

Pending BOE Approval

**Watertown Board of Education  
Regular Meeting Minutes**

**Meeting Date:** February 12, 2018  
**Meeting Time:** 7:30 p.m.  
**Meeting Place:** Lecture Hall, Watertown High School

**Members Present:** Ms. Leslie Crotty, Chairman  
Mr. Tom Lambert, Vice Chairman  
Ms. Janelle Wilk, Secretary  
Mr. Victor Vicenzi  
Ms. Cheryl Albino  
Ms. Josephine Cavallo-Rosa  
Ms. Cindy Eastman

**Members Absent:** Mr. Robert Makowski  
Ms. Cathie Rinaldi

**Others Present:** Dr. Bridget Carnemolla – Superintendent of Schools  
Mr. Thomas DiStasio – Business Manager

- A. Convene Regular Meeting – 7:30 p.m.**
- B. Salute to the Flag**
- C. Roll Call – Ms. Davidson**
- D. Minutes**

Agenda Item: D.1  
Subject: Minutes of the January 22, 2018 Regular Board of Education Meeting

Motion Presented By: Ms. Wilk  
Motion Seconded By: Mr. Lambert

Text of the Motion:	I move that the board approve of the minutes of the January 22, 2018 regular board of education minutes as presented.
Discussion:	None
Opposed:	None
Abstained:	None
Vote:	Motion Passes

#### **E. Award Recognition**

The Watertown Board of Education would like to recognize Anne Gibbons, named Oakville VFW Post 7330 Teacher of the Year. Post Commander Joe Ostroski, presented Ms. Gibbons with an award on January 14, 2018.

#### **F. Report from Student Council Representative – Paola Dante**

**No report**

#### **G. Superintendent's Recommendations and Report**

##### **1. Appointments – (Information Only)**

Ms. Chelsie Guerrera to the position of Assistant Cheerleading Coach at Watertown High School, effective for the 2017-2018 school year, being paid the contractual stipend amount of \$1,895.00.

##### **2. Transfers – (Information Only)**

None

##### **3. Resignations – (Information Only)**

Ms. Yvonne Walsh from the position of paraprofessional at Watertown High School, effective February 7, 2018 for the purpose of retirement.

##### **4. Superintendent's Report**

**Dr. Carnemolla** – Thank you. I am going to read Ms. Dante's report and have it as my own in the interest of time. At **Swift Middle School**, last week, students and staff took part in a presentation by the Anti-Defamation League of CT. The presentation addressed ways that students could become more tolerant and empathetic and how to seek assistance if needed. This was followed by small breakout groups by school counselors that focused on specific actions steps that we could all create and maintain a positive school atmosphere. We are also following up on similar training with three volunteer students that is called "Becoming an

Ally” which teaches these students to become ambassadors to continue the message forward. We would like to thank the Swift administrators, teachers and Dr. Parlato for assisting with that and for making that presentation from the ADL happen at Swift. Also last week, students in 8<sup>th</sup> grade were treated to a visit on a reenactment on John Trumbull by the Watertown Historical Society. Besides the entertaining Mr. Trumbull, there were artifacts pertaining to Watertown, including items from the Revolutionary War on display, and a lesson on how to access the digital archives to learn more about our local history. Many thanks to the Historical Society and our 8<sup>th</sup> grade social studies teachers for this visit.

**Polk** is having a dress down fundraiser for the Lion King play that we are trying to take all of the Polk students to...we are fundraising to make sure that the costs are relative to be able to take all of the students and the students and teachers held a dress down fundraiser for this. Student council collected two boxes of food for the Watertown Animal Shelter and we have finished taking winter benchmarks at Polk and the results illustrate steady academic progress in both reading and math. That data was used to create instruction groups for SRBI for the next rotation at Polk.

At **Judson** we have our annual Spelling Bee on February 13<sup>th</sup>, which is the classroom spellers that will compete and the winner of that Bee will compete in the statewide competition in March at the University of St. Joseph. Our PE Teacher, Mr. Sorriero conducted Jump Rope for Heart classes this week and the money raised, of course, will be donated to the American Heart Association. Ms. Archibald and Ms. Scully conducted learning walks at Judson and this was an opportunity that math instructional practices could be seen in classrooms by teachers. Mrs. Rinaldi has started a Banana Grams activity after school for interested fourth and fifth graders.

At **John Trumbull Primary** it is a very busy time. The PTO held the auction that was well attended Friday night. We have been intertwining readers and writers workshop throughout the day at John Trumbull and they have been exploring how characters change and grow throughout the story. They identify lessons that the characters learn and think about the problems that are solved. This is relative to our instruction in problem solving. Very proud that our students at John Trumbull reached their goal of 10,000 “gotchas”. We will celebrate with an indoor “snowball fight”. Our concerts were held this month for second grade and they had standing ovations. Our music teacher, Ms. Maryanne Michael did a great job and I appreciate that as well. Kindergarten registration; as you know, it is very important to be able to plan ahead with staffing and materials for kindergarten, and that has begun at John Trumbull, but with the snow last week, we had to postpone one of the dates and it is one that is very well attended, as that is the evening registration and that is now February 15<sup>th</sup>. I would like to thank Jeff Turner and our IT department for all of the work that has been done to move us to an online registration and the set up there at John Trumbull.

At **Watertown High School**, we had a band day for 8<sup>th</sup> graders from Swift and students worked together from the high school and from Swift during the day to prepare for a concert that they performed in the auditorium. We had a scholarship workshop for seniors on February 2<sup>nd</sup> and this is an opportunity for all of the students to learn about the opportunities and get assistance in filling out their college applications. On Thursday the 8<sup>th</sup>, we had Watertown Idol, which was a lot of fun and very well attended, and we had a number of students show off their musical talents. It was a very difficult judging decision. We will begin registration on the 18/19 school year on Wednesday the 21<sup>st</sup>. First we will have a course fair and showcase all that we offer. Our Winter athletes are to be celebrated...that season is coming to a close and senior nights are happening now to celebrate our 2018 team members as they finish their Watertown High and Watertown Public Schools career. Note: February

26<sup>th</sup> is Dr. Carnemolla's last Superintendent update. We hope to see you all here.

#### H. Grant (Information Only)

The Watertown Family Resource Center and Preschool Collaboration, housed at John Trumbull Primary School, has received a grant from the Connecticut Community Foundation for \$4,000. The goals of the Watertown Family Resource Center and the Preschool Collaboration are to increase parent outreach in the area of literacy; create joint professional development opportunities for Kindergarten and Watertown/Oakville Preschool teachers; develop and host Kindergarten transition visits; and facilitate playgroups for children who will be entering Kindergarten.

The grant was written by preschool teacher Annette Pietro.

#### I. Best Practice Presentation – Watertown High School Presentation

Ninth-grade students from Watertown High School will demonstrate how Flipgrid can be as a learning tool to improve student collaboration and provide opportunities for formative assessments. Flipgrid provides a private and secure online interface that creates a "grid" of discussion based questions that students respond to through a recorded video. The teacher creates questions from a message board for students to respond and then provide feedback to each other.

**Mr. Lewis** – Today I am here to talk about Flipgrid. Flipgrid is a digital platform where students can respond to a question, a picture, they can post things, using no longer than a minute and a half of video. I will talk about the benefits, about how I found it, and will demonstrate it. I can't any credit on finding it, in fact, Catherine Calabrese was the way I found it through her Twitter account. She was posting about it on Twitter and I saw she was using it pretty consistently in her class, so I did some research and tried to figure out how to bring it to the high school and when it would make sense with the task we wanted to accomplish. Students can access it from any tablet, computer or phone. Students can see all these posts from their peers and the real benefit here is that students can not only listen to their peers but all of the peers that may not necessarily feel comfortable participating in class can do that here and they can also comment and give feedback on what other students have posted. I think it has so many ways it can be incorporated in the classroom. We had midterms and that is a 7 day thing. We were in the middle of a poetry unit, and they were coming back and I wanted them to have an opportunity to have them review items that we were working on before we went to midterms. I wanted them to take a poem and see what they could do. That would give me a formative assessment of where they are, where they are struggling, what were they understanding....and for me, seeing what they did, I will do a mini lesson on what they may need. The assignment given when they came back was to read and annotate *A Road Not Taken* by Robert Frost. Normally in years past, they would come in, we would have a discussion, then we would move on, I would collect and look at it on the paper. This time they posted a video on Flipgrid and I told them their instructions were to post the video, use analysis and poetic devices we use in class. They also had to be prepared to discuss another student's post next class. The real benefit here is to experience what other students are thinking about the same poem. This also connects directly with google classroom. To see the entire presentation, go to:

<https://www.ustream.tv/channel/watertown-ct-board-of-education-meetings>

**J. Presentation - Fiscal Year 2018 – 2019 Proposed District Budget**

**Dr. Carnemolla** – Thank you. I will start by saying that I am the bearer of both good and bad news which it seems is always the case when presenting a budget and with the state budget and some of the increases we are facing taken into consideration; but as a whole we have developed the budget the way we always do in the past few years, which as you know is that all department chairs and administrators are involved and through conversations with teachers and staff members we put together individual budgets that we turn into a common template and then work together on that common template. We always start with what are our district goals and we maintain the same goals and we are focused on teaching and learning, literacy and problem solving, school safety and communications, and facilities and stewardship to maintain all of our facilities and buildings.

We are proud to say we see improvement across the district as a whole. We are looking to spend our money in the achievement of our goals so we look at how well are we doing towards those goals? Although we haven't done the testing report because of the timing, I wanted to include some of it. We have seen improvement in standardized testing in grades 3-12, for grades 3-8 in language arts we are now the highest placement in our district reference group, across all grade levels combined in the past five years. That is our highest standing in the past five years. Math grade 3-8 we see incremental progress with action steps in place, progress has been made there, but not quite what you see across the bands in language arts and in Science, we were doing well and have moved up the DRG and continue to do well in Science as well. SAT performance has remained stable in both Literacy and Math and advance placement tests, where we have been working diligently to improve, rose again in the five tested areas. More students scored at a level 3 or higher than they have in the past five years. The goal is to score at a level three or higher so that you can potentially obtain college credit. To see those score rising is promising. Our overall district index, which is how the state ranks districts from a myriad of factors, in 2015 we were 21 out of 24 towns. In 2016 we were 18 out of 24 and in 2017 we are ranked 10 out of 24. And, for the first time ever, we have a school of distinction from the state. A level one school that has been designated as a school of distinction and that is Polk School for the strongest improvement in the high needs category, which is one of the most difficult categories to improve on in this category because we are talking about students that are at or below poverty level, students that are special needs, ELL learners, any students that require special assistance, we saw the highest growth at Polk. So, I think it was important to say tonight, this is what we are doing with the funds that we are employing.

Some of the changes to the 2018-2019 budget that we are looking at, and they are changes, not additions, as we are always looking to reallocate funds, try to take funds from a previous year and move them forward, reuse them if we can but in a different way if necessary. I want to pause and say the following, as we started this budget process with no changes to the budget, no additions, no subtractions, just carrying over, we were above 5% at the top. That is due to a number of things; contractual obligations and so on, so we started this knowing we had to work hard at trying to find reductions so that we could get a manageable budget. So some of the highlights that you see; we are moving our Investigation series down to Kindergarten for standardized mathematics instruction, school walkies which, as you know a number of those were reduces as we had to reduce from this year's budget, so we didn't buy everything we needed in the year we are living in, so we are coming back again to purchase them, and that number is only 5 per school. Again, we are putting in the secondary math instructional specialist...we had it in this year, we took it back out when we were asked to reduce the budget,

I have put it in again. Working on our math in the way that we are and the way that we need to in our upper grades, I am going to contend again this is a necessary piece to have math progress happen. It is in there to be grant funded under title II. We need asphalt repairs at Judson and Polk and with the Blue Pod parking area at John Trumbull. We also have a necessary roof repair at John Trumbull where there was a lift in the roof near some electronic equipment and water is getting through so that absolutely has to be repaired. We have put in a roof assessment management program which is to assist us in making strategic decisions in roof replacements and management throughout the entire district so that in the long run, we maintain them on the appropriate schedule, and hopefully spend less money. We have utilized E-rate funding every year for technology purchases. This year it is at 50% for certain types of technology and we are going to continue to update the Wi-Fi access points with that. That is a total cost of \$30,000 with \$15,000 in grant funding. Of course, if we weren't to do it all, we would lose the grant funding.

You heard me say we came into the year knowing we had to make serious reductions. We went through and some of these are carryovers from what we are living with right now as far as staffing, where we have frozen positions and not rehired, so that is why you will see the staffing reduction number at what it is (-\$625,363). We reduced the facilities budget from what was brought to us, we had a storage building that we wanted to put at Swift for quite some time, and that is quite expensive. It has been on the list and then removed a number of years for properly storing the equipment, and as much as we need something like this because we want to proactively take care of the equipment at the dollar amount, it was something that didn't make it through (-\$183,820). The computer software reductions is because, as always, Mr. Turner and the IT department are continually looking for ways to improve the technology and b reducing the money we spend on it. We are going to a free Microsoft office web hosting instead of a paid one and that is the majority of the savings there (-\$19,288). The creative youth tuition program that has been an extra we have done for many years has been taken out. This usually pays for two students to go to Wesleyan in the summer. Looking to make strategic reductions removed that (-\$4000). As you can see just here we total \$832,471 worth of reductions as we started. So looking at the staff reductions, we have \$414,828 of that in certified staff reductions and that is difficult for us to move forward with. It has required quite a bit of work looking at class sizes, looking at numbers, and trying to determine moves with retirements or certifications and condense a class...we would do that. We have done that every year, but you can see by the number we did that more aggressively this year. We are trying to put our students first and in the best possible situation on one hand and on the other hand we could justify the class sizes throughout the entire district. Primarily this is a result of positions that we will not fill or teachers we will move. For example, we have a fifth grade class that was one of the largest that has gone through in a while. The classes coming behind it in third and fourth are not quite as large so we find ourselves with a fifth grade position we can move to a different grade level. On the other hand, after all of that movement, we will still be in a place where there are teachers that do not have a position going into the fall. That is never what we like to do, but looking at the numbers and looking at the certifications, I believe that we will have a net loss. I will say that all people who might have the possibility of being effected were already spoken to. I will also say that another example...at the budget meeting I said we were in need of a music teacher because of the number of students that have signed up for band. Clearly, when looking at this, we determined that is was impossible to put that in the budget, so we worked to figure out what we might do instead and what we did was we reduced a .6 that we had in music and we are making that person full time so we will have to change how music is offered. For example, a result of that most likely is that students will now start strings in fourth grade instead of third

grade. That won't impact any current students. We have also reduced a .6 art teacher at the high school and Mr. Jones is working on scheduling there, but on the other hand, a full time art teacher retired last week so we changed it from .6 to the full time. It is a constant influx of moving people around. Central office position that we are living without is the financial supervisor. It is an essential position and at this time, Mr. DiStassio has been assuming some of those positions and trying to work with the office to see how that will look moving forward. So for now, with the hiring freeze, it is out of this budget. Two paraprofessionals that have resigned or retired in the past couple of months have not been replaced and will be left out of the budget. The secretary of the middle school retired and we did not replace because of the hiring freeze and made the decision to leave that unfilled. We also had a central office secretary that retired and we did not hire for. I have to say these are all difficult choices and they are all very difficult to work around and every one of them causes a different set of issues. But with the budget the way it is we are forced to make hard choices, so this is the way we left it with staffing reductions. It will be an issue to try to make up for the work that the people did who are not being replaced. Speaking for central office, we are down a financial services supervisor and a secretary. That has made it incredibly difficult and the people are on overload. There are some things we haven't gotten done, there are things where we are looking at job descriptions to see if we can streamline some of the work that is done, where that will require talks with the unions on what people's roles and responsibilities are, but we have to move forward the way that it is because we are unable to hire them. We are doing the best we can with that we have. Everyone is working incredibly hard and doing more.

I try to differentiate between cuts and savings and sometimes that means going over it year over year and making projections that are based in newer sets of numbers. Much of what you see on this screen is that...the tutoring/homebound, we have been spending less, we have seen it subside. We can't take it all out as you don't know what the future will hold, but we can reduce it over what we have spent over the last few years. Training...we are trying to use grant funds and taking it out of the local budget. Textbooks and workbooks are the result of some we don't have to buy again this year. It's not an earth shattering amount of savings but we worked hard to find some of those lines and found \$45,329.

Our revenue opportunities...as you know we have tried to balance out spending and our allocation of funds with how we can bring in revenue to support our students. Sports participation fees are one of those ways and as you know, last year, we reduced them to \$100 a student and \$200 family maximum. Last year we had a projected revenue of \$87,000 and this year it is lower at \$67,000, because one thing we seeing is that the number of students that are paying to play athletics has gone down, not because the number of athletes has gone down, but the number of students that are eligible for free and reduced lunch has gone up and we can't charge them the fees. So that projection is down. You know what they pay to play is not an accurate amount for any student to play any way but it helps to offset some of the athletic fees. Advertising at the Mills complex, I have also taken down the revenue here trying to be conservative, after talking to the administration here, at this point, this is what we have sold in banners and I want to use what we have right now. I know we may sell some in the spring, but if we don't sell any more, we have this amount. The transition academy has been a very exciting program and we can bring in tuition paying students from out of town. We were successful with that this year and we do have some that are coming and we can offset in the current year. For next year as well, as you can see, by \$140,000 with four paying students. We are moving to a larger space and we need to be accurate and transparent with what that will net. Thank you to everyone who worked hard to put these numbers together. As you can see, I wanted to add in a student activity fee for the students at the transition academy. For example, if they want to

have a holiday party, which is something that is relative to students of this age (18-21), and they have some programs and invited kids of the same age to come, so we wanted to make sure we could sustain that. Graduation is another example and we want to make sure that happens as well, including the fundraising that we did for that.

So here is where we have to stop and hold. I received this number, as a projected number, for the first time, on Thursday. As you know, because of the way the budget works and the timing, it does not always coincide well with our health insurance renewals. We built this budget, making these reductions, because we had to in the year we are living in and we had to carry them over, so our goal with this budget, even starting it with 5%, was to come below 3. So we did everything you've seen and then I got this phone call. We had a place holder for a potential increase that was not anywhere near this much. I spoke, as recently as this afternoon, with Mr. Nardelli, and we went over these numbers several times over the last few days trying to look at the premium they gave us, the employee premiums, the HSA deposits we have to make....there is a lot of math we have to do to get to the number. So the short of it is that the town gave me the renewal for us at \$8.9 million. Our budget line from 2017-2018 is \$6.3 million. On Friday we realized we were starting with a \$2.6 million increase, which is completely unmanageable. It is a conversation I am having here tonight and one I have had with the town. I am not certain this is the final number but I am more certain that we are getting close to the final number if not that this is it. The town is given a premium by the brokerage as a result of what the carrier states.

The town then takes that premium and determines what percentage the board pays and what percentage the town pays. Generally speaking, they base that on what the percentage was the year before of claims, so if 60% of the claims were the board, then the board will pay 60% of the premium in the next year. If they determine 70% (which is what this number is based on) of the claims, then it is 70% of the premium of the following year. One of the numbers that they don't have settled yet is exactly what I am talking about... the percent. This number is the worst case scenario, that 70% is ours and that they weren't able to get any further reductions from the carrier. The current overall premium that the town was given was \$12.8 million. So if you do the math, the number may not be exact, as you have to take out employee contributions, and so on, so at the net of all of that, and the worst case scenario of 70%, that is the increase...an 18.27% increase. I have to be perfectly honest and say I know this is ludicrous as this is completely not what we expected to be told based on all of the work that was done to change carriers. Once again, though, catastrophic claims, the way they continued on, and then they reassessed the amount that was paid out, they had to go into the General Fund on the town side to pay this bills over the course of the year, and this takes all of this into consideration. Trying to make sure all of the bills are paid and also that they have money in the fund for the unexpected. The stop-gap loss is at \$150,000 and in today's day, it is not that hard to hit that number.

So let's move forward to show you how all of the numbers shake out, because when I get to the end, know I had to bring an accurate number. Here is the other piece that we face every year, rising costs in special education with the number of children with special needs and the services with their cost. This number is after the excess reimbursement, assuming it is at the same level with the state, and being conservative...knowing it is impossible to project the costs or the reimbursement, these are the numbers here. The SPED costs are at a 1.25% overall increase to the budget, which as you know, we do what we can to mitigate that, but with all of that this is what we are looking at with that, and increase of \$553,595. This includes the increase of tuition for outplaced students, the transportation associated with that, and professional and technical services.

So putting aside our special education and insurance, I think it is important to get a true overall picture of the budget. Without those two increases I just showed you, the budget as a whole

would be at 1.21%. When you add it all together, I know what that looks like, I have never stood at this podium in four years with a number like this unless it was to say this is where we started. Actually, it is where we started, and after we were done making the reductions that I showed you to get us down to even including special education, we were at 2.46%. So all programs and services, including salaries, all increases associated with all obligations, we were at 2.46% of an increase. Now add in the phone call I got about the health insurance increase that I am not certain what I can do with at this moment, and that would be the overall budget increase (5.25%). I said it before and I will say it again, I recognize how absurd it is to have this number here tonight, but the way that we worked to bring it where it was, not with that information that that was a possibility for a health insurance increase, this was all I could bring you tonight.

**Ms. Crotty** – If the Board of Education came back to you and said, let's not kick the can down the road, we have a referendum, a 5.25% increase, historically, it seems ludicrous to even ask and say 5.25 and referendum in the same sentence, If the board came back to you and said, hypothetically, we can't accept your recommendation, are you prepared to take the budget further?

**Dr. Carnemolla** – As you know, I have already and I will do anything possible that is within our ability to reduce the number. As I stand here right now, being perfectly honest with you, I have not any idea, right now tonight, what that is. That is simply because, I have spent, alongside of my team, back and forth constantly for six weeks day and night, to find the reductions that we have found already, to increase class sizes, to reduce programs offered....If I had any spectacular idea or any amount of sorcery that I could have done, even in the past five hours we have worked with this health insurance number, I would have done it. As I said, I was hesitant to even bring the number tonight with it not being a given, but it is too much of a possibility and the number is too high, that if it the possibility, then....

One of the many things I was advised to do with my many questions on the increase was to invite the insurance broker here to speak to us as board and we could potentially ask some of our own questions here...I am having a really difficult time understanding how we made this change so that we could save money and we are standing here with this much of an increase. I understand it from the financial aspect of the claim, but it is hard to reconcile.

I will conclude by saying this is certainly not what I expected my superintendent recommended budget to be for the final time and I promise I have not lost my mind. This is what it is for the time being and we will keep at it with both the insurance number and our communications to the town and to again, go back through every line, every program, and every service and if there are any other reductions that we can make in good conscience and keep the district operating, I will bring them back to you at the next presentation before the board has to vote on it.

#### **K. Items of Discussion**

Revision to the 2018-2019 School Year Calendar

**Ms. Crotty** – At the last meeting there was an item for discussion in regards to the date in March that parent teacher conferences were on and the proposed calendar that was approved at the last meeting. It was requested by Ms. Rinaldi that we look into breaking those up by evening and day over two different day periods so that parents that worked have the opportunity to go either day or night. That was sent back to committee and they have sent us a new proposed calendar that includes a change in the March dates for parent teacher conferences, not in the dates but spreading it out over two days.

2017-2018 Watertown High School, Program of Studies Presentation by Mr. Paul Jones.

**Mr. Lambert** – We met as a Curriculum and Instruction Committee this evening to review the proposed 2018-2019 Program of Studies. The additions included a focus on career pathways for students, especially in the computer sciences. There is also a reconfigured scope and sequence for our social studies department that involves more focus and content based on the 9<sup>th</sup> and 10<sup>th</sup> grade levels and more student choice at the 11<sup>th</sup> and 12<sup>th</sup> grade levels. While there are no changes in the graduation requirements, we are excited about these new opportunities for graduates of Watertown High School. It is recommended that the Board of Education approve the Watertown High School Program of Studies as presented by the high school administration.

**L. Public Participation (Please state name, address and topic of discussion)**

None

**M. Committee Reports:**

**Curriculum and Instruction Committee, Ms. Cathie Rinaldi, Chair – Yes**

Please see above.

**Policy and Labor Committee, Mr. Victor Vicenzi, Chair – No**

**Budget and Finance Committee, Mr. Thomas Lambert, Chair – No**

**Facilities/PBC/Operations Committee, Mr. Thomas Lambert, Chair – No**

**Governance and Community Engagement Committee, Mr. Robert Makowski, Chair – No**

**N. Communications – Secretary**

None

**O. Report from the Board Chair**

**Ms. Crotty** – At this time, I would like to thank Dr. Carnemolla for her work and her entire team for the budget including all of the administrators and department chairs and central office. The superintendent search update is very brief this evening, I will tell you that the superintendent search committee held interviews on January 31<sup>st</sup> and February 6<sup>th</sup>, and the Board of Education is looking to hold a special meeting to announce a candidate and to vote on a contract in the coming week.

**P. Action Items – Adoption of Items to be Approved by Consent**

Agenda Item:	P.1
Subject:	Consideration of the Approval of an Out of State Field Trip to Boston, Massachusetts
Motion Presented By:	Mr. Vicenzi

Motion Seconded By: Ms. Rosa

Text of the Motion: Madame Chair, I move that the board approve of the Lacrosse field trip to Boston, Massachusetts from April 13 through April 15, 2018 for approximately twenty six (26) Watertown High School students and five (5) chaperones.

Discussion: None

Opposed: None

Abstained: None

Vote: Motion Passes

Agenda Item: P.2

Subject: Consideration of the Approval of the Change in Names on the Watertown Public Schools Child Nutrition Program Account

Motion Presented By: Mr. Lambert

Motion Seconded By: Ms. Albino

Text of the Motion: Madame Chair, I move that the board approve of the change in names on the Watertown Public Schools Child Nutrition Account to add Thomas DiStasio, Business Manager, and Janelle Wilk, Board Secretary, effective February 13, 2018.

Discussion: None

Opposed: None

Abstained: None

Vote: Motion Passes

Agenda Item: P.3

Subject: Consideration of the Approval to Revise the Parent Conference Dates to the 2018-2019 School Calendar

Motion Presented By: Mr. Vicenzi

Motion Seconded By: Ms. Albino

Text of the Motion: Madame Chair, I move that the board approve of the revision to the 2018-2019 school calendar as presented.

Discussion: None

Opposed: None

Abstained: None

Vote: Motion Passes

Agenda Item: P.4  
Subject: Consideration of the Approval of the Proposed 2018-2019 Program of Studies at Watertown High School

Motion Presented By: Ms. Eastman

Motion Seconded By: Mr. Lambert

Text of the Motion: Madame Chair, I move that the board approve of the proposed Program of Studies at Watertown High School for the 2018-2019 school year.

Discussion: None

Opposed: None

Abstained: None

Vote: Motion Passes

Agenda Item: P.5  
Subject: Consideration of the Approval for the Acceptance of Gifts

Motion Presented By: Ms. Rosa

Motion Seconded By: Ms. Wilk

Text of the Motion: Madame Chair, I move that the board accept these generous donations as presented and that letters of appreciation be sent to the donors.

Discussion: Gifts donated:  
A) Joseph Chabot, Director of Admissions at Post University, donated a 50-inch Samsung television, and Dell Wyse cloud connect for the counseling and

career center at Watertown High School, valued at \$829.00.

B) George Palomba, Water Oak Circle of Sports, donated a check for \$4000.00, to purchase a baseball cage at Watertown High School.

C) Jacque Swanson donated a Mendini bb clarinet to Watertown High School, valued at \$399.99.

Opposed: None  
Abstained: None  
Vote: Motion Passes

**Q. Future Agenda Items and Board Members' Comments**

None

**R. Public Participation (Please state name, address and topic of discussion)**

None

**S. Executive Session (9:07p.m.)**

Agenda Item: S.1  
Subject: To go into Executive Session

Motion Presented By: Mr. Lambert  
Motion Seconded By: Ms. Wilk

Text of the Motion: Madame Chair, I move that the board go into Executive Session for the purpose of attorney-client privileged communication concerning steps for a personal matter. Attending the Executive Session will be Janelle Wilk, Leslie Crotty, Bridget Carnemolla, Vic Vicenzi, Josephine Rosa, Cheryl Albino, Cindy Eastman, Attorney Jessica Ritter, and myself, Tom Lambert.

Discussion: None

Opposed: None  
Abstained: None  
Vote: Motion Passes

**T. Adjournment**

Agenda Item:	T.1
Subject:	To adjourn the meeting
Motion Presented By:	Ms. Wilk
Motion Seconded By:	Ms. Albino
Text of the Motion:	Madame Chair, I move that we adjourn
Discussion:	None
Opposed:	None
Abstained:	None
Vote:	Motion Passes

The meeting adjourned at 9:49 p.m.

Respectfully Submitted,

Mindi Davidson  
Recording Secretary

Janelle Wilk  
Secretary of the Board