



OUR FUTURE IS IN CHILDREN'S EDUCATION

MONDAY
7:30 P.M.

GOOGLE MEET
PHONE # 1 901-620-6349 (PIN 497 356 115#)

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

Live Stream will also be available through WLCT96.org and on Comcast Channel 96.

BOARD OF EDUCATION **WOLCOTT, CONNECTICUT** **July 12, 2021**

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 June 21, 2021

III. Committee Reports

IV. Communications

V. Business Manager's Report

A. Expenditures

B. Budget Transfers

VI. Superintendent's Report

A Superintendent's Report

VII. Public Comment

VIII. Old Business

- IX. New Business
 - A. Nomination(s)
 - B. Consent Agenda
 - 1. Resignation(s)
 - 2. Transfer(s)
- X. Public Comment
- XI. Items for the Next Agenda
- XII. Executive Session

Recommended Motion: "that the Board go into executive session for the purposes of discussing contracts for non-certified independent employees."

ADJOURNMENT OF EXECUTIVE SESSION

- XIII. Possible Action on Item XII, if necessary.
- XIV. Adjournment

Note:
Committee of the Whole 6:30 P.M. Google Meet:

AGENDA

1. Business Manager's Report;
2. Informational Discussion on the OPEB trust;
3. Discussion of plans for ARP ESSER funding in 2021-2024;
4. Possible discussion on items that appear on this evening's BOE Agenda.

**BOARD OF EDUCATION
WOLCOTT, CONNECTICUT**

A regular meeting of the Board of Education was held on Monday, June 21, 2021, on Google Meet. In attendance were: Cynthia Mancini, Chairman of the Board; Roberta Leonard, Secretary of the Board; Christopher Charette, Kathleen Cordone, Tony Gugliotti, and Sean Hughes. Also in attendance: Dr. Anthony Gasper, Superintendent of Schools; Todd Bendtsen, Business Manager; Bryan MacKay, Assistant Principal of Wolcott High School; Joe Norcross, Principal of Tyrrell Middle School; Deb Osvald, Principal of Wakelee School; Jessica Abbott, Facilities Director; Jeremy DeRoy, Director of IT; and Jessica Kenny, Board Clerk.

The meeting was called to order at 7:31 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 Mr. Gugliotti, seconded by Ms. Leonard, to approve the minutes of the regular meeting of June 07, 2021.
So voted

Committee Reports:

The Committee of the Whole met on Thursday, June 17 at Tyrrell Middle School, Colliers gave a presentation on the report from March 2020, after they took a tour of Tyrrell Middle School, and they moved to Wolcott High School and took a tour of that building.

Business Manager's Report:

Mr. Bendtsen gave his report on variable accounts, budget reports, pending vendor invoices, health claims, fund account balance, expenditures, check register, transfer request, and spoke for the RFP Bid Proposal for the Security Alarm Company.

Expenditures:

Motion: by Mrs. Cordone, seconded by Mr. Gugliotti, to approve expenditures for **\$317,162.11** paid on June 22, 2021 for fiscal year 2020-2021.
So voted.

Budget Transfer(s):

Motion: by Mr. Gugliotti, seconded by Mrs. Cordone to authorize the transfer of **\$81,620.23** from fiscal year 2020-2021 as presented in the Business Manager's report.
So voted.

Communications:

Thank you Card(s)

Superintendent's Report:

The Superintendent gave his report and thanked the custodial, administrative assistances, administration, staff, parents, and students for both Graduations; he believes graduation will not be something that will be taken for granted after the two that were held. Dr. Gasper stated that he had positive feedback regarding the graduations.

Dr. Gasper spoke of the Committee of the Whole meetings and wanted to thank the Board members, Colliers International, the Town Council, and Ms. Abbott for taking the time to tour the buildings.

The Superintendent spoke on summer work beginning in our schools by the custodial staff and spoke of Summer Studies starting on Monday, June 28th, summer studies will be held at Tyrrell Middle School this year with some High School Students attending at Wolcott High School. Dr. Gasper wanted to thank Mrs. Tedesco, Mr. Cianchetti, and Mr. Simpson for all their hard work they have done preparing for a Summer Studies that is not like previous years.

Lastly, he spoke of the work that has begun on the ESSR3 grant. Wolcott is receiving 1.7 million dollars to use over the next 3 school years, which is 550 thousand per year. The report is due to the State of Connecticut by August and is hoping to have it turned in sooner than the due date.

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

Public Comment:

No Comment.

Bid Award – Security and Fire Alarm Monitoring and Maintained:

Motion: by Mr. Gugliotti, seconded by Mrs. Cordone, to approve the Security and Fire Alarm Monitoring and Maintenance Bid (proposal) and award a five-year contract (July 1, 2021 through June 30, 2026), to **Environmental System Corporation** in the amount of **\$91,916.00**.

So voted.

Nomination(s):

Motion: by Mr. Gugliotti, seconded by Mrs. Cordone to appoint the following person(s) as indicated:

1. **Dina Galvin** to the position of Art Teacher at Alcott and Frisbie Schools effective August 23, 2021;
2. **Kelly Boggio** to the position of Family Consumer Science Teacher at Wolcott High School effective August 23, 2021, pending certification;
3. **Robert Keyes** to the position of Business Teacher at Wolcott High School effective August 23, 2021, pending certification;
4. **2021 – 2022 Stipend Position:**
As Per Attached List
5. **Summer 2021 WSSP Nominations:**
As Per Attached List

So voted.

Consent Agenda:

Motion: by Mrs. Cordone, second by Mr. Gugliotti, to approve the Consent Agenda as presented:

1. **Resignations:**
 - a. **Elizabeth Beaudoin** from the position of School Psychologist at Frisbie School effective June 17, 2021;
 - b. **Julie Ferry** from the position of Special Education Paraprofessional at Wakelee School effective June 14, 2021;
2. **Transfer(s):**
 - a. **Shannon Gomez** from the position of Grade 1 Teacher at Frisbie School to the position of Special Education Teacher at Frisbie School effective August 23, 2021;
 - b. **Jamie Northway** from the position of Special Education Paraprofessional at Alcott School to the position of Special Education Paraprofessional at Wakelee School;
 - c. **Megan Sforza** from the position of Special Education Paraprofessional at Alcott School to the position of Special Education Paraprofessional at Frisbie School;

- d. **Kassidy Morin** from the position of Special Education Paraprofessional at Alcott School to the position of Special Education Paraprofessional at Frisbie School;
 - e. **Nicole McCurrey** from the position of Special Education Paraprofessional at Alcott School to the position of Special Education Paraprofessional at Frisbie School;
 - f. **Carolyn Osvald** from the position of Special Education Paraprofessional at Tyrrell Middle School to the position of Special Education Paraprofessional at Alcott School;
3. **Dispose of Equipment:**
- a. To give the Wolcott High School's Social Studies Department permission to dispose of 30 AP Psychology Textbooks, that are out of date, as per attached list;
 - b. To give Tyrrell Middle School's Library permission to dispose of the following items, that no longer safe and broken beyond repair:
 - 7 rectangular library table
 - 1 circular library table
 - 46 wooden chairs

So voted.

Public Comment:

No comment.

Items for the Next Agenda:

The next meeting is July 12th. Board members can contact the Board of Education Office if you have additional agenda items.

ADJOURNMENT:

Motion by Mrs. Charette, seconded by Ms. Leonard, to adjourn the meeting at 7:48 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

July 12, 2021

Committee of the Whole – Thursday, June 17, 2021

Committee of the Whole – Thursday, June 24, 2021

**BOARD OF EDUCATION
WOLCOTT, CONNECTICUT**

A meeting of the Committee of the Whole was held on Thursday, June 17, 2021, on Google Meet. In attendance were: Cynthia Mancini, Chairman of the Board; Christopher Charette, Kathleen Cordone, Tony Gugliotti, and Sean Hughes. Also in attendance: Tony Gasper, Superintendent; Rachel Wisler, Town Council Member, Charles Warrington, Colliers, International, John Koplas, Colliers International, and Jessica Abbott, Facilities Director.

The meeting was called to order at 5:33 p.m. by Mrs. Cynthia Mancini.

Dr. Gasper gave an introduction and turned the meeting over to Colliers Introduction.

Mr. Warrington and Mr. Koplas gave a presentation on the finding of the report from March 3, 2020 regarding the Wolcott Public Schools facilities.

After the presentation, the Committee than took a tour of Tyrrell Middle School and Wolcott High School, to see the condition of these buildings.

There will be another Committee of the Whole Meeting being held on June 24th and this will be the walk-throughs of the three Elementary Schools.

ADJOURNMENT:

Motion: by Mr. Gugliotti, seconded by Mrs. Cordone, to adjourn the meeting at
 8:17 p.m.
 So voted.

**BOARD OF EDUCATION
WOLCOTT, CONNECTICUT**

A meeting of the Committee of the Whole was held on Thursday, June 24, 2021, on Google Meet. In attendance were: Roberta Leonard, Christopher Charette, Kathleen Cordone, and Tony Gugliotti. Also in attendance: Tony Gasper, Superintendent; Rachel Wisler, Town Council Member, Charles Warrington, Colliers, International, Cristy Bredice, Wolcott Public Schools Teacher; and Jessica Abbott, Facilities Director.

The meeting was called to order at 5:31 p.m. by Ms. Roberta Leonard.

Mr. Warrington gave a presentation and then the committee took a tour of Alcott Elementary School and Wakelee Elementary School, to see the condition of these buildings.

ADJOURNMENT:

Motion: by Mr. Gugliotti, seconded by Mr. Charette, to adjourn the meeting at
7:40 p.m.
So voted.

Communications Folder

Monday, 07.12.2021

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Items:

- Thank you Card(s)

Regular Meeting of the Board of Education – July 12, 2021

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 \$644,250.44 paid on July 13, 2021 for fiscal year 2020-2021.

To approve expenditures in the amount of \$42,804.91 paid on July 13, 2021 for fiscal year 2021-2022.

To approve the August 2021 payroll expenditures in the amount of \$825,000 fiscal year 2021-2022.

Special Meeting of the Board of Education – July 12, 2021

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 \$259,835.52 from fiscal year 2020-2021 as presented, in the Business Manager's report.



**The Superintendent's
report will be
presented on
Monday night**

Fundraiser Report July 12, 2021

DATE	SCHOOL	GROUP/PERSON	DESCRIPTION OF FUNDRAISER
August - TBD	WHS	Girls Soccer	Car Wash at Petro Gas. To help raise money for various needs throughout the season, socks, tshirts, sweatshirts, etc.
Aug. 29	WHS	ACE Club	Car Wash at Petro Gas. To help raise money for Senior Scholarships, team incentives, and gear
Aug/Sept	WHS	Girls Soccer	Program Booklets, for Businesses in Town to advertise. To help raise money for various needs throughout the season, socks, tshirts, sweatshirts, etc.
Sept. 18	WHS	ACE Club	Mums Sale. To help raise money for Senior Scholarships, team incentives, and gear
Sept/Oct	WHS	Goal Club	Discount Cards sold to local businesses for scholarships
Sept/Oct	WHS	Girls Soccer	Pasta, Bread, sauce from Pasta Heaven. To help raise money for various needs throughout the season, socks, tshirts, sweatshirts, etc.

Regular Meeting of the Board of Education – July 12, 2021

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. **Monica Gray** to the position of School Psychologist at Frisbie School, effective August 23, 2021;
2. **Stephanie Baez** to the position of Special Education Paraprofessional at Wakelee School effective August 23, 2021;
3. **Kelly Carpentier** to the position of Special Education Paraprofessional at Wakelee School effective August 23, 2021;
4. **Saima Rashid** to the position of Special Education Paraprofessional at Wakelee School effective August 23, 2021;
5. **Elaine Sherman** to the position of Special Education Paraprofessional at Alcott School effective August 23, 2021;
6. **Linda Jacovino** to the position of General Food Service Worker at Wolcott High School effective August 23, 2021;
7. **Chloe Wolf** to the position of General Food Service Worker at Wolcott High School effective August 23, 2021;
8. **Mary Jane Pilloise** to the position of Lunch Aide at Frisbie School effective August 23, 2021;
9. **Jason Prescott** to the position of Assistant Football Coach at Wolcott High School effective August 2021;
10. **Anthony Bell** to the position of Assistant Football Coach at Wolcott High School effective August 2021.

(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:

Name of Candidate: **Monica Gray** Position: Location: Frisbie Elementary 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:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Printout application | <input type="checkbox"/> At least three reference check forms |
| <input checked="" type="checkbox"/> Cover letter or letter of interest | <input type="checkbox"/> Copies of all pertinent licenses and certifications |
| <input checked="" type="checkbox"/> Résumé | |

II. APPLICANT POOL AND SELECTION PROCESS:

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

There were 2 candidates that were interviewed for the school psychologist position.

II. INTERVIEW SUMMARY:

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

The committee consisted of Rosa Ramalhete, Supervisor of Special Education, Kim Murtaugh, Principal of Frisbie School and Shannon Gomez, Head Teacher at Frisbie

III. CANDIDATE PROFILE:

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

Monica demonstrated a strong knowledge base of assessments, collaboration and crisis management. She is well versed in conducting behavior plans and managing challenging students.

Revised 5.7.2020

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Assistant Superintendent

Shawn Simpson



Director of Student Services & Alt Programs

Kevin Hollis

HIRING CHECKLIST FOR INTERNAL CANDIDATES:

Name of Candidate: Stephanie Baez

Position: Special Education Paraprofessional

Location: Wakelee Elementary 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 4 external candidates who applied for the position. The committee chose to interview all candidates based on review of application and resume. One candidate was recommended to the Superintendent. She was clearly the strongest candidate for the position.

III. INTERVIEW SUMMARY:

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

The interview team included the Director of Student Services and the Supervisor of Special Education.

IV. CANDIDATE PROFILE:

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

This candidate has passed the parapro assessment. She has worked in the district as an isolation room monitor for the past year at Wakelee Elementary School. She is able to read, write and speak Spanish and English fluently.

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Director of Student Services & Alt Programs

Kevin Hollis

HIRING CHECKLIST FOR EXTERNAL CANDIDATES:

Name of Candidate: Kelly Carpentier

Position: Special Education Paraprofessional

Location: Wakelee Elementary 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:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Printout of Talent Ed application | <input checked="" type="checkbox"/> At least three reference check forms |
| <input checked="" type="checkbox"/> Cover letter or letter of interest | <input checked="" type="checkbox"/> Copies of all pertinent licenses and certifications |
| <input checked="" type="checkbox"/> Résumé | |

II. APPLICANT POOL AND SELECTION PROCESS:

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

There were four external candidates who applied for the position. The committee chose to interview all candidates based on review of application and resume. One candidate was recommended to the Superintendent. She was clearly the strongest candidate for the position.

III. INTERVIEW SUMMARY:

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

The interview team included the Director of Student Services and the Supervisor of Special Education.

IV. CANDIDATE PROFILE:

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

This candidate has an associates degree. She has worked in the district for the past one and one half years as a substitute paraprofessional at Wakelee Elementary School.

Revised 5.7.2020

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Kevin Hollis

HIRING CHECKLIST FOR EXTERNAL CANDIDATES:

Name of Candidate: Saima Rashid Position: Special Education Paraprofessional

Location: Alcott Elementary 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:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Printout of Talent Ed application | <input checked="" type="checkbox"/> At least three reference check forms |
| <input checked="" type="checkbox"/> Cover letter or letter of interest | <input checked="" type="checkbox"/> Copies of all pertinent licenses and certifications |
| <input checked="" type="checkbox"/> Résumé | |

II. APPLICANT POOL AND SELECTION PROCESS:

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

There were 4 external candidates who applied for the position. The committee chose to interview all candidates based on review of application and resume. One candidate was recommended to the Superintendent. She was clearly the strongest candidate for the position.

III. INTERVIEW SUMMARY:

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

The interview team included the Director of Student Services and the Supervisor of Special Education.

IV. CANDIDATE PROFILE:

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

This candidate has a Bachelor of Arts degree. She is currently employed as an Assistant Teacher for the past three years. She also has three years previous experience as a teacher in a high school setting.

Revised 5.7.2020

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Director of Student Services & All Programs

Kevin Hollis

HIRING CHECKLIST FOR EXTERNAL CANDIDATES:

Name of Candidate: Elaine Sherman

Position: Special Education Paraprofessional

Location: Alcott Elementary 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:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Printout of Talent Ed application | <input checked="" type="checkbox"/> At least three reference check forms |
| <input checked="" type="checkbox"/> Cover letter or letter of interest | <input checked="" type="checkbox"/> Copies of all pertinent licenses and certifications |
| <input checked="" type="checkbox"/> Résumé | |

II. APPLICANT POOL AND SELECTION PROCESS:

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

There were 4 external candidates who applied for the position. The committee chose to interview all candidates based on review of application and resume. One candidate was recommended to the Superintendent. She was clearly the strongest candidate for the position.

III. INTERVIEW SUMMARY:

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

The interview team included the Director of Student Services and the Supervisor of Special Education.

IV. CANDIDATE PROFILE:

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

This candidate has a Bachelor of Science degree. She is currently employed as an Assistant Teacher in a Preschool Child Care Center. She has five years experience in her current position.

Revised 5.7.2020

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HIRING CHECKLIST FOR EXTERNAL CANDIDATES:

Name of Candidate: Linda Jacovino Position: General Food Service Worker
Location: Wolcott High 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:

- | | |
|---|--|
| <input type="checkbox"/> Printout of Talent Ed application | <input type="checkbox"/> At least three reference check forms |
| <input type="checkbox"/> Cover letter or letter of interest | <input type="checkbox"/> Copies of all pertinent licenses and certifications |
| <input type="checkbox"/> Résumé | |

II. APPLICANT POOL AND SELECTION PROCESS:

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

There were 4 qualified applicants out of 7 for the position. The interviews involved all 7 candidates. After much consideration, one candidate was recommended to the Superintendent.

III. INTERVIEW SUMMARY:

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

The interview team consisted of Todd Bendtsen, Business Manager, Nicole Lefebvre, Food Service Director, and Mary Pursel, WHS Food Service Manager.

IV. CANDIDATE PROFILE:

Revised 5.7.2020

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HIRING CHECKLIST FOR INTERNAL CANDIDATES:

Name of Candidate: Anthony Bell Position: Assistant Football Coach

Location: Wolcott High 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 two qualified candidates for the position of Assistant Football Coach. Both candidates were interviewed about their qualifications before a committee.

III. INTERVIEW SUMMARY:

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

The interview committee included Wolcott's Athletic Director and Varsity Football Coach

Regular Meeting of the Board of Education – July 12, 2021

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. Resignations:

- a. **Lisa Roman** from the position of Science Teacher at Tyrrell Middle School effective August 23, 2021;
- b. **Emily Page** from the position of Special Education Paraprofessional at Wakelee School effective immediately;
- c. **Briana Daniele** from the position of Assistant Indoor Track Coach at Wolcott High School effective June 14, 2021;
- d. **Briana Daniele** from the position of Boys' Assistant Outdoor Track Coach at Wolcott High School effective June 14, 2021;
- e. **Ron Cyr** from the position of JV Girls Basketball Coach at Wolcott High School effective immediately.

2. Transfer(s):

- a. **June Fishbein** from the position of Grade K Teacher at Alcott School to the position of Grade 1 Teacher at Frisbie School effective August 23, 2021;
- b. **Charlene Stroh** from the position of General Food Service Worker at Tyrrell Middle School to the position of General Food Service Worker at Wolcott High School.

(See attached)

WHS Athletics



To: Superintendent/Board of Education
From: Tyler Meccariello, Athletic Director

Date: July 6, 2021

Please accept the attached letter of resignation from the WHS Assistant Indoor Track Coach, Briana Danielle.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tyler Meccariello', with a long horizontal flourish extending to the right.

Tyler Meccariello
Athletic Director

WHS Athletics



To: Superintendent/Board of Education
From: Tyler Meccariello, Athletic Director

Date: July 6, 2021

Please accept the attached letter of resignation from the WHS Assistant Outdoor Track Coach, Briana Daniele.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Tyler Meccariello', with a long horizontal flourish extending to the right.

Tyler Meccariello
Athletic Director

WHS Athletics



To: Superintendent/Board of Education
From: Tyler Meccariello, Athletic Director

Date: July 7, 2021

Please accept the attached letter of resignation from the WHS JV Girls Basketball Coach, Ron Cyr.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tyler Meccariello', written in a cursive style.

Tyler Meccariello
Athletic Director

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HIRING CHECKLIST FOR INTERNAL CANDIDATES:

Name of Candidate: June Fishbein

Position: First Grade Teacher

Location: Frisbie

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 3 internal applicants for this position.

III. INTERVIEW SUMMARY:

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

The interview team consisted of the principal and head teacher.

IV. CANDIDATE PROFILE:

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

This candidate is currently a kindergarten teacher at Alcott. Prior to this, she had served as a fourth grade teacher and paraprofessional at Frisbie. She has experience with using data to inform her practice, is familiar

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Assistant Superintendent

Shawn Simpson

Director of Student Services & Alt Programs

Kevin Hollis

HIRING CHECKLIST FOR INTERNAL CANDIDATES:

Name of Candidate: Charlene Stroh.

Position: General Food Service Worker

Location: Wolcott High 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 4 qualified candidates out of 7 applicants. All applicants were interviewed with the same questions, for multiple positions.

III. INTERVIEW SUMMARY:

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

The interview committee consisted of the Food Service Director, Todd Bendtsen, and Mary Pursel (WHS Food Service Manager)

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:

Name of Candidate: Chloe Wolf Position: General Food Service Worker
Location: Wolcott High 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:

- | | |
|---|--|
| <input type="checkbox"/> Printout of Talent Ed application | <input type="checkbox"/> At least three reference check forms |
| <input type="checkbox"/> Cover letter or letter of interest | <input type="checkbox"/> Copies of all pertinent licenses and certifications |
| <input type="checkbox"/> Résumé | |

II. APPLICANT POOL AND SELECTION PROCESS:

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

There were 4 qualified applicants out of 7 for the position. The interviews involved all 7 candidates. After much consideration, one candidate was recommended to the Superintendent.

III. INTERVIEW SUMMARY:

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

The interview team consisted of Todd Bendtsen, Business Manager, Nicole Lefebvre, Food Service Director, and Mary Pursel, WHS Food Service Manager.

IV. CANDIDATE PROFILE:

Revised 5.7.2020

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HIRING CHECKLIST FOR EXTERNAL CANDIDATES:

Name of Candidate: Mary Jane Pilloise Position: Lunch Aide Location: Frisbie

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

I. APPLICANT POOL AND SELECTION PROCESS:

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

There were 2 applicants for this position

II. INTERVIEW SUMMARY:

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

The interview committee consisted of the principal and head teacher.

III. CANDIDATE PROFILE:

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

The candidate has had experience owning her own business and taking care of her grandchildren during the summer.

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HIRING CHECKLIST FOR EXTERNAL CANDIDATES:

Name of Candidate: Jason Prescott Position: Assistant Football Coach Location: Wolcott High 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:

- | | |
|---|--|
| <input type="checkbox"/> Printout of Talent Ed application | <input type="checkbox"/> At least three reference check forms |
| <input type="checkbox"/> Cover letter or letter of interest | <input type="checkbox"/> Copies of all pertinent licenses and certifications |
| <input type="checkbox"/> Résumé | |

II. APPLICANT POOL AND SELECTION PROCESS:

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

There were two qualified candidates for the position of Assistant Football Coach. Both candidates were interviewed about their qualifications before a committee.

III. INTERVIEW SUMMARY:

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

The interview committee included Wolcott's Athletic Director and Varsity Football Coach