

**CHAPLIN, HAMPTON, SCOTLAND AND  
REGIONAL DISTRICT ELEVEN  
BOARD OF EDUCATION**

**Parish Hill Middle/High School Cafeteria**

**Tuesday, October 17, 2023 7:00 PM**

**MEETING MINUTES**

1. **Call to Order and Pledge of Allegiance** – Chair Stacy Foster called meeting to order at 7:00 PM.
  - a. Members Present: Chair Stacy Foster, Vice Chair Michael Smardon, Cassidy Martin, Susan Lovegreen, Kathy Freed, Therese Smith, Camden Kammer, Ellen Gillon, and Joy Becker. Also present, Principal Brian Tedeschi, and Business Manager Jobina Miller.
  - b. Not Present: Superintendent Kenneth Henrici.
2. **Audience for Citizens** – No one commented.
3. **Written Communications to the Board** – None received.
4. **Approval of September 12, 2023 Meeting Minutes**
  - a. Kathy Freed made a motion to approve the minutes / Michael Smardon seconded.
    - i. Ellen Gillon and Michael Smardon abstained. *Motion passed.*
5. **Approval of Financial Statements – August 2023**
  - a. Kathy Freed made motion to approve the Financial Statements / Michael Smardon seconded.
    - i. Ellen Gillon and Michael Smardon abstained. *Motion passed.*
6. **Administrative Reports/Administrative Requests for Board Action**
  - a. **Principal** – Brian Tedeschi gave his report about past, present, and upcoming events for students.
  - b. **Superintendent** – Jobina Miller gave the Superintendent’s Report on behalf of Kenneth Henrici as he was not present.
7. **Old Business/New Business.**
  - a. **Report by PHACT/PTSA**
    - i. Kathy Freed gave report to Board on past and upcoming events.
  - b. **Budget Forecast FY 23-24 – Jobina Miller**
    - i. Jobina Miller updated Board.

**c. Enrollment Period**

- i. Jobina Miller gave the Enrollment Period Report to the Board.

**d. Transfer of Funds to Capital Non-Recurring Account**

- i. Michael Smardon made a motion to transfer the remainder on the 2022-2023 Budget of \$6,606.78 to the Capital Non-Recurring Account / Cassidy Martin seconded. *Motion unanimously passed.*

**e. Presentation of Superintendent's 23-24 Goals**

- i. Stacy Foster requested a motion be made to table this item until November's meeting as Kenneth Henrici was not present for this meeting. Kathy Freed moved / Susan Lovegreen seconded. *Motion unanimously passed.*
- ii. Michael Smardon made a motion to add the agenda "*Discussion and possible action on Parish Hill's Bank Account Authorized Signers*" / Kathy Freed seconded. *Motion unanimously passed.*

**f. Discussion and possible action on Parish Hill's Bank Account Authorized Signers**

- i. Michael Smardon made a motion to approve changes to the authorized signers as listed for the Parish Hill Bank Accounts: *Student Activities, Petty Cash, Parish Hill Grant Fund, Parish Hill General Fund, and Cafeteria Fund* / Cassidy Martin seconded.
- ii. Stacy Foster listed the changes as:
1. *Student Activities Account and Petty Cash Account*: removing Lawrence Miller and the new list just being Brian Tedeschi and Thomas McKenna for those two accounts.
  2. *Parish Hill Grant Fund Account, Parish Hill General Fund Account, and Cafeteria Fund Account*: removing Carole Murphy, Carol Cyr, and Dennis LaBelle and adding Stacy Foster and Jobina Miller. The new list being Kenneth Henrici, Stacy Foster, and Jobina Miller for those three accounts.
- iii. Michael Smardon made an amended motion to remove Lawrence Miller from the both the *Student Activities Bank Account* and the *Petty Cash*

*Account*, to remove Carole Murphy, Carol Cyr, and Dennis LaBelle from the *Parish Hill Grant Fund*, *Parish Hill General Fund*, and the *Cafeteria Fund*, and to add Stacy Foster and Jobina Miller to the *Parish Hill Grant Fund*, *Parish Hill General Fund*, and the *Cafeteria Fund* / Kathy Freed seconded. *Motion unanimously passed.*

**8. Committee Reports/Requests for Board Action**

- a. **Fiscal & Plant** – Just met prior to this meeting and discussed Financial Statements.
- b. **Educational and Board Policies** – Met.
- c. **Central Office** – Met.
- d. **Technology/Website** – Not met.
- e. **Personnel and Supervision** – Negotiations coming up.
- f. **Newsletter** – Met.
- g. **CABE/EASTCONN** – Therese Smith gave update on CABE and Kathy Freed gave update on EASTCONN.

**9. Second Audience for Citizens**

- a. No one commented.

**10. Agenda Items for Next Meeting**

- a. Enrollment Report, Superintendent Goals, Executive Session, and Public Session.

11. Stacy Foster requested a motion be made to table items 12 and 13 on the agenda to the November's meeting as Kenneth Henrici was not present at this meeting. Kathy Freed moved / Susan Lovegreen seconded. *Motion unanimously passed.*

**12. Executive Session – Discussion of Employment of Superintendent**

- a. Tabled.

**13. Public Session – Possible Action to Elect, Re-Appoint, and Re-Employ the Superintendent**

- a. Tabled.

**14. Adjournment**

- a. Kathy Freed made a motion to adjourn at 7:38 PM / Michael Smardon seconded. *Motion unanimously passed.* Adjourned at 7:38 PM.

Respectfully Submitted, Cassie Haddad