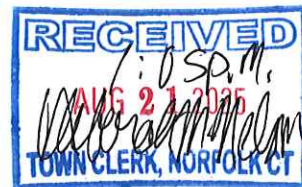


NORFOLK BOARD OF EDUCATION

Regular Meeting –August 19, 2025



MINUTES

BOARD MEMBERS PRESENT: Virginia Coleman-Prisco, John DeShazo, Donna Rubin,
Walter Godlewski, Jay Whitaker, Amy Bennett

BOARD MEMBERS ABSENT: Janet Byrne

ADMINISTRATION PRESENT: Kevin D. Case, Superintendent, Lauren Valentino, Principal

ADMINISTRATION ABSENT:

The meeting was called to order at 4:06 P.M.

Public Comments:

None

Motion by J. DeShazo **seconded by** D. Rubin to approve the minutes of the regular meeting of June 10, 2025. **Abstaining,** A. Bennett and J. Whitaker **MOTION APPROVED**

Financial Report: Superintendent Case reviewed the July 2025 bill for review/ the July 2025 Budget Expended year to Date and the 2024-2025 Year End Unaudited Expenditure Report with Transfers.

Superintendent Case reported the following to the board:

Summer Updates:

- Document Review (Budget Policies, Contracts, etc.) Meetings with Town Officials, Community Members, Staff, and individual Board of Education Members
- Attended Board of Finance Meeting and Economic Development Commission Meeting
- Met with Libby Borden and Michael Selleck from The Hub to discuss ideas for our school moving forward
- Lauren and I held an Open House on Sunday, August 3rd during WIN Weekend. Thank you, Ginger, for attending as well! Thank you, Lauren, for organizing this event
- A big THANK YOU to Kathy, Mary Pat, and Lauren for their hard work and for always being there to answer my questions, of which there were and continue to be many!
- Building Repairs/Projects:
 - Air Conditioning Unit in Server Room needed to be replaced at the end of June at a cost of \$20,350
 - Boilers have been installed. There is still some final work to be completed.
 - New belts installed in air handling unit outside of Hall of Flags. It is running loudly so TRANE will be out to examine it.
- A big THANK YOU goes out to Tyler and Evan for their hard work over the summer months to prepare the building for our staff and students
- A legally required biennial Safety Committee Walkthrough took place on Tuesday, August 5th with Richard Byrne and Jon Barbagallo. No major issues were identified.
- 2025-2026 Bus Routes have been created and you have them in your packet this evening for your information. These were sent out to families of their bus route only.
- We will be sending out Board of Education Meeting Agenda Packets via email. Would you prefer to receive a mailed hard copy as well?
- A copy of the 2025-2026 Meeting dates is in your folder tonight for your review

- A friendly reminder that if you have a topic you would like to be placed on the agenda, please let Ginger or me know. We develop the agenda the week prior to the meeting
- I will be working in the school office most Tuesdays and Wednesdays and some Thursdays, but am always available.
- Please consider attending the CABA/CAPSS Conference on November 21 at the Mystic Marriott. Please let Kathy or me know if you plan to attend by September 30th as there is an early bird discount!
- Focus Areas for the Year:
 - **Communication and Marketing of Botelle School and the Educational Program taking place.**
 - **Using Qualitative and Quantitative Data to inform Personalized Learning and Individual Instruction**
 - **Providing Timely and Specific Feedback to Advance Student Learning**
- Professional Development for Certified Staff on Monday, August 25th from 8:15 AM-3:30 PM and for all staff on Tuesday, August 26th from 8:15 AM-3:30 PM. Please stop by for breakfast or lunch at 12:00 PM to welcome staff back for the year! (Monday's Schedule is attached)
- Please join Lauren and me tonight at The Hub for a "Meet and Greet" opportunity with the community. THANK YOU to The Hub and Laura and Chelsea and their staff who invited us to take part. School supplies have also been collected and will be distributed to families who registered.

Principal Valentino reported the following to the board:

Staffing

- Welcome to **Ms. Kathy Dravis**, music educator, who will teach general, vocal and instrumental music. Ms. Dravis is an experienced educator, joining us from Naugatuck Public Schools, where she comes highly regarded. Ms. Dravis will be at Botelle on Tuesday and Fridays.
- Welcome back to **Ms. Jodi Marinelli**, cafeteria supervisor. Ms. Marinelli is an EdAdvance employee who started the 2024-25 school year with us. She is thrilled to be back and so are we.

Ready for the start of the 2025-26 school year

- This summer our school leadership teams met and planned our 25-26 school goals. Our goals are: Analyzing Data to Personalize Learning, Addressing the Priority Standards and Feedback to Advance Learning. Our professional development plan will support teachers in developing new learning and instructional strategies in these areas. Our school climate goal is centered on Peer Interactions.
- Thank you to Mr. Cooper and Mr. Yelsits for their hard work this summer in preparing the building. The entire building sparkles. Thank you also to Mrs. Lasko and Mrs. Lippincott for welcoming new students, families and staff, as well as all of the logistical planning and organization that supports a successful start to the new school year.

Upcoming Events-

- 8/25 Professional Learning with certified staff
- 8/26 Professional Learning with all staff
- 8/27 First day of school for K-6 students
- 8/29 Good News Gathering
- 9/5 PTO Back to School Ice Cream Social @ 5pm on the playground

Enrollment-

Botelle Elementary School, Enrollment Summary		
Grade	Teacher	8/19/2025
Early Primary	Holly Alexson	9
Primary	Debbie Tallon	18
Intermediate	Nicole Partyka	17
Upper Intermediate	Sarah Ward	11
	Total	55

Chair Report: The Board Chair shared the boards mission statement. After some discussion the decision was made to add it to the next meeting agenda for further discussion. V. Coleman-Prisco asked the board the change September's meeting time from 5:30 to 6:30.

Motion by J. DeShazo seconded by W. Godlewski to cancel the regular meeting of September 9, 2025 and post the meeting as a special meeting of the Norfolk Board of Education with a starting time of 6:30 p.m.

UNANIMOUSLY APPROVED.

Committee Reports: No reports were given as no committees met over the summer.

Affiliation Reports: Superintendent case reported on the highlights of the Economic Development Commission Meeting.

Motion by J. DeShazo seconded by W. Godlewski to approve the July 2025 budget expended to date.

UNANIMOUSLY APPROVED.

Motion by D. Rubin seconded by A. Bennett to approve the unaudited 2024–2025-year end expenditure report with transfers. **UNANIMOUSLY APPROVED.**

Motion by A. Bennett seconded by J. DeShazo to adjourn the meeting @ 5:14

UNANIMOUSLY APPROVED.

Meeting adjourned @ 5:14 p.m.

Respectfully submitted,

Kathy Lippincott

Kathy Lippincott,
Recording Secretary

THESE ARE NOT APPROVED MINUTES SUBJECT TO APPROVAL OR DISAPPROVAL AT THE NEXT MEETING.