

**DRAFT**

**MINUTES – C.E.S. REPRESENTATIVE COUNCIL MEETING  
NOVEMBER 1, 2018**

**PRESENT:**

- Chris Hocker - EASTON/REG. 9 (**President**)
- Jennifer Dayton - GREENWICH
- Tom Minotti - SHELTON
- Andy George - STAMFORD
- Vinny Faggella - STRATFORD
- Mike Ward - TRUMBULL (**Secretary**)
- Karen Kleine - WESTPORT (**Vice President**)

**ABSENT:**

- Sybil Allen - BRIDGEPORT
- Christa McNamara - DARIEN
- Jeff Parker - EASTON/Reg. 9 (Alt.)
- Philip Dwyer - FAIRFIELD
- Maria Naughton - NEW CANAAN
- Barbara Meyer-Mitchell - NORWALK
- Dan McNeill - WESTON
- Deb Low - WILTON

**C.E.S.:** **PRESENT:** Charles Dumais, Chris LaBelle, Esther Bobowick, Anna Nelmes-Stoughton, Mike Regan, Mark Ribbens, Peggy Sullivan, Stephanie Wanzer

**GUEST:** Bill Heaney, Venman & Co.

**REGULAR MEETING**

- I. CALL TO ORDER AND VERIFICATION OF QUORUM – President Chris Hocker called the meeting to order at 3:00 pm. Quorum was confirmed.
- II. APPROVAL OF MINUTES – On a motion by Mike Ward and seconded by Jennifer Dayton, the minutes of the October 4, 2018 meeting were unanimously approved.
- III. CONSENT AGENDA – On a motion by Vinny Faggella and seconded by Jennifer Dayton, the Consent Agenda was unanimously approved by the Council.
- IV. OPPORTUNITY FOR PUBLIC COMMENT –
  - 1. Stephanie Wanzer, C.E.S.E.A. President welcomed everyone to today’s meeting and mentioned once again that C.E.S. is holding their annual Pluck-A-Feather Food drive which will benefit 35 C.E.S. families. Flyers are in your packets. If anyone would like to make a food or monetary donation,

1 please give your donations to Barb Pace. Stephanie thanked the Board for  
2 their support of this initiative.

- 3 2. Chris Hocker introduced Bill Heaney of Venman & Co., who reviewed a  
4 draft of the Auditor's Report for fiscal year ending June 30, 2018. The report  
5 is in draft form due to the fact that the State does not have the teachers'  
6 State pension plan numbers at this time. Once that information is received,  
7 a final report will be generated. This information will have no effect on the  
8 bottom line. Bill advised that there were no difficulties during the audit. Bill  
9 also mentioned that the agency is in a strong financial condition and has a  
10 very healthy reserve. Bill thanked Chip and Peggy Sullivan and the C.E.S.  
11 accounting staff for their assistance during the audit. Chip thanked Bill and  
12 his team for their hard work and cooperation with our staff.

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14 V. OLD BUSINESS

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16 1. 2019-20 Calendars: On a motion by Tom Minotti and seconded by Mike Ward  
17 the 2019-20 C.E.S. school programs and employee calendars were  
18 unanimously approved.  
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20 2. Policy Revisions: On a motion by Karen Kleine and seconded by Jennifer  
21 Dayton, the policy revisions were unanimously approved to the following  
22 C.E.S. policies: Policy 5.003 Personal Business Days; Policy 5.009  
23 Conference Leave and Travel Expense; Policy 5.010 Sick Leave; Policy 5.016  
24 Tuition Reimbursement Plan – Certified Personnel; Policy 5.018 Responsible  
25 Use of Technology, Social Media and Agency Network Systems; Policy 6.013  
26 Behavior Management Strategies including Seclusion, Restraint and  
27 Exclusionary Time Out (as amended at the table); Policy 6.026 Participation in  
28 the Smarter Balanced Assessment Consortium (SBAC), Next Generation  
29 Science Standards (NGSS) and Scholastic Achievement Test (SAT) by C.E.S.  
30 Students.

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32 VI. NEW BUSINESS:

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34 1. Audit Report: On a motion by Mike Ward and seconded by Vinny Faggella,  
35 the Council unanimously voted to accept the Draft Audit Report for the fiscal  
36 year ending June 30, 2018 as presented. (Final reports will be mailed to the  
37 Council when received.)  
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39 2. Nominating Committee: On a motion by Vinny Faggella and seconded by  
40 Tom Minotti the Council unanimously approved the President's  
41 recommendation of Andy George and Jennifer Dayton to the Nominating  
42 Committee. The slate, as it stands now, will be presented at the January  
43 10, 2019 Annual Meeting of the Representative Council, is as follows: Chris  
44 Hocker, President, Karen Kleine, Vice President and Mike Ward, Secretary.  
45 If anyone else is interested in any of the officer positions, please either

1 contact Andy, Jennifer or Chip. Chip thanked Andy and Jennifer for their  
2 willingness to serve on this committee.  
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5 VII. REPORTS:  
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7 1. **Representative Council President** – No further report.  
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9 2. **Executive Director** – Chip thanked the Leaders Team and the Board members  
10 for their continued support of him over the last several months. Report  
11 highlights:  
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- 13 • The 11<sup>th</sup> Annual C.E.S. 5K Race had over 150 runners/walkers this year  
14 and had a profit of about \$6500 which is will be distributed among our  
15 four school programs.
- 16 • Chip participated in a webinar with CoSN on Student Data Privacy – lots  
17 of changes coming down the road.
- 18 • On November 6<sup>th</sup>, approximately 40 C.E.S. administrators and staff will  
19 participate in a professional development session/dinner.
- 20 • The superintendents group (Southern Fairfield County Superintendents'  
21 Association) attended an all-day seminar with Doug Eadie on the topic of  
22 "*Maintaining a Rock Solid Board-Superintendent Partnership.*"
- 23 • Negotiations have begun with November 3<sup>rd</sup> being the start date  
24 mandated by the State. If anyone would like to serve on the  
25 negotiations committee, please give Chip a call or drop him an email.
- 26 • Alternative Learning Session Plan (CAPSS Legislative Committee) is  
27 looking at alternative ways of learning when excessive heat, snow days  
28 or other major weather events keep students at home for several days.
- 29 • Executive Searches Update: Windsor Locks is in the final stages of  
30 selecting a superintendent; Ridgefield is beginning the interview stage of  
31 their search. Newington has asked C.E.S. to interview for their search;  
32 Chip will be attending along with consultant Tom Jokubaitis. Chip also  
33 indicated he is meeting with other consultants about joining our search  
34 team.
- 35 • A Communications Audit is being done for Milford Public Schools which  
36 will help them assess and develop a solid plan for communicating with  
37 parents, students and the community at large.
- 38 • Chip indicated that he continues to make classroom visits each week  
39 and welcomes the opportunity to visit our member districts as well.
- 40 • The SFCSA Legislative Breakfast will be held on Friday, December 7<sup>th</sup> at  
41 8:15 a.m. The breakfast is open to superintendents and their Board  
42 Chair (or designee) and Rep Council members. Barb will be sending out  
43 a formal letter later in November.
- 44 • Our lobbyists, Rome Smith & Lutz will be working with the RESCs after  
45 the elections with regard to the RESC Alliance work with a governor and  
46 possibly a new Commissioner of Education.  
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3. **Associate Executive Director** – Chris LaBelle highlighted a few items from his report: C.E.S. school-based staff participated in Mandated Reporter Training as mandated by state law. Shipman & Goodwin’s offices have provided a “Checklist of Statutory Obligations Relative to Child Abuse/Neglect” which has been reviewed with the C.E.S. Leadership Team. Chris mentioned that C.E.S. is in compliance with all statutory obligations. Chris also mentioned that he attended Shipman & Goodwin’s Fall Labor and Law Seminar back in October. One of the topics was PA 18-8 “An Act Concerning Pay Equity” which will be effective January 1, 2019 and prohibits asking applicants salary history at any point during the hiring process. You are allowed to ask “what do you expect to learn” during the hiring process. Chris will be happy to email the checklist to the Board if anyone is interested. Lastly Chris reminded the Board that any administrator who is new to the district must attend sexual harassment awareness training within six months of being hired. Lyn Nevins, C.E.S. trainer and consultant, held a session here at C.E.S. last month. Mike Ward mentioned that he believes that attendance must be recorded as well as the name of the trainer. Esther added that many veteran teachers, administrators and non-certified staff may not have been through this training since it was required when they were initially hired. Esther suggested that districts offer this training to their veteran staff (on a volunteer basis) to illustrate what behaviors are no longer acceptable in today’s world.
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4. **Director, Professional Development Services** – Esther Bobowick reported that she accompanied a team from the New Canaan Public Schools on a visit to the Scarsdale Public Schools Center for Innovation. Esther advised that they observed a variety of learning environments that promoted collaboration, problem-solving and design thinking. Esther also reported that she and the other five RESC Directors of Professional Development sponsored a highly successful statewide Thinkshop on “Assessing What Matters.” Two keynote speakers shared their perspectives on standards based grading vs. competency based assessment. The conference was attended by over 200 teachers and administrators from around the state. Lastly, Esther mentioned that on November 19<sup>th</sup>, PDS will kick off a Student Centered Coaching series at Vazzy’s Four Seasons in Stratford. The series has over 90 educators enrolled and had to be moved off site to accommodate everyone. The first session will be a message to administrators about how to build partnerships with their coaches and support rigorous expectations for students.
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5. **Principal, Regional Center for the Arts** – Mark Ribbens reported that as part of RCA’s ongoing partnership with The Quick Center at Fairfield University, RCA hosted a dance workshop led by choreographer Nora Chipaumire, from Zimbabwe. The students were impressed by Nora’s dancing and her experiences. She is now based in New York. Mark also mentioned that on Saturday, November 17<sup>th</sup>, RCA will have their first video exchange with their partners at the Mandala Theatre in Nepal.

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6. **Director, Special Education** – Mike Regan referred the Board his reports for highlights. Mike also mentioned that there is still room in their Parent Forum for parents of Special Education on November 8<sup>th</sup> – morning and evening sessions. Flyers were in the October board packet and a link for registration. Barb will email the link to anyone who is interested.

7. **Principal, Six to Six** – Anna Nelmes- Stoughton added a few highlights to her report: Sixth graders presented showcased their writing skills in two sessions earlier today; Chip attended the morning session to celebrate the work of the new writing curriculum. Staff will meet with parents on Monday evening showing them writing samples and how they can assist their children in this new writing curriculum at home. Anna announced that State Senator Marilyn Moore visited Six to Six to honor C.E.S. Teacher of the Year, Sabine Januski. Sabine will join Chip and other nominees at the State celebration later in December. Lastly Anna mentioned that Care for Kids recently reviewed the Preschool and the Before and After School programs at Six to Six and the evaluation showed no citations and no infractions. Anna thanked the staff of these programs for their hard work and dedication.

8. **Director of Finance & Operations** – Peggy Sullivan reported that we are tracking at budget or better. Both SPED summer programs provided a surplus for the budget and our Transportation Department is also doing better than budgeted with additional services being provided. We have received the first half of funding for our magnet schools. Peggy has also applied for funds to be returned back to parents who are currently transporting their own children to our magnet schools. Parents may apply for a \$5 per day reimbursement. Mike Ward asked Peggy to summarize what was discussed at last month's Building Committee meeting:

- New HVAC system has been installed at 40 Lindeman Drive;
- Two main restrooms at 25 Oakview Drive have been renovated (these are the restrooms on the main floor primarily used by the public);
- Carpeting has been replaced at TMMS at Six to Six. All items mentioned came in under budget.
- Future plans: new roof for the TMMS building at Six to Six; expansion of School Readiness playground here at 40 Lindeman Drive; interior fire doors must be replaced at 25 Oakview Drive and a new fire panel is needed at 40 Lindeman Drive.

Peggy also mentioned that we went out to bid for snow removal – current owners of the company we use are retiring; only one bid was received which was higher than our current costs; we will use this company and go out to bid early next year for additional proposals.

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2 VIII. MEMBER REPORTS

- 3 • Chris Hocker (Easton/Reg. 9) asked if any member was going off of their  
4 home boards – everyone will be staying on for another term.  
5 • Jennifer Dayton (Greenwich) stated that Greenwich has begun  
6 interviewing candidates for a long term superintendent.  
7 • Andy George (Stamford) reported that Stamford closed an elementary  
8 school this week due to mold issues; hoping that it will be cleared up  
9 shortly since students are home. Andy asked if anyone had any  
10 emergency plan in place when a crisis arises which forces the need to  
11 close a school. Karen Kleine (Westport) advised that their students  
12 were relocated to two other schools for the remainder of the year;  
13 Stamford doesn't have the capacity to move student to any other school  
14 building. Jennifer Dayton mentioned that they have used modular  
15 classrooms in the past. Vacancies that are available in commercial  
16 building are not up to code. Mike Ward (Trumbull) suggested double  
17 sessions. There is a general consensus that a regional emergency plan  
18 needs to be in place for circumstances such as damage caused by  
19 weather, mold issues and other unforeseeable issues.  
20 • Andy George took the opportunity to ask the current officers if they  
21 would be willing to stay in their roles for 2019 and Chris, Karen and Mike  
22 agreed to this. Andy asked Barb to send out an email to the Council as  
23 a whole asking if anyone wishes to be considered as an officer, to  
24 please get in touch with either Andy or Jennifer.  
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26 IX. ADJOURNMENT

27 On a motion by Mike Ward and seconded by Karen Kleine, the Board  
28 unanimously voted to adjourn the meeting at 4:45 p.m.  
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31 **Next meeting: Thursday, January 10, 2019. Wishing everyone a safe and**  
32 **Happy Holiday season.**  
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35 Respectfully submitted,  
36 *Barbara Pace*  
37 Barbara Pace  
38 Recording Secretary