

**Portland Board of Education  
Regular Meeting  
Tuesday, July 11, 2023 @ 7:00 pm**

**1. Call to Order and Roll Call**

Laurel Steinhauser, Chair, called the meeting to order at 7:00 pm

BOE Members Present: Laurel Steinhauser, Tim Lavoy, Kim Nagy-Maruschock, Stacy Benham, Dave Murphy, Sarah Spear

Members Absent: Meg Scata

Administration Present: Superintendent Dr. Charles Britton, Stephanie Fragola Assistant to the Superintendent for Business and Financial Affairs, Dawn Davis Director of Student Services

Student Representative: Dorothy Riley

**2. Pledge of Allegiance**

**3. Approval of Agenda**

L. Steinhauser requested to add K. Bohannon leave extension to agenda item 9.B.

**T. Lavoy moved to approve the agenda as amended, seconded by S. Benham. Unanimously approved. MOTION CARRIED.**

**4. Approval of Consent Agenda**

A. Approval of June 20, 2023 Board of Education Regular Meeting Minutes

B. Approval of Out-of-State Field Trip PHS Band to Big E, MA, September 22, 2023

**K. Nagy-Maruschock moved to approve the consent agenda, seconded by S. Spear. Unanimously approved. MOTION CARRIED**

**5. Audience of Citizens - none**

**6. Portland Public Schools Spotlight** – Retirement Recognitions – Retirees Nisar Mian and Linda Martin were recognized.

**7. Student Representative Report** – Dorothy Riley reported that graduation went well.

**8. Communications and Updates**

A. Superintendent's Report – Dr. Britton reported he received one resignation from Kelsey Simeone, K-1 Special Education teacher. Correspondence received from Lou Pear, William Street, regarding the school facilities plan. D. Murphy stated the correspondence didn't address playground space or cost. L. Steinhauser believes this Board has the deepest gratitude for the work the schools facilities committee has done. Progress being made on the track. Thanked all who came out and supported the request for new radios. Also thanked

Bob Shea and Carl Johnson for their work on the project as well. The town will get 52% reimbursement from grants for this project. Implementation of radios should be complete by August 2023. Received word from Gildersleeve Committee, all requests have been approved. Will not move forward with Book Vending Machine, Principal Hershon will investigate other options that may work better for student incentives. Books for Brownstone and High School Weight room will be completed. As of July 1<sup>st</sup> we are a PowerSchool district. Appreciation to Holly Russo who did a wonderful job in migration of data. Expect communication on PowerSchool to parents in August. Board retreat on August 21, 2023 8:30am-11:30a. Ed Spec Plan from South Windsor up for review, along with tour at Orchard Hill on August 9 2023 10:30a-12:30p.

- B. Assistant to Superintendent for Business and Financial Affairs – S. Fragola – Authorized spending report submitted and reviewed. 22-23 school year \$140k deficit, reduced to \$50k with some managing of fund sources. D. Murphy asked about the freeze during the past year, and if this will move forward to the next year. Dr. Britton stated there isn't a freeze to date, we need to be very mindful of spending this year.
- C. Director of Student Services – D. Davis - submitted report. Next census update will be in September. ESY update. Meet and greet coming up for families for the Transition Academy. S. Spear asked about numbers for students being supported for reading. The information isn't through Student Services but Dawn will look into and provide that number for the Board. Location for Transition Academy will be at Brownstone. Van has been ordered so we will not have to contract out for transportation.

#### 9. New Business (Discussion/Possible Action)

- A. Board Meeting Dates/Times - Reviewed document listing the other town boards and commission meeting schedule. Discussion on the value of starting meetings earlier. Consensus on revisiting the schedule when creating the 2024 meeting schedule.
- B. K. Bohannon Leave Extension until January 2024  
**T. Lavoy moved to approve K. Bohannon leave extension until January 2024, seconded by S. Benham. Unanimously approved. MOTION CARRIED.**

#### 10. Old Business (Discussion/Possible Action)

- A. Kindergarten Position – Dr. Britton reviewed ESSER funding. Transitioning current teacher into the Kindergarten position to accommodate a 6<sup>th</sup> section of KA would be an effective way to utilize staffing while being mindful of cost. This will not cause increase in class sizes elsewhere. Dr. Britton's recommendation is to redeploy an existing FTE teacher.  
  
**S. Spear moved to recommend to the Portland board of Education the reallocation of 1 FTE K-6 certified position from third grade to kindergarten, seconded by T. Lavoy. Unanimously approved. MOTION CARRIED.**
- B. Special Education Position – Looking to IDEA grant to fund master step 1 or 2 position. No suitable candidates were received for a .5 position. This position will be a 1.0 FTE Special Education teacher only. Math interventionist will remain at a separate .5 FTE position.

Due to the special ed position being a new position we can use the grant to supplement.

**T. Lavoy moved to recommend to the Portland Board of Education the addition of up to 1 FTE certified special education teacher at Portland High School, seconded by S. Benham. Unanimously approved. MOTION CARRIED.**

- C. 2023-2024 Stipends Memorandum of Understanding – every year we need to update the stipends in the teacher’s contract. There are some amendments, additions, and deletions. Cost neutral, aside from \$10k. There will be movement to some other line items, to include shot clock, that will pay for the difference.

**K. Nagy-Maruschock moved to recommend to the Portland Board of Education the approval of the Memorandum of Understanding with the CEA-Portland outlining stipends for the 2023-24 school year, seconded by S. Spear. Unanimously approved. MOTION CARRIED.**

- D. IT Department Tech Job Descriptions – at the last meeting the vision was presented by Eric. This creates capacity in the district to service all the devices for the kids. Eric to clarify the revised date on job description documents and will address at August meeting. **TABLED NO ACTION.**

#### **11. Committee Reports**

- A. Curriculum – L. Steinhauser – no report
- B. Policy – M. Scata – meets on 7/12/23
- C. Personnel – L. Steinhauser – no report
- D. Buildings and Grounds – M. Scata – no report
- E. Liaison
  - 1. CREC – M. Scata – council will meet on 7/1/23 and Meg will attend. CABE summer leadership on 8/16/23-8/20/23. Convention is a 2 day event, with a resolution convention on the 16th. CABE sent out info on webinar on school funding changes for 7/26/23.
  - 2. Selectmen – D. Murphy – no report
  - 3. Committee on Solidarity – T. Lavoy – no report
  - 4. Equity and Inclusion Coalition – T. Lavoy – no report

#### **12. Audience of Citizens - none**

#### **13. Board of Education Member Comments**

- K. Nagy-Maruschock – congrats to Linda and Nisar on retirements
- S. Spear – congrats to Linda and Nisar on retirements
- L Steinhauser – agreed to help CABE run the delegate assembly

#### **14. Executive Session – none**

#### **15. Executive Session Action – none**

**16. Adjournment**

**T. Lavoy moved to adjourn the meeting at 8:39pm, seconded by D. Murphy. Unanimously approved. MOTION CARRIED.**

Respectfully Submitted,

Tricia Dean, Clerk