

# NORFOLK BOARD OF EDUCATION

## Regular Meeting –October 14, 2025

### MINUTES

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

**BOARD MEMBERS ABSENT:** Janet Byrne, Amy Bennett

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

**ADMINISTRATION ABSENT:**

The meeting was called to order at 5:33 P.M.

**Public Comments:**

None

**Fire Marshal Report:**

John DeSahzo Board Member and Deputy Fire Marshal shared the Fire Marshal's Inspection Report with the Board. Mr. DeSahzo noted that all areas were in compliance.

**Safety Inspection:**

In keeping with Public Act 13-3, Section 86 of the CT General Statutes Mr. Richard Byrne, the Town of Norfolk Emergency Management Director, informed the Board that the required Biennial Safety/Security Vulnerability Assessment has been completed for Botelle Elementary School and stated we are in compliance in all areas.

**Motion by** J. DeShazo **seconded by** W. Godlewski to approve the minutes of the Special Meeting of September 9, 2025 with noted changes. **UNANIMOUSLY APPROVED.**

**Financial Report:** Superintendent Case reviewed the September 2025 Check Authorization/Bills for Review, the September 2025 Monthly Expenditure Report. Discussion ensued.

**Motion by** J. DeShazo **seconded by** J. Whitaker to approve September Monthly Expenditure Report. **UNANIMOUSLY APPROVED.**

**Superintendent Case reported the following to the board:**

- Then newly installed boilers are up and running and thanked the Board for their support.
- Philip Lovett of Landscape Construction volunteered and removed the invasive plants behind the school. Several volunteers will continue the process Sunday October 19<sup>th</sup>.
- Tony Kiser and Lisa Atkin are hosting a *Meet and Greet* to allow me the opportunity to meet several members of the community on Saturday, October 18<sup>th</sup> at 4:00. All of you have been invited to attend.

**Principal Valentino reported the following to the board:**

Principal Valentino shared the 2024-2025 Student Assessment and Achievement Report. The results indicate:

- An increase in Math performance on multiple measures
- Significant growth was seen on the Smarter Balanced Assessment and on the Measure of Academic Progress.
- 74% of non-high needs students met or exceeded standard on the Math portion of the Smarter Balanced Assessment.
- 6 Students were within the standard error range of meeting the benchmarks on both the Math and English/Language Arts Smarter Balance Assessment.

- The Trend Data for English/Language Arts is flat. The staff will be participating in professional development offered by the State in the area of the Science of Reading focused on improving student achievement in this area.

**Chair Report:** Virginia Coleman-Prisco communicated to the Board that due to additional professional responsibilities she is considering not running for Chair of the Board of Education in December. She asked Board Members to consider a possible replacement. Virginia Coleman-Prisco asked for a motion to move the time of the November 11, 2025 meeting to 6:30 P.M.

**Motion by** J. Whitaker **seconded by** W. Godlewski to move the meeting time of the November 11, 2025 meeting to 6:30 P.M. **UNANIMOUSLY APPROVED.**

**Committee Reports:**

Health and Wellness met on 10/07/25 @ 9:00 Lauren Valentino reported to the board:

Potential goals based on Well SAT

- Policy revisions
- Staff wellness
- Health curriculum development

Action Items

- Review the wellness policy
- Lauren Valentino will copy our policy, the model policy and the Well SAT policy assessment
- Reschedule meeting to Wednesdays and invite Jodi, Winter and a parent- confirm with BOE
- Lauren will reach out to area principals to inquire about DARE

**Safety and Security:**

Reviewed the Safety and Fire Inspection Reports

**Policy:** At the October 7<sup>th</sup> Policy Meeting members discussed and revised the draft policies on Library Materials. The committee recommends that tonight's scheduled first reading of these policies be tabled until the November Board Meeting.

**Affiliation Reports:**

**PTO:** Lauren Valentino reported the following upcoming events:

- PTO Fundraiser
- Veteran's Day
- Botelle Spooktacular
- Theater Production

**BOF** – Superintendent Case requested to be on the agenda for the Town of Norfolk Board of Finance meetings and plans to attend their monthly meetings.

**Board Mission Statement:**

Superintendent Case presented a proposal for a process to examine and revise the districts Mission and Vision Statement and to determine District Goals for the next 3-5 years.

He recommended that a short-term committee be established and comprised of:

- Superintendent of Schools
- Principal
- 3 Parents / Family Members
- 3 Board of Education Members
- First Selectman
- Board of Finance Member
- 5 at Large Community Members
- 3 Staff Members

The Goals of the Committee will be to:

1. Determine Core Values that represent Botelle School.
2. Determine the Mission and Vision Statement for Botelle School.
3. Identify 3-5 Strategic Goals for the next 3-5 years.

The Board supported this proposal and requested the committee meetings be scheduled after January 1, 2026.

**New Business:**

Walter Godlewski requested that there be a Board of Education goal to address enrollment at the school.

**Motion by J. DeShazo seconded by D. Rubin to adjourn the meeting @ 7:17**  
**UNANIMOUSLY APPROVED.**

Meeting adjourned @ 7:17 p.m.  
Respectfully submitted,

Kathy Lippincott  
Kathy Lippincott,  
Recording Secretary

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