

Board of Education Ellington, Connecticut

January 23, 2013

A regular meeting of the Ellington Board of Education was held on Wednesday, January 23, 2013 in the School Administration Building.

The meeting was called to order at 7:00 p.m. by Mr. Keune, Chairperson.

Present were: Messrs. Blanchette, Friedman, Keune, Roberson, Stoughton, and Young; Mesdames Hayes, Kiff-Judson and Picard-Wambolt; Mr. Stephen Cullinan, Superintendent of Schools; Dr. Erin McGurk, Director of Educational Services; Mr. Bruce Brettschneider, Director of Special Services; Mrs. Margaret Devlin, Director of Business Services; Mr. Robert Butler III, Director of Facilities; Mr. David Pearson, Principal, Ellington Middle School; and Mr. Tim McCluskey, Athletic Director, Ellington High School.

Mr. McNamar was absent.

CITIZENS AND STAFF FORUM

No one addressed the Board.

APPROVAL OF MINUTES

A motion was made to approve the minutes of the December 5, 2012 special meeting.

1st. T. Kiff-Judson

2nd. J. Stoughton

VOTE: Unanimous. The motion passed.

A motion was made to approve the minutes of the December 12, 2012 regular meeting.

1st. T. Kiff-Judson

2nd. A. Hayes

VOTE: Unanimous. The motion passed.

A motion was made to approve the minutes of the December 20, 2012 special meeting.

1st. T. Kiff-Judson

2nd. G. Blanchette

VOTE: Unanimous. The motion passed.

A motion was made to approve the minutes of the January 5, 2013 regular meeting.

1st. T. Kiff-Judson

2nd. K. Picard-Wambolt

Ayes: Blanchette, Hayes, Kiff-Judson; Picard-Wambolt, Roberson, Stoughton, and Young.

Abstain: Friedman.

VOTE: The motion passed.

REPORT AND DISCUSSION ITEMS

Special Reports

Relay for Life Presentation

High school teacher Jim Pointek, along with students Margo Bailey, and Erin Schirra informed the Board of their plans for this year's Relay for Life. Last year's event raised \$26,238 with sixteen teams and two hundred and nine participants. The goals for this year are \$30,000 raised by twenty teams with two hundred and twenty participants. The dates of the event are April 26 & 27, 2013.

Regular Board Committee Reports

Policy Committee

Mrs. Picard-Wambolt reported that the Policy Committee met on Monday, January 7, 2013. The committee recommended to the full Board of Education approval of revised Policy #4161.4 – Reports of Suspected Abuse or Neglect of Children as presented, including Appendix A and Appendix B. The committee also recommended to the full Board of Education approval of new Policy #2135.7 – Job Description, Director of Facilities. The committee reviewed job descriptions for the proposed new curriculum positions. The committee recommended to the full Board of Education approval of new Policy #2137.10 - Job Description, Supervisor of Language Arts/Social Studies/World Languages and new Policy #2137.11 – Job Description, Supervisor of Science/Technology/Engineering/Mathematics. The next meeting of the Policy Committee will be February 4, 2013,

Special Board Committee Reports

Communications Committee

Mrs. Kiff-Judson reported that the Communications Committee met on Tuesday, January 8, 2013. The committee reviewed the Glastonbury Board of Education Communications Action Plan and identified areas that could be applied in Ellington.

Mrs. Kiff-Judson agreed to draft a communications framework for the Ellington Board of Education and to draft a Board of Education orientation flyer for new Ellington Board of Education members. Dr. McGurk agreed to create a draft annual curriculum committee update in a tri-fold flyer, which might include new courses, data on achievement, and information on curriculum. Mr. Cullinan, Mrs. Picard-Wambolt, and Mrs. Kiff-Judson agreed to continue work on a budget flyer modeled after the Trumbull PTSA flyer. The committee will meet again on February 5, 2013.

Ad Hoc Facilities Committee

Mr. Keune reported that the Ad Hoc Facilities Committee met on January 11, 2013. The committee reviewed and approved the final Schematic Design for Crystal Lake School that was then submitted to the Permanent Building Committee on January 15, 2013. Mr. Cullinan noted that there were some copies of the documents presented at this meeting available to any interested Board member.

Administrative Reports

Superintendent's Report

Monthly Instructional Report – November 2012 and December 2012

Mr. Cullinan reported that the November report included the Sight Word Vocabulary Data for grade one for the first trimester. It also included district data for grade two through five on Mathematics Strand 25. Center School reported on *Take a Veteran to School Day*; the annual Thanksgiving basket drive; the school-wide Box Tops collection; the mileage club; the Reading for Fun store; and the grade three trip to the CRRRA Trash Museum.

Crystal Lake School reported on the completion of several data team cycles; its Veterans Day school assembly; the work of the Safe School Climate Committee; and the faculty book study of *Pathways to the Common Core*. Windermere reported on its *Bring a Veteran to School Day*; student work with Study Island; the grade three trip to the Pequot Museum; a parent information night for the grade five health curriculum; the cross-age teaching program; Immigration Day; and several PTO functions. Ellington Middle School reported on its November professional development activities; on a range of work being done by curriculum partners; and on its College Power program. Ellington High School reported on the portfolio requirements for graduation; the addition of thirteen courses; and progress on the use of the *Naviance* software program. In addition, the report contains information related to the on-going Parent Conversation Nights; work on the new evaluation plan; as well as many recognitions of students and staff.

The December report provides a district sampling of results on Math Trailblazers units. Crystal Lake School provided an update on the second data team cycle. Windermere School reported on the participation of grade three and four students in the Connecticut Benchmark Assessment System and their work on Student Success Plans. Ellington Middle School reported progress in literacy instruction; formative assessments; a common mid-year exam in algebra; and work with Teachers College. Ellington High School reported on work related to the NEASC report and differentiated instruction. The report also contains an update on the first meeting of the Ellington Learning Design Initiative. Finally, the December report contains numerous student and staff recognitions.

Capital Improvements Budget Update

Mr. Cullinan reported that the Board of Selectmen's Capital Improvement Committee met on January 7 and again on January 9. Members of the Board of Finance were in attendance at the January 7 meeting. To date, one of the four Board of Education requests has been deleted. The wireless infrastructure proposal, the Windermere generator and the middle school heating controls are still under consideration. The recommendations of that committee will be presented to the full Board of Selectmen at its meeting on January 28, 2013. The Board of Selectmen will then present its recommendations to the Board of Finance on February 12, 2013. The Board of Finance will hold public reviews on April 11, 2013 and April 16, 2013.

Building Projects Update

In addition to the meeting of the Ad Hoc Facilities committee, the Permanent Building Committee met on January 15, 2013. At that meeting a full presentation of the Schematic Design for Crystal Lake School was made by representatives of Silver/Petrucci + Associates. Hazardous material testing has been completed and this will not create a significant impact upon the cost of the project. The Plan Completion Test (PCT) meetings with the state have been scheduled. The Windermere meeting will be held on June 24, 2013 and the Crystal Lake review will be on July 2, 2013. The Design Development phase is to be concluded by April 15, 2013. A copy of the report submitted to the Permanent Building Committee is available in the Superintendent's office.

EHS Tennis

Mr. Cullinan reported that in 2008-2009 the Board approved the creation of boys and girls tennis at Ellington High School. The Board's administrative procedures prohibit a new sport from requesting funding from the Board of Education for a five-year period. The high school principal and athletic director have formally requested that the Board consider funding the tennis program. The request is to fund the program over a three-

year period as was done with other sports as a component of the Athletic Restoration Plan. The first year of funding will require a sum of \$4,500 to be added to the proposed 2013-2014 budget. An additional \$4,500 will be required in 2014-2015 with a final contribution of \$2,243 in 2015-2016. Mr. Cullinan stated that he supports this request. A letter of request from Mr. McCluskey was in the Board member's folders.

Mrs. Hayes questioned why the Board should fund tennis as the original request from Mr. Maitland to institute tennis stated that no funding would be necessary. Mr. Maitland stated that the United States Tennis Association works on a five-year Plan and had provided some funding for the program. That five-year period is over. Mr. Cullinan stated that the request to fund tennis was from the administration. Mrs. Hayes inquired as to whether the intent was to fully fund the program or to only fund the portion for Ellington students as this is a cooperative program. Mr. McCluskey stated that starting next year the program will be Ellington students only.

2013-2014 Budget

Mr. Cullinan stated that the administration presented its proposed 2013-2014 Budget to the Board on January 5, 2013. The Board must now take action to send a Board of Education 2013-2014 Budget to the town. Time was allotted in the agenda for Board discussion on any additions, deletions, or revisions prior to finalizing the Board's budget. If the Board votes to begin funding for tennis, \$4,500 will need to be added to the budget. Mr. Cullinan also informed the Board that the district has received official communication from the Connecticut Municipal Employee Retirement System and the shortfall for the proposed 2013-2014 budget in this account is currently projected to be \$13,485.

Mr. Keune requested that a communication be sent to town officials regarding the timeliness of receiving budget guidelines from the town after the Board of Education has already developed its budget. Mr. Cullinan agreed to prepare that communication.

DIRECTORS' REPORTS

There were no reports.

Business Report

Mrs. Devlin introduced Robert Butler III the new Director of Facilities for the district. Mr. Butler's appointment and the approval of his job description are action items on the agenda.

Board Liaison Reports

Mrs. Picard-Wambolt reported that the ECS Task Force, met on Thursday, January 3, 2013 and passed the recommendations submitted to the task force. The student need measure will be based on Free and Reduced Lunch status. Governor Malloy's budget address to the legislature is to be held on February 6, 2013. CABA has scheduled a Governor's Budget Webinar on February 7, 2013 at 10:30 a.m. to provide information and get comments on how the state budget will impact students. CABA's Day on the Hill is scheduled for March 6, 2013 beginning at 8:30 a.m. at The Bushnell in Hartford.

There was no CREC report as the January 16, 2013 meeting was cancelled due to inclement weather.

ACTION ITEMS

1. A motion was made that the Board of Education hold a second and final vote to approve amended policies #4147 and #4247 – Bloodborne Pathogens.

1st. K. Picard-Wambolt 2nd. H. Friedman

VOTE: Unanimous. The motion passed.

2. A motion was made that the Board of Education hold a second and final vote to approve amended policies #4161.3 and #5141.26 – Automatic External Defibrillators.

1st. K. Picard-Wambolt 2nd. G. Blanchette

VOTE: Unanimous. The motion passed.

3. A motion was made that the Board of Education hold a second and final vote to approve policy #5142.3 – Restraint and Seclusion of Persons at Risk.

1st. K. Picard-Wambolt 2nd. T. Kiff-Judson

VOTE: Unanimous. The motion passed.

4. A motion was made that the Board of Education hold a first vote to approve amended policies #4161.4 and #4261.4 – Reports of Suspected Abuse or Neglect of Children.

1st. K. Picard-Wambolt 2nd. G. Blanchette

VOTE: Unanimous. The motion passed.

5. A motion was made that the Board of Education hold a first vote to approve Policy #2135.7- Job Description, Director of Facilities.

1st. K. Picard-Wambolt 2nd. T. Kiff-Judson

VOTE: Unanimous. The motion passed.

6. A motion was made that the Board hold a first vote to approve Policy #2137.10 – Job Description, Supervisor of Language Arts/Social Studies/World Languages.

1st. K. Picard-Wambolt 2nd. G. Blanchette

VOTE: Unanimous. The motion passed.

7. A motion was made that the Board hold a first vote to approve Policy #2137.11 – Job Description, Supervisor of Science/Technology/ Engineering/ Mathematics.

1st. K. Picard-Wambolt 2nd. G. Blanchette

VOTE: Unanimous. The motion passed.

10. A motion was made that the Board of Education approve funding the Boys and Girls Tennis Program at Ellington High School to be phased in over the next three years with a first year installment of \$4,500 for 2013-2014.

1st. T. Kiff-Judson 2nd. G. Blanchette

Mr. Young stated that he would favor deleting the three-year phase-in language and initially fund the program for the first year only with subsequent years to be determined. Mrs. Kiff-Judson stated that she thought the three-year phase in was appropriate and fair to the students in the program. Mr. Friedman requested clarification of the five-year plan and funding possibilities for the program through the United States Tennis Association. Mr. Maitland stated that the initial funding from the United States Tennis Association was intended as seed money. In the next five-year plan they would like to see financial participation by the Board of Education in order to continue some funding for the program.

Ayes: Blanchette, Friedman, Kiff-Judson, Picard-Wambolt, Roberson and Stoughton.
Nays: Hayes and Young.

VOTE: The motion passed.

9. A motion was made that the Board accept a donation of \$100 from Kathy Orfitelli

to provide support to Center School students as a thoughtful response to the Newtown tragedy.

1st. T. Kiff-Judson

2nd. K. Picard-Wambolt

VOTE: Unanimous. The motion passed.

8. A motion was made to adopt a Board of Education operating budget for the 2013-2014 year in the amount of \$33,086,450.

1st. T. Kiff-Judson

2nd. M. Young

VOTE: Unanimous. The motion passed.

11. A motion was made that the Board appoint Robert Butler III as the Director of Facilities for the Ellington Public Schools effective January 7, 2013 at the prorated annual salary of \$77,000.

1st. H. Friedman

2nd. G. Blanchette

VOTE: Unanimous. The motion passed.

- 12a. A motion was made that the Board accept the resignation of Emily L. Mellon, special education aide at Center School, effective December 12, 2012.

1st. H. Friedman

2nd. T. Kiff-Judson

VOTE: Unanimous. The motion passed.

- 12b. A motion was made that the Board accept the resignation of Jessica Buttafuoco, first grade teacher at Windermere School, effective January 5, 2013.

1st. H. Friedman

2nd. T. Kiff-Judson

VOTE: Unanimous. The motion passed.

- 13a. A motion was made that the Board approve the employment of Kimberly Zocco as a long-term substitute first grade teacher at Windermere School effective January 8, 2013 through the end of the 2012-13 school year.

1st. T. Kiff-Judson

2nd. J. Stoughton

VOTE: Unanimous. The motion passed.

- 13b. A motion was made that the Board approve the employment of Katherine Berry as a long-term substitute remedial reading teacher at Ellington Middle School effective January 11, 2013.

1st. J. Stoughton

2nd. T. Kiff-Judson

VOTE: Unanimous. The motion passed.

Mr. Keune stated that the next motion would be most difficult to make. He stated that the Board has a hard time saying good-bye to certain people. He expressed how close the members of the Board feel to Mr. Brettschneider who has served the Board so well for so many years.

14. A motion was made to accept, with regret and best wishes, the retirement request of Bruce Brettschneider, Director of Special Services, effective June 30, 2013.

1st. H. Friedman

2nd. A. Hayes

VOTE: Unanimous. The motion passed.

OLD BUSINESS/NEW BUSINESS

Mr. Keune recommended that the Board consider using a consent agenda. This matter was referred to the Policy Committee.

Mr. Blanchette reminded members that there is a meeting of the Curriculum Committee scheduled for January 24, 2013.

CORRESPONDENCE

Mr. Cullinan noted that in addition to Mr. McCluskey's letter on funding, the Board also received copies of letters to Ellington's state legislators from Mr. Cullinan regarding funding for pre-school tuition, and two confirmation letters for the Plan Completion Test (PCT) meetings for Crystal Lake and Windermere Schools. Mr. Keune stated that there was also a thank you letter in the folders.

A motion was made at 8:28 p.m. to go into executive session for the purpose of reviewing exempt documents related to the evaluation and contract of the Superintendent.

1st. T. Kiff-Judson

2nd. K. Picard-Wambolt

VOTE: Unanimous. The motion passed.

The Board came out of Executive Session at 8:55 p.m.

A motion was made to add as Action Item #15 Extension of Superintendent's Contract

1st. M. Young 2nd. T. Kiff-Judson

VOTE: Unanimous. The motion passed.

A motion was made to add as Action Item # 16 Approval of Superintendent's Contract for 2012-2013.

1st. M. Young 2nd. T. Kiff-Judson

VOTE: Unanimous. The motion passed.

15. A motion was made to extend the contract of employment for the Superintendent of Schools for a period of one year, through June 30, 2015.

1st. J. Stoughton 2nd. K. Picard-Wambolt

VOTE: Unanimous. The motion passed.

16. A motion was made to approve the contract of Stephen Cullinan for the 2012-2013 school year with the agreed contract revisions resulting in a salary of \$149,840.

1st. T. Kiff-Judson 2nd. J. Stoughton

Ayes: Friedman, Hayes, Kiff-Judson, Picard-Wambolt, Roberson, Stoughton and Young.

Abstain: Blanchette.

VOTE: The motion passed.

A motion was made at 8:57 p.m. to adjourn the meeting.

1st. M. Young 2nd. J. Stoughton

VOTE: Unanimous. The motion passed.

Respectfully submitted,

Ann Marie Hayes
Secretary