



**North Canaan Board of Education**  
**SPECIAL MEETING MINUTES**  
90 Pease Street, North Canaan, CT 06018    [www.nceschool.org](http://www.nceschool.org)

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*The North Canaan Board of Education met in the library  
at 6:30 pm on Thursday, February 15, 2024.*

**A special meeting was held:** Lindsey Crane, Amy Dodge, Stephannie Grant, Amy Helminiak, Christopher Jacques, Brooke Riva, and Kristine Simmons.

**Others present:** Dr. Alicia M. Roy, Principal; Beth Johnson, Assistant Principal; Lisa Carter, Superintendent (arrived at 6:40).

**I. Call to Order:** The meeting was called to order at 6:31 pm by Chairperson Amy Dodge.

**II. Consent Agenda**

Mr. Jacques made a motion to approve the minutes for the December 12, 2023, Regular Meeting and January 23, 2024, Special Meeting, as written. Mrs. Simmons seconded. Vote: 7-yes Mrs. Crane, Mrs. Dodge, Mrs. Grant, Mrs. Helminiak, Mr. Jacques, Mrs. Riva, and Mrs. Simmons.

**III. Public Comment - None**

**IV. Communications - Written**

**V. Region One Report**

No report was given.

**VI. All Boards Chair (ABC) Report**

Mrs. Dodge reported on the following at the January 24, 2024, meeting.

- Business Manager Sam Herrick presented the updated proposed contract from All-Star Transportation.
- A discussion regarding a mid-year review of the Superintendent's Goals was held. Superintendent Carter reported on the progress of two of her goals – safety and security protocols, and expanding HVRHS course offerings.

**VII. 2024-2025 Draft NCES BoE Budget (1st presentation)**

Dr. Roy gave a presentation and explained the 2024-2025 NCES BoE Budget. Dr. Roy stated that there will be some savings and some increases throughout the budget. The non-certified staff are currently negotiating their contract that will begin July 1, 2024. Some changes to the 2024-2025 school year budget are as follows:

- The bus contract will increase by 9%
- There will be savings for service contracts due to the new phone system.
- The new selectman has worked with the Town to pick up garbage and maintain the grounds, which is a savings of over \$22,000 for three line items.

- Middle School sports are projected high but due to the small number of students expected to be participating based on this year's numbers, the cost will be budgeted lower.
- The health insurance increase is currently at 5%.
- There was a large savings with the new copiers.
- Diesel costs continue to rise.

#### **A. Projected Enrollment 2024-2025**

Dr. Roy explained the projected enrollment for the 2024-2025 school year. EK/K will be more precise once Kindergarten registration is held. There may be more students in EK due to Connecticut's new law requiring kindergarten students to be five by September 1, instead of the previous cutoff, January 1.

#### **B. Board of Finance Budget Presentation - Wednesday, March 20th, 7 PM, Town Hall**

### **VIII. 2024-2025 NCES Calendar**

Mrs. Dodge made a motion to the full Board for the approval of the North Canaan Elementary School Calendar for the 2024-2025 school year as presented with the revision of adding conference days will be dismissed at 1 pm. Mrs. Grant seconded. Vote: 7-yes Mrs. Crane, Mrs. Dodge, Mrs. Grant, Mrs. Helminiak, Mr. Jacques, Mrs. Riva, and Mrs. Simmons.

### **IX. MSAA Spending Plan Proposal 2024-2025**

Lisa Carter gave a slideshow presentation of the middle school sports and activities budget for 2024-2025.

### **X. Policy (1st reading)**

There was a first reading of the following policies: 5141.29 School-Based Health Center; 4115 - Educator & Leader Evaluation and Support; 4118.5/4218.5/6141.321 - Computers: Responsible Use of Technology, Social Media and District Network Systems; 5131.911 - Connecticut School Climate; 5141.221 - Pediculosis; and 9323 - Construction of Agenda. The Board did not recommend any changes. The policies will be on the March Board meeting agenda for action.

### **XI. Action Items**

Mrs. Dodge made a motion to the full Board for the approval of policies 9110 Number of Members, Terms of Office and 9222 Resignation/Removal from Office. Mrs. Grant seconded. Vote: 7-yes Mrs. Crane, Mrs. Dodge, Mrs. Grant, Mrs. Helminiak, Mr. Jacques, Mrs. Riva, and Mrs. Simmons.

### **XII. Administrative Reports (January and February)**

***Principal's Report:*** (A copy is available through the links on the February agenda.)

Dr. Roy provided a brief overview of her monthly report. Some of the items she reported are listed below:

- North Canaan Elementary School had their Winter Band and Chorus Concert, which was held on Thursday, January 18th at 6:30 pm.
- The *Read to Grow Bookmobile* visited NCES in January. Every student from early kindergarten through grade 4 was able to select a book from the [Read to Grow Bookmobile](#) and take it home.
- NCES is preparing for their annual reading campout. The challenge this year was to read 500 authors, and the students met the challenge.

- The fourth graders were the first group to meet Kio, a service dog that will be visiting our school to read with students. Service dogs help students to relax and help relieve anxiety.

***Assistant Superintendent's Report:*** (A copy is available through the links on the February agenda.) Dr. Rose was not present for the Board meeting. Ms. Carter gave an overview of the Assistant Superintendent's report.

***Superintendent's Report:*** (A copy is available through the links on the February agenda.) Ms. Carter provided a brief overview of her monthly report. Some of the items she reported are listed below:

- Ms. Carter has been meeting with each administrator to discuss their progress against stated goals at the midyear. Each administrator discusses student achievement data and reflections about progress to date in the areas of teaching and learning. This information is discussed within the context of each school's strategic plan. Also, thoughts about the work that should occur in the next school year were discussed.
- Ms. Carter has discussed her midyear goals with the ABC Committee. During the discussion, Ms. Carter requested that she replace the goal regarding early childhood education with one that focuses on the last phase of aligning school policies throughout the Region. Ms. Carter will work with Tina Bunce to create a common policy book for all Region 1 schools, while keeping unique school-specific policies (e.g. Armed Security Officer - Kent, School-based Health Centers - HVRHS, North Canaan and Sharon). The need for this goal came from some challenges when faced working to support principals in resolving issues in their schools. North Canaan's policies will be used as the foundation for the Region.
- Ms. Carter explained the Action Plan to Sustain Efforts to Increase Educator Diversity, as per legislation, which was passed by the CT General Assembly last spring. All CT school districts must submit this plan by March 15. CSDE released a toolkit and guidelines for the plan in late December. Ms. Carter has been working on the plan with a team of Region 1 educators and will share it with Boards of Education in mid-February and early March in order to ensure that we meet the submission deadline.
- The members of the Division of Emergency Management and Homeland Security team conducted a safety audit at the high school on January 30. This team conducted a similar review in 2019 and reported that they found that the school administration and BOE have properly addressed many of the issues that they identified at that time. The team will issue a formal report of their findings and recommendations for additional security improvements later this year.

### **XIII. Executive Session for the Purpose of Discussing an MOU Regarding Certified Staff Personal Illness Days**

**XIV. Executive Session for the Purpose of Discussing the Bus Contract with All-Star Transportation (Action Anticipated)**

Mrs. Dodge made a motion to move into an Executive Session for the Purpose of Discussing an MOU Regarding Certified Staff Personal Illness Days and Discussing the Bus Contract with All-Star Transportation (Action Anticipated). Mrs. Dodge invited Dr. Roy, Lisa Carter and Beth Johnson into the executive session at 7:36 pm. Mr. Jacques seconded. Vote: 7-yes Mrs. Crane, Mrs. Dodge, Mrs. Grant, Mrs. Helminiak, Mr. Jacques, Mrs. Riva, and Mrs. Simmons.

The Executive session ended at 7:43 pm.

Mrs. Dodge made a motion to the full Board for the approval of the regional bus contract with All-Star Transportation for five years beginning July 1, 2024, and ending June 30, 2029. Mrs. Grant seconded. Vote: 7-yes Mrs. Crane, Mrs. Dodge, Mrs. Grant, Mrs. Helminiak, Mr. Jacques, Mrs. Riva, and Mrs. Simmons.

**XV. Public Comment**

Linda Decker, a North Canaan resident, raised questions for the Board regarding the School-Based Health Center opening at North Canaan Elementary School. Dr. Roy and Superintendent Lisa Carter answered her questions explaining that a center will be opened in three schools this year, funded through a grant. Parents must give written consent to any care given and can be present when services are delivered.

**XVI. Adjournment**

Mrs. Dodge made a motion to adjourn the meeting at 7:48 pm. Mrs. Grant seconded. Vote: 7-yes Mrs. Crane, Mrs. Dodge, Mrs. Grant, Mrs. Helminiak, Mr. Jacques, Mrs. Riva, and Mrs. Simmons.

Respectfully submitted,  
Beth Johnson

Approved: March 12, 2024