



OUR FUTURE IS IN CHILDREN'S EDUCATION

**MONDAY
7:30 P.M.**

**GOOGLE MEET
PHONE # 1 813-702-1077 (PIN: 614 276 464#)**

LIVE STREAM: <https://sites.google.com/wolcottps.org/wps-distance-learning/home-click-on-pages-below/wps-boe-meetings>

**BOARD OF EDUCATION
WOLCOTT, CONNECTICUT
AUGUST 24, 2020**

I. Call to Order, Pledge of Allegiance, and Reading of the Mission Statement

The mission of the Wolcott Public Schools is to promote the academic, social, and emotional development of all students to become contributing members of the global community.

II. Approval of Minutes

A. Regular Meeting of August 10, 2020

III. Committee Reports

IV. Communications

A. Letter from a Parent

V. Business Manager's Report

A. Expenditures

B. Transfers

VI. Superintendent's Report

VII. Old Business

VIII. New Business

- A. Adopt a Job Description**
- B. Teach a Sixth Class**
- C. Nomination(s)**
- D. Leave Request**

- E. Consent Agenda
 - 1. Resignation(s)
 - 2. Transfer(s)

- IX. Public Comment
- X. Items for the Next Agenda
- XI. Adjournment

Note:

Committee of the Whole 7:00 p.m. Google Meet:

AGENDA

- 1. Business Manager's Report
- 2. Discussion on the Bus Monitor's Job Description
- 3. Possible discussion on items that appear on this evening's BOE Agenda

**BOARD OF EDUCATION
WOLCOTT, CONNECTICUT**

A meeting of the Board of Education was held on Monday, August 10, 2020, on Google Meet. In attendance were: Cynthia Mancini, Chairman of the Board; Paul D'Angelo, Vice Chairman of the Board; Roberta Leonard, Secretary of the Board; Christopher Charette, Kathleen Cordone, Tony Gugliotti, Sean Hughes, Timothy McMurray, and Kelly Mazza, all Board members. Also in attendance: Shawn Simpson, Assistant Superintendent; Todd Bendtsen, Business Manager; Rosa Ramalhete, Supervisor of Student Services; Joseph Norcross, Principal of Tyrrell Middle School; Matt Calabrese, Principal of Alcott School; Walt Drewry, Principal of Wolcott High School; Bryan MacKay, Assistant Principal of Wolcott High School; Wayne Natzel, Facilities Director; Alex Pagan, Director of Technology; and Jessica Kenny, Board Clerk.

The meeting was called to order at 7:30 p.m. by Mrs. Cynthia Mancini, the Pledge of Allegiance was recited. Mrs. Mancini then read the Wolcott Public Schools' Mission Statement.

Approval of Minutes:

Motion: by Ms. Leonard, seconded by Mrs. Mazza, to approve the minutes of the regular meeting of July 13, 2020.
 by Mr. Hughes, seconded by Mrs. Cordone, to approve the minutes of the regular meeting of July 20, 2020.
 by Mr. Gugliotti, seconded by Mr. D'Angelo, to approve the minutes of the regular meeting of August 03, 2020.
 So voted

Committee Reports:

A Committee of the Whole meeting was held this evening and topics discussed included the Business Manager's Report and the petition and naming of a facilities and grounds.

Mr. Gugliotti also spoke on the Facilities Committee and an outstanding invoice that needs to be approved.

Communications:

Thank you Card (s)

Business Manager's Report:**Expenditures:**

Motion: by Mr. Gugliotti, seconded by Mr. D'Angelo, to approve the following expenditures:
To approve expenditures in the amount of **\$376,264.68** paid on August 11, 2020 for fiscal year 2019-2020.
To approve expenditures in the amount of **\$677,734.00** paid on August 11, 2020 for fiscal year 2020-2021.
To approve the September 2020 payroll expenditures in the amount of **\$1,500,000.00** fiscal year 2020-2021.
So voted.

Transfers:

Motion: by Mr. Gugliotti, seconded by Ms. Leonard, to authorize the transfer of **\$259,978.10** from fiscal year 2019-2020 as presented, in the Business Manager's Report.
So voted.

Superintendent's Report:

Mr. Simpson gave the Superintendent's report on behalf go Dr. Gasper. He spoke of the FAQ document that was sent out to all families and staff and Athletics. There were relatively few responses to the Board's votes on the FAQ document, there were a handful of supportive emails and one not in support that was also addressed to each Board member.

Although the Governor announced that there would be more funding for schools, Dr. Gasper or Mr. Bendtsen have not heard anything yet.

Due to the power outage the network service throughout the district was knocked out for two days. Typical cleaning/waxing/painting of schools continue. Vestibule projects counting at each school.

OLD BUSINESS:

None.

NEW BUSINESS:

Consent Agenda:

Motion: by Mr. Hughes, second by Mrs. Cordone to approve the Consent Agenda as Presented:

1. Resignations:

- a. **Christine Mazzotta** from the position of Special Education Teacher at Wakelee School effective immediately.
- b. **Raquel Romano** from the position of Sixth Grade Teacher at Tyrrell Middle School effective immediately.

So voted

Executive Session:

Motion: by Mr. Hughes, seconded by Mr. Gugliotti to go into executive session for the purposes of discussing a non-certified employee.
So voted.

Adjournment of Executive Session:

Motion: by Mr. Gugliotti, seconded by Mr. Charette to adjourn Executive Session and return to the Regular Meeting.
So voted.

Action on Executive Session:

No Action.

Motion to Approve the Superintendent's report:

Motion: by Mr. D'Angelo, seconded by Mr. Charette, to approve the Superintendent's Report as presented.
So voted.

Items for the Next Agenda:

The next meeting is August 21st. Board members can contact the Board of Education Office if you have additional agenda items.

ADJOURNMENT:

Motion by Mr. Hughes, seconded by Mr. Gugliotti, to adjourn the meeting at 8:37 p.m. So voted.

Recordings of all Board of Education Meetings that have been on Google Meet could be found on the Wolcott Public Schools Website: www.wolcottps.org

COMMITTEE REPORTS

August 24, 2020

Committee of the Whole – August 10, 2020

Personnel Committee – August 17, 2020

***BOARD OF EDUCATION
WOLCOTT, CONNECTICUT***

A meeting of the Committee of the Whole was held on Monday, August 10, 2020, on Google Meet. In attendance were: Cynthia Mancini, Chairman of the Board; Paul D'Angelo, Vice-Chairman of the Board; Roberta Leonard, Secretary of the Board; Christopher Charette, Kathleen Cordone, Tony Gugliotti, Sean Hughes, Tim McMurray and Kelly Mazza, all Board Members. Also in attendance: Shawn Simpson, Assistant Superintendent; Todd Bendtsen, Business Manager; Alex Pagan; Director of Technology; and Jessica Kenny, Board Clerk.

The meeting was called to order at 7:00 p.m. by Mrs. Cynthia Mancini.

Mr. Bendtsen gave his report on Variable Accounts, oil and diesel accounts, gas and propane, electricity, high cost claims, pending vendor invoices, August's payroll, budget reports, transfers, and outplacements.

After the Business Manager's Report, the committee had a discussion on a petition received in regards to the Gymnasium floor at Wolcott High School being named. Mr. Charette was contacted by Jim Scully Jr. and receive approximately 245 signatures of registered voters in the Town of Wolcott. The Committee started naming people for the Naming Committee, the Board Members that will serve are Mrs. Mancini, Mr. Charette, Mrs. Mazza, and Mrs. Cordone. A date will be set upon Dr. Gasper's return.

ADJOURNMENT:

Motion: by Mr. Charette, seconded by Mr. Gugliotti, to adjourn the meeting at 7:10 p.m.
So voted.

***BOARD OF EDUCATION
WOLCOTT, CONNECTICUT***

A Personnel Meeting was held on Monday, August 17, 2020, on Google Meet. In attendance were: Kelly Mazza, Chairman of the Facilities Committee; Kathy Cordone, and Sean Hughes. Also in attendance: Dr. Anthony Gasper, Superintendent of Schools.

The meeting was called to order at 5:46 p.m. by Mrs. Mazza. The Committee, and Dr. Gasper, had a discussion on the job description for a Bus Monitor.

Motion: by Mrs. Cordone, seconded by Mr. Hughes to recommend content of the job description go to the full Board for Acceptance.
So voted.

ADJOURNMENT:

Motion: by Mr. Hughes, seconded by Mrs. Cordone, to adjourn the meeting at 6:13 p.m.
So voted.



Communications Folder

Monday, 08.24.2020

—

Items:

- Letter from a Parent

Sent: Thursday, August 20, 2020 12:02 PM

Subject: virtual learning

Good morning,

I have to express my deep concern for the hybrid model that Wolcott has decided to adopt. I was in a terrible position of having had to decide how I would like to see the 2020-2021 school year. My choice in your polls was to return to school fulltime. My husband and I both work fulltime and my husband also works a second job. I am out of the house 10 hours per work day, my husband is out of the house 10-16 hours per work day. My children utilized the latchkey program due to our work schedules. Now that my children will have to be home 3 days per week, I am left to find a way for someone to be home with them 3 days a week. Not only do I need someone to be there all day due to their ages, but this person will have to assist with being their at home teacher. My daughter is entering first grade. I know that she will not be able to sit at a computer for her virtual learning school day. My daughter struggled to stay on the computer for the 2-3 hours/day last year. The last three months of school last year was a nightmare, for lack of a better description. My husband and I are not allowed to work from home as we both work in correctional settings. The end of last school year took a MAJOR toll on my parents and husband who were left to address the homeschooling while I worked. Additionally, my daughter needs the interaction with a teacher. I feel virtual learning is going to drastically - negatively - affect my daughter's progress in the classroom as she already required some extra attention in kindergarten.

I do not see any possible way for my family to be able to complete the virtual learning, I have no idea what my family is going to do. The stress we are experiencing daily trying to think of a plan is overwhelming. I cannot ask my parents to help with home schooling again. I cannot afford to hire someone to be a nanny/teacher for my two children. I cannot work from home. I cannot quit my job. I am open to any suggestions you may have on how to educate my children from home 3 days per week when my husband and I cannot be there. I am sure I am not the only family dealing with this issue.

While no one knows what the fall will bring with regards to a resurgence of Covid-19, I am urging you and the board to find a solution to be able to bring the children back to the classroom fulltime. It is not easy for me to ask that, as I know the potential risk of this virus. But I am at a loss as to how we are going to educate my children from home.

Before I close, I have a few questions.

1. When will the cohort schedule be released? I am at a stand still until I know what 2 days my children will be in school.
2. When will chromebooks be distributed? Both of my children will need one.
3. We were told the school year will be reevaluated come October 2. Will we have advance notice if the school board decides to go all virtual? Meaning, I am hoping we will not be notified on Friday October 2 that school will be all virtual effective Monday October 5. As you can imagine, going all virtual is only going to exacerbate my issues.

Thank you for taking the time to read this email. I felt that you needed to hear from a parent as to how this decision has impacted our family and I am sure many other families as well.

Sincerely,

Melissa Santiago

Wakelee

Regular Meeting of the Board of Education – August 24, 2020

RESOLUTION: EXPENDITURES

Resolution from Dr. Anthony Gasper, Superintendent of Schools, to the Honorable Board of Education of the Town of Wolcott, making recommendation

To approve expenditures in the amount of **\$405,507.76** paid on August 25, 2020 for fiscal year 2019-2020.

To approve expenditures in the amount of **\$107,330.56** paid on August 25, 2020 for fiscal year 2020-2021.

Regular Meeting of the Board of Education – August 24, 2020

RESOLUTION: BUDGET TRANSFER(S)

Resolution from Dr. Anthony Gasper, Superintendent of Schools, to the Honorable Board of Education of the Town of Wolcott, making recommendation

To authorize the transfer of **\$274,023.85** from fiscal year 2019-2020 as presented, in the Business Manager's report.

Fundraiser Report
August 24, 2020

DATE	SCHOOL	GROUP/PERSON	DESCRIPTION OF FUNDRAISER
09-1-2020 - 06-1-2021	WHS	Wolcott Hoops Club	Sell Custom Face Masks to help raise money for future necessities, scholarships and aid in safety

WOLCOTT PUBLIC SCHOOLS

Fundraiser Request Form

{Requires Board of Education approval}

Name of School:

Name of Organization:

Sponsor: Person Submitting Form:

Date(s) of Fundraiser:

Copy of invoice/contract attached? Yes No

Type of Fundraiser: In-School Out-of-School Both

Nature of Fundraiser:

1. Item(s) to be sold:
2. Vendor/Company:
3. Cost of merchandise:
4. Where & how item(s) will be sold:
5. Anticipated organizational profit:

Purpose of Fundraiser: (be specific)

Due to Covid-19 restrictions on fundraising, Wolcott Hoops would like to be able to sell Custom Face
to be able to add money to the account to pay for future necessities and scholarships and aid in safety.

****Please return this completed form to the Principal, ten (10) school days prior to the next scheduled Board of Education meeting. This fundraiser is NOT confirmed until it as been approved on this form by the Board of Education.**

Fundraiser Approved: Yes No

If No, reason:

Principal: Date:

Superintendent: Date:

Approved by the Wolcott Board of Education: Date:

Special Meeting of the Board of Education – August 24, 2020

RESOLUTION: ADOPT A NEW JOB DESCRIPTION

Resolution from Dr. Anthony Gasper, Superintendent of Schools, to the Honorable Board of Education of the Town of Wolcott, making recommendation

To adopt the new job description of Bus Monitor as presented during the Committee of the Whole meeting.

Special Meeting of the Board of Education – August 24, 2020

RESOLUTION: APPROVE TEACHING A SIXTH CLASS

Resolution from Dr. Anthony Gasper, Superintendent of Schools, to the Honorable Board of Education of the Town of Wolcott, making recommendation

To approve teaching a 6th class by the following person(s) as indicated:

Wolcott High School:

Charles Tutalo	Foods II
Katie Garrigus	Instructional Center (IC)
Kristin Garcia	Instructional Center (IC)
Kelly Gunneson	Mathematics
James Crandell	Instructional Center (IC)
John Waitkus	Phoenix
Kristen Klemshefsky	Instructional Center (IC)
Lisa Durant	Instructional Center (IC)

(See attached)

Request for sixth class

Drewry, Walter <WDrewry@wolcottps.org>

Mon 8/17/2020 1:14 PM

To: Gasper,Anthony <AGasper@wolcottps.org>; Kenny,Jessica <Jmorytko@wolcottps.org>

Good Afternoon:

I would like to request the following sixth classes for the upcoming school year:

Charles Tutalo Foods !!

Katie Garrigus Instructional Center (IC)

Kristin Garcia IC

Kelly Gunneson

James Crandall IC

John Waitkus Phoenix

Kristen Klemshefsky IC

Lisa Duant IC

Thanks

Walt Drewry

Principal

Wolcott High School

457 Boundline Road

Wolcott, CT 06716

Phone: 203-879-8164

Fax: 203-879-8167

Email: WDrewry@wolcottps.org

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Regular Meeting of the Board of Education – August 24, 2020

RESOLUTION: NOMINATION(S)

Resolution from Dr. Anthony Gasper, Superintendent of Schools, to the Honorable Board of Education of the Town of Wolcott, making recommendation

TO APPOINT THE FOLLOWING PERSON(S) AS INDICATED:

1. **Judith Baranowski**- to the position of School Psychologist at Alcott School effective August 26, 2020;
2. **Sierra Ferguson**- to the position of Special Education Teacher at Tyrrell Middle School effective August 26, 2020;
3. **Megan Sforza**- to the position of Special Education Paraprofessional at Alcott School effective August 26, 2020;
4. **Helen Tricarico**-to the position of Special Education Paraprofessional at Frisbie School effective August 26, 2020;
5. **Stipend Positions 2020 – 2021**
Per Attached List.

(See attached)

Wolcott Public Schools

1488 Woodtick Road · Wolcott, Connecticut 06716

TELEPHONE (203) 879-8183 · FAX (203) 879-8182

Superintendent of Schools

Anthony J. Gasper, Ed.D.



Business Manager

Todd W. Bendtsen, C.P.A.

Assistant Superintendent

Shawn Simpson

Director of Student Services & Alt Programs

Kevin Hollis

HIRING CHECKLIST FOR EXTERNAL CANDIDATES

Candidate: Judith Baranowski

Documentation:

This checklist, the traditional recommendation to the superintendent form, and all of the following documents must be provided to Megan Patchkofsky by the administrator recommending the final candidate to the Superintendent for nomination to the Board of Education:

x Printout of TalentEd application
x Cover letter or letter of interest
x Résumé

x At least three references check forms
x Copies of all pertinent licenses and certifications

I. APPLICANT POOL AND SELECTION PROCESS:

Describe the number of qualified applicants for this position and the structure of the selection process:

There was 1 candidate interviewed for the school psychologist position. The interview was approximately 20 minutes in length. Candidates were given an interview based on experience and educational background.

II. INTERVIEW SUMMARY:

In general terms, describe the interview committee for this position:

The interview committee consisted of Alcott Principal Matthew Calabrese, Supervisor of Special Education Rosa Ramalhete and Director of Student Services Kevin Hollis.

III. CANDIDATE PROFILE:

In general terms, summarize what has distinguished this candidate above the others:

Judith has over 25 years of experience as both a teacher and school psychologist. References described her as having wonderful relationships with staff and families. She is able to conduct comprehensive evaluations and explain her results to families in a manner in which they understand. She is always collaborative and viewed as a leader.

Wolcott Public Schools



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Assistant Superintendent
Shawn Simpson

Director of Student Services & Aft Programs
Kevin Hollis

HIRING CHECKLIST FOR EXTERNAL CANDIDATES:

Name of Candidate: Sierra Ferguson. Position: Special Education Teacher.
Location: Tyrrell Middle School.

I. DOCUMENTATION:

This checklist, the traditional recommendation to the superintendent form, and all of the following documents must be provided to Megan Patchkofsky by the administrator recommending the final candidate to the Superintendent for nomination to the Board of Education:

- Printout of Talent Ed application
- Cover letter or letter of interest
- Résumé
- At least three reference check forms
- Copies of all pertinent licenses and certifications

II. APPLICANT POOL AND SELECTION PROCESS:

Describe the number of qualified applicants for this position and the structure of the selection process:

There was one applicant for the two open special education positions at Tyrrell Middle School. We interviewed the sole candidate who happened to have completed both her practicum and student teaching at Tyrrell Middle School. Due to her being the sole applicant, we conducted only one round of interviews.

III. INTERVIEW SUMMARY:

In general terms, describe the interview committee for this position:

The interview committee consisted of principal Joe Norcross, and assistant principal Dan Caetano

IV. CANDIDATE PROFILE:

Revised 5.7.2020

In general terms, summarize what has distinguished this candidate above the others:

Sierra performed very well in the interview. We were very satisfied with her interview responses. In addition, her colleagues and us as administrators were impressed with her during her student teaching experience.

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Assistant Superintendent

Shawn Simpson

Director of Student Services & Alt Programs

Kevin Hollis

HIRING CHECKLIST FOR EXTERNAL CANDIDATES

Candidate: **Meghan Sforza**

Documentation:

This checklist, the traditional recommendation to the superintendent form, and all of the following documents must be provided to Megan Patchkofsky by the administrator recommending the final candidate to the Superintendent for nomination to the Board of Education:

x Printout of TalentEd application
x Cover letter or letter of interest
x Résumé

x At least three references check forms
x Copies of all pertinent licenses and certifications

I. APPLICANT POOL AND SELECTION PROCESS:

Describe the number of qualified applicants for this position and the structure of the selection process:

There were 7 candidates interviewed for the 5 special education paraprofessional positions. The interviews were approximately 15 minutes in length. Candidates were given an interview based on experience and educational background.

II. INTERVIEW SUMMARY:

In general terms, describe the interview committee for this position:

The interview committee consisted of Alcott Principal Matthew Calabrese, Supervisor of Special Education Rosa Ramallete, Director of Student Services Kevin Hollis and Tyrrell Middle School Principal Joe Norcross

III. CANDIDATE PROFILE:

In general terms, summarize what has distinguished this candidate above the others:

Meghan is described as being a dedicated professional by her references. She has recently passed the parapro assessment

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Assistant Superintendent

Shawn Simpson

Director of Student Services & Alt Programs

Kevin Hollis

Hiring Checklist for EXTERNAL Candidates

Candidate: Helen Tricarico

Documentation:

This checklist, the traditional recommendation to the superintendent form, and all of the following documents must be provided to Megan Patchkofsky by the administrator recommending the final candidate to the Superintendent for nomination to the Board of Education:

- | | |
|--------------------------------------|---|
| x Printout of TalentEd application | x At least three references check forms |
| x Cover letter or letter of interest | x Copies of all pertinent licenses and certifications |
| x Résumé | |

I. APPLICANT POOL AND SELECTION PROCESS:

Describe the number of qualified applicants for this position and the structure of the selection process:

There were 8 candidates interviewed for 5 special education paraprofessional positions. The interview was approximately 20 minutes in length. Candidates were given an interview based on experience and educational background.

II. INTERVIEW SUMMARY:

In general terms, describe the interview committee for this position:

The interview committee consisted of Alcott Principal Matthew Calabrese, Supervisor of Special Education Rosa Ramalhete, Director of Student Services Kevin Hollis and Tyrrell Middle School Principal Joe Norcross

III. CANDIDATE PROFILE:

In general terms, summarize what has distinguished this candidate above the others:

Helen has experience substituting in a variety of positions in Wolcott Public Schools.

Wolcott Public Schools

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Assistant Superintendent
Shawn Simpson



Director of Student Services & Alt Programs
Kevin Hollis

2020 – 2021 STIPEND NOMINATIONS – August 24, 2020

↓ DISTRICT:

Wolcott High School Department Head - \$2,857

- *Special Education – Sarah McOmber*

Tyrrell Middle School Team Leader - \$2,200

- *Diamond Team – Eileen Simon*

May 19, 2020

Dear Megan Patchkofsky,

I would like to formally apply for the position of Team Leader for the sixth grade Diamond Team at Tyrrell Middle School. I am confident in my ability to continue to serve in this leadership role for the 2020- 2021 school year.

Thank you for your time and consideration,

Sincerely,

Eileen Simon

27 May 2020

Dear Superintendent Gasper and the Wolcott Board of Education,

I am writing to express my interest in continuing as the Department Head for the Wolcott High School Special Education Department for the 2020-2021 school year.

As the Special Education Department leader for the past six school years, I have participated in various leadership experiences. I have organized and presented the department budget, facilitated data team meetings, participated in school-wide walkthroughs, organized the 8th grade transition PPT schedule, partook in various interviews and teacher support meetings, and most recently completed PPT administrator training.

In addition to my accomplishments as Department Head, I have been working as a special education teacher for the past sixteen years. During this time, I have achieved various areas of proficiency and have participated in numerous professional development initiatives and skills training, demonstrating my skills as a teacher leader. I have also held a variety of leadership positions, advising different clubs and organizations over the years. Last year, I also co-chaired the Standard 4 Learning Support committee for the NEASC visit.

I value the concept of being a teacher leader by conveying clear expectations and modeling exemplary behavior. I plan to continue to work with my department to promote collaboration, differentiation and inclusiveness for all students.

Sincerely,
Sarah McOmber

Regular Meeting of the Board of Education – August 24, 2020

RESOLUTION: LEAVE REQUEST

Resolution from Dr. Anthony Gasper, Superintendent of Schools, to the Honorable Board of Education of the Town of Wolcott, making recommendation

Carol Gugliotti, Special Education Paraprofessional at Wolcott High School, requests an unpaid leave of absence.

Julie Ferry, Special Education Paraprofessional at Wakelee School, requests an unpaid leave of absence.

Darcie Rahuba, Food Service Worker at Tyrrell Middle School, requests an unpaid leave of absence.

(See Attached)

Regular Meeting of the Board of Education – August 24, 2020

RESOLUTION: CONSENT AGENDA

Resolution from Dr. Anthony Gasper, Superintendent of Schools, to the Honorable Board of Education of the Town of Wolcott, making recommendation

TO APPROVE THE CONSENT AGENDA AS PRESENTED:

1. Resignation(s):

- a. **Tanya Adorno** from the position of PE Teacher for Wakelee School, Athletic Director and Activities Advisor for Wolcott High School effective immediately;
- b. **Roxanne Dance** from the position of Lunch Aid at Wakelee School effective immediately;
- c. **Krista Rocco** from the position of Paraprofessional at Tyrrell Middle School effective immediately;
- d. **Ashley Wood** from the position of Lunch Aid at Wakelee School effective immediately;

2. Transfer(s):

- a. **Sabrina Aldridge** from the position of Special Education Teacher at Tyrrell Middle School to the position of Special Education Teacher at Wolcott High School;
- b. **Darcy Buceivicius** from the position of Paraprofessional at Tyrrell Middle School to the position of Paraprofessional at Wolcott High School;
- c. **Stacy Caouette** from the position of Second Grade Teacher at Alcott School to the position of Sixth Teacher at Tyrrell Middle School;
- d. **Jennifer Finke** from the position of Special Education Paraprofessional to Paraprofessional at Alcott School;
- e. **Amanda Groton** from the position of School Psychologist at Alcott School to the position of School Psychologist at Tyrrell Middle School.

(See attached)

To: Wolcott Public Schools - Board of Education
1488 Woodtick Road
Wolcott, CT 06716

From: Tanya Adomo

Date: August 19, 2020

Dear Members of the WPS BOE,

Please accept my resignation from the Position of PE Teacher, Athletic Director, & Activities Advisor for Wolcott Public Schools. I have accepted a Teaching Position with another district and would be looking to start with them as soon as possible to ensure a smooth start for students in both districts. My ideal start date is August 24, 2020 for their convocation process, therefore my resignation request would be to be effective immediately.

Over the past 4 years, it has been such a privilege and meaningful experience to get to know and build relationships with many of you, our parents, students, alumni, coaches, my colleagues around the league and the state, as well as the teachers and staff at Wakelee, Frisbee and Wolcott High School.

I feel grateful for the experience and support I have received over the course of this time and will indefinitely cherish the many memories and relationships I have made here in Wolcott.

With Gratitude,



Tanya Adomo

From: Roxanne Dance <grandma62904@yahoo.com>
Sent: Sunday, August 16, 2020 12:11 PM
To: Osvald, Deborah <DOsvald@wolcottps.org>
Cc: wpsupport@wolcottps.org <wpsupport@wolcottps.org>
Subject: 2020-21 school year

Hi Debbie, I hope you & your family have been staying safe & healthy during this pandemic. It's so scary & unbelievable that our Country & the World are going through. 2020 didn't start off great.

I'm sending this email, Deb, because, unfortunately & with sadness, I'm resigning as Lunch Aide. And it's only due to COVID-19 & just hitting 65 yrs. old with some underlying health issues I have do.

I don't want to, but I have to. I love working at Wakelee with the staff & the students. I'm going to miss all of you.

I just wish I didn't have to resign and when this is all over, I'd love to be back. Though I know that it isn't possible. Maybe next year, I could apply again for Lunch aside, and as much as I liked to come back to Wakelee, I would go to any school.

I hope everything works out this season. I know it will be so difficult for you & staff to get used to masks & social distancing, & all else it entails for everyone to stay safe & healthy.

Again, it's breaking my heart, and I'm sorry. Good luck & God Bless.

Roxanne J Dance

Sent from my iPhone

Krista Rocco
167 Old Boundline Rd
Wolcott, CT 06716

August 18, 2020

Mr. Norcross,

I am writing to inform you that I will not be returning for the upcoming 2020-2021 school year in the position of paraprofessional at Tyrrell. My official last day will be effective August 24, 2020. If a full two weeks is required, I will honor that commitment, please let me know.

I want to thank you for my time at Tyrrell being such a great experience. I have enjoyed working at the middle school and appreciate all of the support given. If there is anything I can do to help with the transition, please let me know. I am happy to do what I can.

Thank you,

Kind regards
Krista Rocco

From: Ashley Wood <kileyashley@gmail.com>
Sent: Tuesday, August 18, 2020 10:02 AM
To: Osvald, Deborah <DOsvald@wolcottps.org>
Subject: 2020-2021 school year

Good Morning Mrs. Osvald,

I hope this email finds you well! After a long and difficult debate, it is with sadness to inform you that I will not be returning to my Lunch Aide position for the 2020-2021 school year at this time. I decided it would be best for my children to keep them home for school meaning I won't be able to fulfill my duties at Wakelee. I will be re-evaluating my homeschooling decision at the end of the first marking period (or whenever it is deemed fit) and if the opportunity arises where my children will attend school safely, I would be more than happy to return. I also understand the commitment you need from an individual for employment. That being said, please keep me in mind should the circumstances be appropriate for the future. I am truly grateful for your support and guidance both professionally and personally.

Warmest regards,

Ashley Wood

**Wolcott Public Schools
Human Resources**



FORMAL RECOMMENDATION TO SUPERINTENDENT

This form is to be used for all applicants applying for positions within Wolcott Public Schools

Name: Sabrina Aldridge

Address: _____

Phone: _____

Position title for which candidates applied: Special Education Teacher

Location of position for which candidate applied: Wolcott High School

Interview Committee Chairperson Signature: _____ Date: 8/20/2020

Principal's Signature (If Applicable): _____ Date: _____

Below this line to be completed by HR. _____

HR Department Signature: Megan [Signature]
Position:
☒ New

☐ Replacement (for)

☒ Transfer (from) Tyrrell Middle School

☐ Stipend

Education Level:	N/A	HS	AS	BA/BS	MA/MS	6 th Year	PhD						
Step:	N/A	2	3	4	5	6	7	8	9	10	11	12	13

Pay Rate Approved: _____ Stipend Amount: _____

Number of Daily Hours/FTE: 1.0 FTE Educator Certification Code: _____

Union: N/A WEA WPSAC CSEA UPSEU AFSCME AFSCME AFSCME UPSEU
Nurses Para Cstdn FdSrv C.O. Secy.

Account to be Charged: 1-1000-

Benefits: N/A Yes No Per Contract

TEAM Required: N/A Yes Year 1 Year 2 Year 3 No

Anticipated Tenure Date: ____/____/____ N/A

Board of Ed Approved/Denied 8/24/2020

Start: 8/25/2020

**Wolcott Public Schools
Human Resources**



FORMAL RECOMMENDATION TO SUPERINTENDENT

This form is to be used for all applicants applying for positions within Wolcott Public Schools

Name: Darcy Buceivicius

Address: _____

Phone: _____

Position title for which candidates applied: Paraprofessional

Location of position for which candidate applied: Wolcott High School

Interview Committee Chairperson Signature: _____ Date: 8/18/2020

Principal's Signature (If Applicable): _____ Date: _____

Below this line to be completed by HR.

HR Department Signature: _____
Position: _____
☒ New

☐ Replacement (for)

☒ Transfer (from) Tyrrell Middle School

☐ Stipend

Education Level:	N/A	HS	AS	BA/BS	MA/MS	6 th Year	PhD						
Step:	N/A	2	3	4	5	6	7	8	9	10	11	12	13

Pay Rate Approved: _____ Stipend Amount: _____

Number of Daily Hours/FTE: 6.5 hr/hr Educator Certification Code: _____

Union: N/A WEA WPSAC CSEA UPSEU AFSCME AFSCME AFSCME UPSEU
 Nurses Para Cstdn FdSrv C.O. Secy.

Account to be Charged: 1-1000-

Benefits: N/A Yes No Per Contract

TEAM Required: N/A Yes Year 1 Year 2 Year 3 No

Anticipated Tenure Date: ____/____/____ N/A

Board of Ed Approved/Denied 8/24/2020

Start: 8/26/2020

**Wolcott Public Schools
Human Resources**



FORMAL RECOMMENDATION TO SUPERINTENDENT

This form is to be used for all applicants applying for positions within Wolcott Public Schools

Name: Stacy Caouette

Address:

Phone:

Position title for which candidates applied: Grade 6 Math

Location of position for which candidate applied: Tyrrell Middle School

Interview Committee Chairperson Signature: _____

Date: 8/20/20

Principal's Signature (If Applicable): _____

Date: 8/20/20

Below this line to be completed by HR.

HR Department Signature: _____

Position:

☐ New

☒ Replacement (for) Ellen Cox /

☒ Transfer (from) Alcott

Elementary School

☐ Stipend

Education Level:	N/A	HS	AS	BA/BS	MA/MS	6 th Year	PhD						
Step:	N/A	2	3	4	5	6	7	8	9	10	11	12	13

Pay Rate Approved: _____

Stipend Amount: _____

Number of Daily Hours/FTE: 1.0 FTE

Educator Certification Code: _____

Union:

N/A

WEA

WPSAC

CSEA
Nurses

UPSEU
Para

AFSCME
Cstdn

AFSCME
FdSrv

AFSCME
C.O.

UPSEU
Secy.

Account to be Charged:

1-1000-

Benefits:

N/A

Yes

No Per Contract

TEAM Required:

N/A

Yes

Year 1

Year 2

Year 3

No

Anticipated Tenure Date:

8/1/24

N/A

Board of Ed Approved/Denied

8/12/2020

Start:

8/12/2020

Wolcott Public Schools



1488 Woodtick Road • Wolcott, Connecticut 06716

TELEPHONE (203) 879-8183 • FAX (203) 879-8182

Superintendent of Schools

Anthony J. Gasper, Ed.D.

Business Manager

Todd W. Bendtsen, C.P.A.

Assistant Superintendent

Shawn Simpson

Director of Student Services & Alt Programs

Kevin Hollis

HIRING CHECKLIST FOR INTERNAL CANDIDATES:

Name of Candidate: Stacy Caouette

Position: Grade 6 Math Teacher

Location: Tyrrell Middle School

I. DOCUMENTATION:

This checklist, the traditional recommendation to the superintendent form, and all of the following documents must be provided to Megan Patchkofsky by the administrator recommending the final candidate to the Superintendent for nomination to the Board of Education:

- ☐ Cover letter or letter of interest
- ☐ At least three reference check forms (*only necessary if changing units, i.e. from paraprofessional to nurse, teacher to coach*)
- ☐ Copies of all pertinent licenses and certifications

II. APPLICANT POOL AND SELECTION PROCESS:

Describe the number of qualified applicants for this position and the structure of the selection process:

There were 11 applicants for the position, and we interviewed three candidates. One was an internal candidate, one had served as intern and student teacher at Tyrrell, and one had interviewed well previously for a math position at Tyrrell. The interview process consisted of one round that consisted of ten interview questions.

III. INTERVIEW SUMMARY:

In general terms, describe the interview committee for this position:

The interview committee consisted of Principal Joe Norcross and Assistant Principal Dan Caetano

IV. CANDIDATE PROFILE:

In general terms, summarize what has distinguished this candidate above the others:

The candidate recommended is a known entity to us in that she has worked in the for multiple years, has established a reputation of providing high quality instruction which is supported by student data as it relates to academic growth, as well as students meeting standard. In addition, she has demonstrated superior ability as it relates to establishing strong, positive relationships with all stakeholders. Although only having elementary experience, she provided very strong responses to the majority of interview questions.

Re: Grade 6 Math Teacher

Caouette, Stacey <scaouette1@wolcottps.org>

Fri 8/14/2020 2:16 PM

To: Patchkofsky, Megan <MPatchkofsky@wolcottps.org>

Good afternoon Megan-

Please accept this email as my official letter of interest regarding the 6th grade Math position at TMS.

Please let me know if you need additional information as the process moves forward!

Thank you!

Stacey Caouette

Sent from my Stacey's iPhone  

On Aug 7, 2020, at 4:16 PM, Patchkofsky, Megan <MPatchkofsky@wolcottps.org> wrote:

Please see attached anticipated posting

Posting closes August 14th

Kind Regards,

***Megan Patchkofsky
Central Office Administrative Specialist
Wolcott Public Schools
1488 Woodtick Road
Wolcott, CT 06716
203-879-8183
mpatchkofsky@wolcottps.org***

<Grade 6 Math Teacher TMS.doc>

This form is to be used for all applicants applying for positions within Wolcott Public Schools

Phone:

Location of position for which candidate applied: Alcott Elementary School

Date:

Date: 8-18-2020

Position:

☐ New

☒ Replacement (for) Pam Miller

☒ Transfer (from) Special Ed Para

☐ Stipend

Stipend Amount:

Educator Certification Code: _____

Start: 8/12/2020

Wolcott Public Schools
Human Resources



FORMAL RECOMMENDATION TO SUPERINTENDENT

This form is to be used for all applicants applying for positions within Wolcott Public Schools

Name: Amanda Gorton

Address:

Phone:

Position title for which candidates applied: School Psychologist

Location of position for which candidate applied: Tyrrell Middle School

Interview Committee Chairperson Signature: _____

Date: 8/20/20

Principal's Signature (If Applicable): _____

Date: 8-20-20

Below this line to be completed by HR.

HR Department Signature: _____

Position:

☐ New

☒ Replacement (for) Bette Defosse /
☒ Transfer (from) Alcott Elementary Tashua Soti /
School

☐ Stipend

Education Level:	N/A	HS	AS	BA/BS	MA/MS	6 th Year	PhD						
Step:	N/A	2	3	4	5	6	7	8	9	10	11	12	13

Pay Rate Approved: _____

Stipend Amount: _____

Number of Daily Hours/FTE: 1.0 FTE

Educator Certification Code: _____

Union: N/A WEA WPSAC CSEA UPSEU AFSCME AFSCME AFSCME UPSEU
Nurses Para Cstdn FdSrv C.O. Secy.

Account to be Charged: 1-1000-

Benefits:

N/A Yes No Per Contract

TEAM Required:

N/A Yes Year 1 Year 2 Year 3 No

Anticipated Tenure Date:

____/____/____ N/A

Board of Ed Approved/Denied

8/24/2020

Start:

8/25/2020