee** also stated that there are a couple of policies that state that the Board of Education members should make their efforts to tour the schools.

**Superintendent Coss** added that there is an opportunity on August 18, 2016 for the Board members to walk through the school with the Thomaston Fire Marshal.

6.3. Title III, English Language Acquisition Grant Annual Evaluation Report for 2015/2016 -  
Aimee Turner, Director of Pupil Services

The Title III Grant is an entitlement grant for school districts with student who are ELL (English Language Learners). Our district receives \$299.00 which is used for supplies. A lot of time was spent teaching the teachers the new standards for ELL. The teachers attended professional development workshops for full four (4) days where the teachers learned to intergrade, differentiate, and to really change the teaching for the English Language Learners. The Thomaston District at this time services nine (9) students.

**Chairperson Roxy Fainer** asked if we have any outreach to the parents of the ELL students and how proficient are they in English? Aimee Turner explained that Susan Heiland had mentioned recently that we do not have enough outreach to the parents, so next year there will be four workshops to support the parents, in supporting their children. Writing seems to be the area where the students are having a hard time catching up with their peers. So Pupil Services will be providing the parents with some instructions for helping their children in the area of writing. The English ability varies with the parents. Pupil Services have provided some resources like adult education for those parents who need some English classes themselves.

## 7. Student Representatives' Report

**Student Representative Justin Gallo** stated the following activities were held at Thomaston High School during the months of May and June:

- Thomaston High School completed standardized testing.
- Thomaston High School held Academic Awards Night, Sports Awards Night and Scholarship Awards Night.
- Step up day allowed the students to run through next year's schedule this year, so the students can find where their classes are and avoid confusion on the first day of school.
- The Senior class graduated on June 8, 2016.
- The SAGE Club held another Thomaston High School beatification day. The SAGE Club spread a huge pile of mulch around the school grounds and planted flowers.
- Student Council and Class Council held elections.
- Student Council elected officers
- National Honor Society held a Glow in the Dark Frisbee Tournament, held their induction ceremony and elected officers for next year.
- Track sent multiple athletes to the state open meet.
- Baseball and Softball unfortunately were eliminated early in the state tournament.
- Senior week was held the week of May 23, 2016
- Prom was held May 14, 2016
- Multiple field trips were held:
  - Ellis Island and the Statue of Liberty
  - Garner Prison
  - The Seniors went Bowling, to Holiday Hill and Mystic Aquarian.

**Chairperson Roxy Fainer** thanked and presented the Student Representatives with a gift for their hard work and dedication shown to the Board of Education the past year.

## 8. Chairperson's Report

8.1. CABE Membership Letter

8.2. New Student Representatives for 2016/2017

- Joshua Gallo
- Michaela Palladino

**Chairperson Roxy Fainer** explained that the new Student Representatives were elected in accordance to the Board of Education Policy and as part of that policy the Board of Education must vote to accept the nominees.

*Vote to accept/approve the New Student Representatives for the 2016/2017 school year*

**Kathleen Freimuth** moved and **Beth Campbell** seconded to accept/ approve the New Student Representatives for the 2016/2017 school year.

**Discussion:** None

*Vote: Motion carried*

<i>Yes</i>	<i>No</i>	<i>Abstain</i>
8	0	

## 9. Superintendent's Report

9.1. State Board of Education Memorandum – Kindergarten Assessment

9.2. State Board of Education Memorandum – Racial Composition Statistics for Connecticut Public Schools 2015/2016

9.3. State Board of Education Memorandum – Connecticut SAT School Day Student Results

**Superintendent Coss** explained that the SAT test which used to be taken just to enter into college is now the state test for eleventh graders. This letter explained how the students can access their results and how the district can access the results.

9.4. Connecticut Lighthouse Project – Strengthening School Boards – Improving Student Achievement

9.5. Letter to CABE - Invoice for services

**Superintendent Coss** explained that CABE is the state wide group that provides services to Board of Educations and there is a fee for those services. CABE sent an invoice for these services and **Superintendent Coss** wrote a letter eliminated the services that the Board was not really utilizing or the services do not function well for the Board.

9.6. Job Descriptions

9.6.1. Content - Area Coach – Mathematics (Grades K-6 Only)

9.6.2. Content - Area Coach – English/Language Arts (Grades K-6 Only)

9.6.3. *Substitute Custodian III*  
*Vote to accept/approve Job Descriptions*

**Kathleen Freimuth** moved and **Scott Theriault** seconded to accept/approve the new Job Descriptions

**Discussion:** **Alexander Lee** asked if we will be utilizing Kelly Services for the Substitute Custodians. **Superintendent Coss** explained that we tried to have the custodian substitutes go through Kelly Services, but it is very difficult for Kelly Services to find substitutes for custodial positions. So the Board of Education must hire these positions on their own.

**Vote: Motion carried**

Yes	No	Abstain
8	0	

9.7. Fire Marshal's Inspection Schedule

**Superintendent Coss** provided the date that the Fire Marshal will be inspecting the schools this year. The date will be August 18, 2016.

9.8. Effective School Solutions

9.8.1. *Solutions - Changing your Mindset*

9.8.2. *Insights - Helping the Anxious Child*

9.9. FMLA Request

9.10. U.S. Department of Education Releases Report on Office for Civil Rights to Ensure Educational Equity for All Students

9.10.1. *U.S. Department of Education Email*

9.10.2. *Delivering Justice*

9.11. Residency Letters

**Superintendent Coss** stated that two residency letters were sent and both families have already responded, completing their residency packets and qualifying again to attend Thomaston Public Schools.

9.12. Colonial Life & Accident Insurance Company

The Colonial Life & Accident Insurance Plan is offered by the Town of Thomaston and is going to be offered to the Board of Education's employees as a curtesy. The plan does not cost the Board of Education anything; it is something the employee would pay for on their own. This is an optional plan **Superintendent Coss** explained.

9.13. Personnel

9.13.1. *Joseph Aniki, Junior Varsity Baseball Coach, Thomaston High School*

9.13.2. *Aaron Bunel, Varsity Boys' Basketball Coach, Thomaston High School*

9.13.3. *Drew Conlon, Junior Varsity Field Hockey Coach, Thomaston High School*

9.13.4. *Jeffrey Dickau, Girls' Varsity Soccer Coach, Thomaston High School*

9.13.5. *Jeffrey Dickau, Boys' Varsity Tennis Coach, Thomaston High School*

9.13.6. *Martin Giroux, Boys' Varsity Soccer Coach, Thomaston High School*

9.13.7. *Brooke Holway, Varsity Field Hockey Coach, Thomaston High School*

9.13.8. *Robert McMahon, Varsity Girls' Basketball Coach, Thomaston High School*

9.13.9. *Robert McMahon, Varsity Baseball Coach, Thomaston High School*

- 9.13.10. Mark Olsen, Varsity Cross Country Coach, Thomaston High School
  - 9.13.11. Mark Olsen, Varsity Track and Field Coach, Thomaston High School
  - 9.13.12. Mark Sousa, Boys Junior Varsity Basketball Coach, Thomaston High School
  - 9.13.13. Robert Stack, Middle School Girls' Basketball Coach, Thomaston High School
  - 9.13.14. Kimberly Theriault, Middle School Softball Coach, Thomaston High School
  - 9.13.15. John Varanelli Varsity Wrestling Coach, Thomaston High School
  - 9.13.16. Terry Waldron, Varsity Cheerleading Coach, Thomaston High School
  - 9.13.17. Preston Soeprasetyo, Boys' Junior Varsity Basketball, Thomaston High School
- Vote to accept/approve Coaching Potions at Thomaston High School for the 2016/2017 School Year**

**Kathleen Freimuth** moved and **Maureen McMahon** seconded to accept/approve the Coaching Positions at Thomaston High School for the 2016/2017 school year.

**Discussion:** **Beth Campbell** asked if the Athletic Directors positions just continue from the previous year. **Superintendent Coss** replied that the Athletic Directors positions are annual and they will be on the next list.

**Kathleen Freimuth** stated that she was thankful for having the list now instead of at the last minute.

**Vote: Motion carried**

Yes	No	Abstain
8	0	

9.14. Enrollment Report

9.15. Administrator Reports

**Alexander Lee** requested a copy of the Climate Survey that went out to the students and staff with more specific data? **Superintendent Coss** said that she would request the data.

**10. Committee Reports**

10.1. Budget/Audit Committee

10.1.1. Reports

10.1.1.1. May Business Report

- *University of Bridgeport - Intern Program*  
Thomaston Center School has an intern from the University of Bridgeport that started in the winter. The intern will roll over into the fall to complete her full year internship. The cost to the district is approximately \$15, 000 to pay for her tuition so that she can be our intern. But she behaves like a substitute daily so that is offset by the cost of what it would have been to hire a substitute.
- *CompuClaim Upgrade*  
CompuClaim is the company that the Board of Education uses to collect Medicare/Medicaid fees. There is a law suit going on and the Board of Education was required to provide information about our services with CompuClaim. The Board of Education is only involved because we are a customer and the group that is suing requested information from all customers.
- *Shared Food Service Director with Wolcott Board of Education*  
The Board of Education does not have a full time Food Service Director. The cost of a Food Service Director is much more than the Board can afford and it is also more than what the Board needs. **Superintendent Coss** has been working with the Superintendent from the Town of Wolcott in sharing

their Food Service Director. The agreement would be a fair split. The town of Wolcott has five (5) schools and Thomaston has three (3), so the cost would be 3/8 for the Thomaston Board of Education and 5/8 for the Town of Wolcott.

- **State Excess Cost Grant**

The Board of Education had budgeted for fifty (50) percent reimbursement and the Board received a little more than seventy-seven (77) percent. So the Board has \$390,000 coming in and the Board had anticipated \$195,000. The Board also had some shifts in the student population which would have adjusted down what the Board would have taken in through excess cost, so this will cover what the Board would not have gotten and any of the addition monies that cannot be used for Special Education, will be used to offset future capital and other future expenses.

- **Healthy Food Certification Statement**

Health Food Certification is a certificate that is signed every year. The Board will be eligible for a reimbursement on each breakfast and or lunch sold if that breakfast or lunch qualifies for this healthy food status.

***Vote to accept/approve the Healthy Food Certification Statement***

**Kathleen Freimuth** motioned and **Scott Theriault** seconded to accept/approve the Healthy Food Certification Statement

**Discussion:** None

**Vote: Motion carried**

Yes	No	Abstain
8	0	

10.1.1.2. *May Finance Report*

- 2015/2016 Budget Projection
- 2015/2017 Grant Report
- May 2016 Expenditures \$1,031,210.48
- May 2016 Transfers \$0.00

***Vote to accept/approve Business and Finance Report and Expenditures as presented***

**Kathleen Freimuth** motioned and **Scott Theriault** seconded to accept/approve the Business and Finance Report and Expenditure as presented

**Discussion:** None

**Vote: Motion carried**

Yes	No	Abstain
8	0	

10.1.1.3. *2016 – 2017 Operating Budget Revised*

***Vote to accept/approve 2016 – 2017 Revised Operating Budget as presented***

**Alexander Lee** motioned and **Kathleen Freimuth** seconded to accept/approve the 2016-2017 Revised Operating Budget as presented



**Discussion:** None

**Vote: Motion carried**

Yes	No	Abstain
8	0	

## 10.2. Policy Committee

10.2.1. Presentations – None

10.2.2. Action Items – None

10.2.3. Read Items – None

10.2.4. Discussion Items

10.2.4.1. Definition of “Student”, District Policy, and the Law

*Kathleen Freimuth stated that this discussion came up because the WAMS Steering Committee stated that if a student attends the Waterbury Arts Magnet School, it is in their policy that the student may come back to the Town of Thomaston for Extra Curricular Activities or Athletics. The Thomaston Board of Education’s policy is different. This is a policy that the committee is going to continue to look at.*

10.2.4.2. Resolutions for the 2016 CABE Delegate Assembly

10.2.4.3. Calendar of Meetings – Policy Audit Series 5000 – Students

*The committee is setting up meetings for the beginning of July to review the Policy Audit Series 5000 series.*

10.2.4.4. Policy Audit Series 5000 - Students

## 11. Public Participation

*The Board welcomes public participation in accordance with Thomaston Board of Education Policy 9325(a) – Bylaws of the Board Meeting Conduct. Specifically, provision for permitting any individual or group to address the Board concerning any subject that lies within its jurisdiction shall be as follows:*

- *Five minutes may be allotted to each speaker and a maximum of twenty minutes to each subject matter.*
- *No boisterous conduct shall be permitted at any Board of Education meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the chair, of that person’s privilege of address. If necessary, the Chairperson may clear the room so that Board members may continue the meeting.*
- *No oral presentation shall include charges or complaints against any employee of the Board of Education, regardless of whether or not the employee is identified in the presentation by name or by another reference that tends to identify an individual. All charges or complaints against employees shall be submitted to the Board of Education under provision of Board of Education policy.*

*The Thomaston Board of Education is confident you will observe the rules of common courtesy. Thank you.*

Bryan Tyrian stated that he is looking for the tuition cost for out of district/nonresident student.

Chip Hungeford asked if the Board of Education has a plan to recruit out of University of Bridgeport’s Intern Program. **Superintendent Coss** responded yes, with the permission from **Chairperson Roxy Fainer**.

Chip Hungeford also asked who will be managing the new Food Service Director. **Superintendent Coss** replied with permission from **Chairperson Roxy Fainer**, that both Superintendents will be managing the new Food Service Director.

Joyce Knowlton asked about the coaching situation for Math and English. Joyce mentioned that the Board of Education numbers seems to be going down in teachers and up in class size. Joyce thinks instead of spreading one coach out, that it would be better to have one extra teacher in the younger grades.

At 8:06 P.M. **Chairperson Roxy Fainer** announce that the meeting was going into Executive Session and asked everyone to leave the room.

**12. Executive Session for the purpose of the evaluation of the Superintendent of Schools**

**Kathleen Freimuth** motioned and **Beth Campbell** seconded to move into executive session and invite the Superintendent of Schools.

**Discussion:** None

**Vote:** *Motion carried*

<i>Yes</i>	<i>No</i>	<i>Abstain</i>
8	0	

**13. Exit Executive Session/Enter into Public Session**

**Kathleen Freimuth** motioned and **Scott Theriault** seconded to exit Executive Session at 11:11 P.M.

**Discussion:** None

**Vote:** *Motion carried*

<i>Yes</i>	<i>No</i>	<i>Abstain</i>
8	0	

**14. Potential Action Regarding the Contract of Employment - Superintendent of Schools, Town of Thomaston, Connecticut.**

**The Board of Education performed the annual evaluation of the Superintendent of Schools, Francine Coss. She received "exceed expectations" in all seven (7) competency areas.**

**Kathleen Freimuth** motioned and **Scott Theriault** seconded to extend the Superintendent's contract for an additional school year 2018-2019. The terms of which will be negotiated at a future date.

**Discussion:** None

**Vote:** *Motion carried*

<i>Yes</i>	<i>No</i>	<i>Abstain</i>
8	0	

**15. Adjournment**

**Kathleen Freimuth** motioned and **Frank Treglia** seconded to adjourn.

**Discussion:** None

***Vote: Motion carried***

<i>Yes</i>	<i>No</i>	<i>Abstain</i>
8	0	

The meeting adjourned at 11:15 P.M.