

**NEW CANAAN BOARD OF EDUCATION**  
**GENERAL MEETING**  
**VIRTUAL MEETING**  
**March 23, 2020 - DRAFT**  
**7:00 P.M.**

**I. Call to Order**

Chair, Ms. Parkhill, called the meeting to order at 7:09 PM.

**Attendance:**

	Carlson	Gardiner	Hayes	Naughton	Parkhill	Rashin	Reeves	Richardson	West
Present	√	√	√	√	√	√	√	√	
Absent									√

**II. Approve minutes: March 9, 2020**

Ms. Rashin moved to approve the agenda, seconded by Mr. Gardiner.

	Carlson	Gardiner	Hayes	Naughton	Parkhill	Rashin	Reeves	Richardson	West
Yes	√		√	√	√	√		√	
No									
Abstain		√					√		

**III. Review and approve Agenda: March 23, 2020**

Ms. Rashin moved to approve the agenda, seconded by Ms. Reeves.

	Carlson	Gardiner	Hayes	Naughton	Parkhill	Rashin	Reeves	Richardson	West
Yes	√	√	√	√	√	√	√	√	
No									
Abstain									

**IV. Reports and Recognition**

Reports from Cabinet members on Departments

**A. Human Resources**

**Ms. Pianka**

The HR Department has been embracing technology and meeting daily to work proactively. Services have been arranged remotely and staff are answering questions and concerns from staff and community. Hiring is still moving forward as resumes, interviews and any necessary documents are available online or can be sent electronically. All of the staff are doing a wonderful job and working hard to address any needs of the district staff.

**B. Finance and Operations**

**Dr. Keating**

The Finance and Operations Department had planned early for a possible closure. They did trial runs on the business operation side to make sure things would be in working order.

Food Services have been very busy making lunches for students in the free or reduced lunch program. They are assisting 130 students and delivering their meals to the front steps of their homes on Monday (2 day of meals) and Wednesday (3 days of meals). They are also working to prepare food boxes for the upcoming weeks as needed.

Transportation has been very busy delivering food to students as well as bringing educational supplies to students who may need them. Buses have been doing trial runs for a possible school start time change but recently had to stop since Saxe is not currently available due to COV-19 testing..

The Technology Department has been working hard and is a resource for the E-Learning environment. They have helped get technology into the hands of 103 teachers and 110 students that needed them for distance learning as well as hot spots for those who do not have Wifi at home. The Technology staff is constantly getting work orders to assist students and staff and working seamlessly to give them the support they need.

In Facilities, the custodians had been working tirelessly while school was in session to make sure everything was clean for students. Now they are working on deep/spring cleaning and getting needed projects done. The maintenance staff are working on projects as well including changing lighting to LEDs and retrofitting facets.

The Business Office has been remarkable. They have been running payroll remotely as well as purchasing necessary items for technology and facilities.

### **C. Curriculum and Instruction**

**Dr. Correnty**

Although there have been some challenges with E-Learning, everyone has been positive and have pulled lessons together. Some adjustments to schedules were made in week two so that students would have breaks and additional time to complete lessons. At the high school, students have four 60 minute periods with a screen break for lunch. There is also time for independent reading at the end of the day. Teachers have been working hard to connect with students live or through video. Most teachers are using Schoology and are collaborating with each other as well as having conversations with their departments.

At the middle school, the schedule was adjusted so that seventh and eighth grade students begin their day at 8:20 and fifth and sixth grade students begin at 9:00. Departments are collaborating across grade levels and are working with the Google platform. The third and fourth grade students at the elementary schools are also working with the Google platform.

The K - 2 students do not have Gmail so cannot work on the Google platform. Currently, teachers are using a template and emailing parents with links as needed. They are looking into a new platform for these students that would be free for the remainder of the year and would make students more independent. They are currently piloting the program with a few teachers and students.

### **D. Special Education**

**Mr. Tesbir**

The E-Learning process is a challenge for his department. Schools must ensure that students are receiving services to the greatest extent possible. Teachers are finding creative ways to deliver lessons for students that keep them engaged while supporting IEPs. They are also joining other teachers' classrooms to support their students where needed. They are monitoring student progress and adjusting as necessary.

The PPT process was also continuing for students and parents until recently. They are waiting for guidance from the state and will continue PPTs once that is received. Out of district students are all engaged in the E-Learning process with their individual schools.

**V. Announcements and Future Business**

Dr. Luizzi is continuing to receive information from the state daily. As of now, all schools will be closed until April 20th. More information will be coming about graduation requirements, grading during E-Learning and any pertinent information will be passed on to the district.

The budget process is continuing with the Town and updates will be forthcoming.

**VI. Adjournment**

Ms. Carlson moved to adjourn at 8:45 PM, seconded by Ms. Rashin.

	Carlson	Gardiner	Hayes	Naughton	Parkhill	Rashin	Reeves	Richardson	West
Yes	√	√	√	√	√	√	√	√	
No									
Abstain									

**Respectfully Submitted,  
Ms. Jennifer Richardson  
Board of Education Secretary**