

## **Board of Education Ellington, Connecticut**

February 27, 2013

A regular meeting of the Ellington Board of Education was held on Wednesday, February 27, 2013 in the School Administration Building.

The meeting was called to order at 7:02 p.m. by Mr. Keune, Chairperson.

Present were: Messrs. Keune, McNamar, Roberson and Stoughton; 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 and Mr. Neil Rinaldi, Principal Ellington High School.

Mr. Blanchette, Mr. Friedman and Dr. Young were absent.

### CITIZENS AND STAFF FORUM

No one addressed the Board.

### APPROVAL OF MINUTES

A motion was made to approve the minutes of the January 23, 2013 regular meeting.

1<sup>st</sup>. T. Kiff-Judson

2<sup>nd</sup>. A. Hayes

VOTE: Unanimous. The motion passed.

### REPORT AND DISCUSSION ITEMS

#### Special Reports

#### EHS NEASC Report

High School Principal Neil Rinaldi provided an overview of the New England Association of Schools and Colleges (NEASC) accreditation process. The overview contained a description of the accreditation cycle; the overarching concepts; the Visiting Committee process; and the accreditation standards. Mr. Rinaldi presented the most significant commendation and recommendation for each standard as well as the next steps in the process. To date, the school has not received an official letter of review from the Commission on Public Secondary Schools. Mr. Keune and Mr. Rinaldi both noted that the members of the Visiting Committee commented that the condition of the school, its

technology, materials and programs were certainly not reflective of a district that ranks 166<sup>th</sup> of 166 in net per pupil spending.

### Regular Board Committee Reports

#### Policy Committee

Mrs. Kiff-Judson reported that the Policy Committee met on Monday, February 4, 2013. The committee recommended to the full Board of Education approval of the revised criteria and process for the Ellington Friend of Education Award in support of policy #1170. She noted that one member of the committee believed that the entire Board of Education should make the final decision on these awards.

The committee also recommended to the full Board of Education for first vote of the revised Order of Business in policy #9325.2 to include a Consent Agenda which will replace Approval of Minutes on the agenda. Further, the committee recommended to the full Board of Education for first vote a new Bylaw of the Board, policy #9325.4 - Consent Agenda. The next meeting of the Policy Committee is scheduled for March 4, 2013.

#### Finance Committee

Mrs. Kiff-Judson reported that the Finance Committee met on February 13, 2013. The committee reviewed the food service net profit and loss to date noting a net profit of \$5,016.87. The committee also reviewed research on higher interest paying accounts and decided to remain with Rockville Bank at this time.

The Finance Committee reviewed over/under accounts for the current year (2012-2013), including: retirements, additional custodial costs, health insurance, other professional/technical services, public utilities, regular pupil transportation, and town-wide maintenance which includes projected spending to implement some actions based upon the upcoming state police security report. The total projected year-end over/under for the current year is \$0 because any remaining funds will be applied to security enhancements based upon recommendations from the security audit conducted by the state police. Finally, the committee reviewed the status of several contracts for non-represented staff

#### Curriculum Committee

Dr. McGurk reported that the Curriculum Committee met on Thursday, January 24, 2013. Mr. Pearson and Mr. Moccio discussed the transition to Standards-based report cards aligned with Common Core State Standards. This will result on one report card format when the district transitions to a kindergarten through grade six configuration

across the district. The middle school will transition to a format that includes standards-based reporting while also retaining traditional grading. The next meeting of the Curriculum Committee is scheduled for March 22, 2013.

### Special Board Committee Reports

#### Communications Committee

Mrs. Kiff-Judson reported that the Communications Committee met on February 5, 2013. The committee reviewed a draft of the Ellington Board of Education Communication Plan for 2013-2014. Mrs. Kiff-Judson will provide a revised version for the next committee meeting. The committee also reviewed a draft of the New Board Member flyer. Finally, the committee reviewed a draft of the 2013-2014 Budget Basics Flyer. Copies of the flyers were distributed to members of the Board. There was discussion of the various ways to make this information available to the public. Mrs. Kiff-Judson and Dr. McGurk were commended on their outstanding work. The next committee meeting is scheduled for March 5, 2013.

#### Administrative Reports

##### Superintendent's Report

##### Monthly Instructional Report – January 2013

Mr. Cullinan reviewed the highlights of the January 2013 Instructional report. The report contained results from mathematics content strand 25 for grade K, 6, 7 and 8. Crystal Lake School provided an update on their data team cycles; and their book study of Pathways to the Common Core. Center School reported on the PTO Welcome Back Breakfast; the *Jeff Danger Science Ranger* program; its Martin Luther King Day acknowledgement; and the valentine's cards that will be distributed with Meals on Wheels.

Windermere reported on work on Student Success Plans; the school-wide PBIS program; and the presentation of Connecticut's new School Performance Index ratings at a PTO meeting. Ellington Middle School reported on mid-year examinations and the CAS Middle Level Student Leadership conference. Ellington High School reported on its eighth grade parent orientation; the "Little Kids Big Kids" Experiential Childcare Laboratory; and the pilot Smarter Balanced assessments.

The January report also contained updates on the work of Teachers College; a meeting of the Ellington School Library Media Specialists; the Ellington Learning Design Initiative; upcoming CMTs; Internet Safety Night; and other professional development activities; as well as many student and staff recognitions.

Building Projects Update

The Permanent Building committee met on Tuesday, February 19, 2013. Dean Petrucelli of Silver/Petrucelli + Associates presented the schematic design for Windermere School. The project scope is the same as designed by Moser Pilon Nelson. The estimated budget as completed by Silver/Petrucelli + Associates is under the approved budget. As the Permanent Building Committee received the report on the evening of the meeting they voted to approve the schematic design for Windermere School subject to a 15 day review and comment period.

On Tuesday, February 26, 2013 Mr. Cullinan, Mr. Maurice Blanchette and Mr. Gary Magnuson met with representatives of the United Methodist Church to review the proposed site plan for Crystal Lake School as it pertains to the church parking lot.

Mr. Cullinan reported that David Stein of Silver Petrucelli is developing a list of decisions that need to be made regarding Crystal Lake School and Windermere School. Once the list is received, meetings will be established with appropriate personnel. Areas for review will include finishes, casework, furniture, mechanical, electrical, technology and security. The next meeting of the Permanent Building Committee is scheduled for March 13, 2013.

Capital Improvements Budget Update

Mr. Cullinan reported that on January 28, 2013 the Board of Selectmen reviewed the recommendations of its Capital Improvement Committee and made a number of revisions. On February 12, 2013 the First Selectman and Mr. Stomberg presented the Board of Selectmen's recommended 2013-2014 Capital Improvement Budget to the Board of Finance. The Board of Finance will deliberate on this recommendation in April. To date, the Board of Education proposal for wireless infrastructure in our schools is included in the plan. Three additional items that the Board of Education had initially submitted are no longer under consideration.

Update on Preschool Magnet School Tuition

Mr. Cullinan reminded the Board that in September the hearing officer for the Connecticut State Department of Education ruled that districts should not be required to pay tuition for pre-school students enrolled in magnet schools. At that time Commissioner Pryor said that the state would pay that tuition for 2012-2013. On December 19, 2012, as part of its deficit reduction legislation the state re-imposed that obligation on local districts for the current year. CREC has since announced that they would not charge local districts for pre-school tuition at its magnet schools for the 2012-2013 year. A number of legislative proposals have been offered on this topic and the final decision for this and for future years is yet to be determined. On February 20,

2013, at a CREC Council meeting Mr. Cullinan informed Commissioner Pryor that this issue was a top priority for the Ellington Board of Education. Mr. Cullinan stated that if this is a high priority for the Board then each member of the Board should be communicating and advocating with his/her state legislators on this issue.

#### Submission of Proposed Board of Education 2013-2014 Budget

Mr. Cullinan informed the Board that the Board of Education's proposed 2013-2014 budget was submitted to the town by February 15 as required by charter. Copies of that submission were provided to each member of the Board. As was reported in the minutes of the Finance Committee the projected end of year balance was reported as \$0. Any funds available in the current budget at the end of the year have been designated to address any security needs that result from the audit of the schools conducted by the state police. Mr. Cullinan further stated that the Board of Education budget would be presented to the Board of Finance on March 26, 2013 at 7:30 p.m.

#### Process and Timeline for Director of Special Services Position

Mr. Cullinan stated that the administration needs to begin the process to search for the new Director of Special Services. A brochure announcing the start of the selection process was distributed. Mr. Cullinan requested that a member of the Board participate on the interview committee. Mr. Cullinan reviewed with the Board the intended timeline and process for filling this important position. Mr. Cullinan stated that a representative committee, including Board representation, would screen all applications and choose approximately six to twelve candidates for initial interviews. The finalist pool would be reduced to approximately three to six finalists for second interviews and reference checks. Some of these candidates would then spend a day in the district with tours of each school, follow up interviews and various meetings with key personnel. The committee would then rank order and recommend approximately three finalists for interview and selection by the Board of Education. Mr. Keune requested that this information be provided to the members of the Board not in attendance at the meeting. Mr. Roberson stated that he would like to be involved in the process but is only available evenings. Mr. Cullinan stated that the process is extensive and all of the work cannot be done in the evening. Mrs. Kiff-Judson stated that evening meetings are difficult to attend for some members of the Board. Mr. Roberson further stated that the Board of Education should be conducting the interviews of at least six finalists as they would for a superintendent search. He stated that a committee could screen the applications but that the Board of Education should do the interviews.

#### Proposed District Calendar for 2013-2014

Mr. Cullinan reviewed the proposed 2013-2014 District Calendar. The calendar adheres to the CREC Common Calendar Guidelines and is similar to the proposed calendar for the current year. The proposed calendar is listed as an action item.

#### Declaration of Hartford Choice Seats for 2013-2014

The annual request letter for declaration of new seats for Hartford Choice students for 2013-2014 was reviewed. Mr. Keune, Mr. Blanchette and Mr. Cullinan met with representatives of the Hartford Choice program on February 19, 2013. Commissioner Pryor and representatives of the Choice program were in attendance at the CREC Council meeting on February 20, 2013 that Mrs. Picard-Wambolt attended. Commissioner Pryor has requested that Ellington open forty (40) new seats for Hartford Choice students next year. The Connecticut State Department of Education is requesting nine-hundred (900) new open seats across the region. For transportation purposes Hartford is now divided into four zones with all new students coming from a particular zone to each school. The administration is recommending that the Ellington Board of Education offer eighteen (18) new seats next year. The recommendation of the administration is to open eight kindergarten seats, six grade one seats and four grade seven seats. This is listed as an action item.

#### DIRECTORS' REPORTS

There were no reports.

##### Business Report

There was no report.

##### Board Liaison Reports

Mrs. Picard-Wambolt reported on the February CREC Council meeting. Commissioner Pryor and Kathy Dempsey were invited to the meeting to discuss the status of the Sheff decision and the Open Choice program. Mr. Cullinan was also present for that portion of the meeting. It has been determined that a representative from Commissioner Pryor's office will be present at future CREC Council meetings to give continuing updates on these and other relevant topics. Patrice McCarthy from CABE updated the Council on current legislative activity. She stated the budget is clearly the biggest issue on everyone's minds including ECS funding, the elimination of the transportation grant and issues of funding new school security measures. She stated the school security sub-committee is moving ahead with recommendations to the whole task force yet does not want to burden districts with more unfunded mandates. They are considering allowing school construction funding to help pay for some of the necessary security upgrades. She further stated this may cover the basic minimum but the majority will be

left to the districts. Regarding the new teacher evaluation requirements, the State Board of Education is now considering next year a bridge year for implementation allowing some flexibility for districts.

Terry Schmitt updated the Council regarding the recent activities of the CREC Council Strategic Planning Committee. They have reaffirmed the CREC mission statement, have committed to revitalize the role of the Executive Board, increase council member active participation, evaluate the need to revise the current by-laws and will begin discussing the logistics regarding the transition of CREC's Senior Executives, as Dr. Bruce Douglas will be retiring in the near future. Jill Notar-Francesco updated the Council on the recent activities of the CREC Legislative Committee.

Mrs. Picard-Wambolt reminded the Board that CABA's Day on the Hill is scheduled for Wednesday, March 6, 2013. The Connecticut Council for Education Reform Best Practices Forum is scheduled for March 28, 2013 in New Haven. A workshop titled Common Core Standards: What Board of Education Members Need to Know is scheduled for Tuesday, April 2, 2013 at the Aqua Turf in Southington.

#### ACTION ITEMS

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

1<sup>st</sup>. T. Kiff-Judson

2<sup>nd</sup>. K. Picard-Wambolt

VOTE: Unanimous. The motion passed.

2. A motion was made that the Board of Education hold a second and final vote to approve policy #2135.7 – Job Description, Director of Facilities.

1<sup>st</sup>. K. Picard-Wambolt

2<sup>nd</sup>. A. McNamar

VOTE: Unanimous. The motion passed.

3. A motion was made that the Board hold a second and final vote to approve policy #2137.10 – Job Description, Supervisor of Language Arts, Social Studies and World Languages.

1<sup>st</sup>. K. Picard-Wambolt

2<sup>nd</sup>. A. McNamar

VOTE: Unanimous. The motion passed.

4. A motion was made that the Board hold a second and final vote to approve policy #2137.11 – Job Description, Supervisor of Science/Technology/Engineering and Mathematics.

1<sup>st</sup>. K. Picard-Wambolt

2<sup>nd</sup>. T. Kiff-Judson

VOTE: Unanimous. The motion passed.

5. A motion was made that the Board hold a first vote to approve bylaw #9325.4 – Consent Agenda.

1<sup>st</sup>. A. McNamar

2<sup>nd</sup>. A. Hayes

VOTE: Unanimous. The motion passed.

6. A motion was made that the Board hold a first vote to approve amended bylaw #9325.2 – Order of Business.

1<sup>st</sup>. J. Stoughton

2<sup>nd</sup>. K. Picard-Wambolt

VOTE: Unanimous. The motion passed.

7. A motion was made that the Board approve the criteria and process for the Ellington Friend of Education Award as recommended by the Policy Committee.

1<sup>st</sup>. T. Kiff-Judson

2<sup>nd</sup>. K. Picard-Wambolt

Mr. Roberson stated that the entire Board of Education needed to approve these awards and it should not be left to a committee. He stated that the decisions of the committee could be political. A friendly amendment was agreed to changing the process to have a committee of at least four members of the Board of Education with all members eligible to participate.

VOTE: Unanimous. The motion passed.

8. A motion was made that the Board approve the 2013-2014 district calendar as presented by the Superintendent.

1<sup>st</sup>. A. McNamar

2<sup>nd</sup>. K. Picard-Wambolt

VOTE: Unanimous. The motion passed.

9. A motion was made that the Board of Education offer eighteen (18) new seats for Hartford Choice enrollment for the 2013-2014 school year as presented by the Superintendent.

1<sup>st</sup>. A. McNamar

2<sup>nd</sup>. K. Picard-Wambolt

VOTE: Unanimous. The motion passed.

10. A motion was made that the Board of Education approve Lisa Parent's request for a leave of absence without pay for childbearing/rearing purposes effective on or about April 12, 2013 through the remainder of the 2012-13 school year.

1<sup>st</sup>. A. Hayes

2<sup>nd</sup>. T. Kiff-Judson

VOTE: Unanimous. The motion passed.

- 11a. A motion was made that the Board accept the resignation of Stephen Charette, grades 7-12 permanent substitute teacher, effective February 20, 2013.

1<sup>st</sup>. A. Hayes

2<sup>nd</sup>. T. Kiff-Judson

VOTE: Unanimous. The motion passed.

- 11b. A motion was made that the Board accept the resignation of Elizabeth Wicks, remedial reading teacher at Ellington Middle School, effective March 6, 2013.

1<sup>st</sup>. A. Hayes

2<sup>nd</sup>. T. Kiff-Judson

VOTE: Unanimous. The motion passed.

- 12a. A motion was made to accept, with regret and best wishes, the retirement request of Linda Grad, special education teacher at Center School, effective June 30, 2013.

1<sup>st</sup>. K. Picard-Wambolt

2<sup>nd</sup>. A. Hayes

VOTE: Unanimous. The motion passed.

- 12b. A motion was made to accept, with regret and best wishes, the retirement request of Florence Robert, first grade teacher at Crystal Lake School, effective June 30, 2013.

1<sup>st</sup>. K. Picard-Wambolt

2<sup>nd</sup>. J. Stoughton

Mr. McNamar stated that Mrs. Robert is his daughter's teacher and she loves her. Mrs. Hayes stated that she used to volunteer in her room every Friday which she really enjoyed. Mrs. Picard-Wambolt's daughter, who is in college, still talks about what an amazing teacher she is. Mr. Keune related a telephone call he received from Mrs. Robert on his son's first day in her class.

VOTE: Unanimous. The motion passed.

12c. A motion was made to accept, with regret and best wishes, the retirement request of Ellen Glazer, language arts consultant at Center School, effective June 30, 2013.

1<sup>st</sup>. K. Picard-Wambolt

2<sup>nd</sup>. A. Hayes

VOTE: Unanimous. The motion passed.

### OLD BUSINESS/NEW BUSINESS

Mr. Keune reported on the work of the Security Committee. An executive session meeting of the Board of Education inviting members of the Board of Finance and the Board of Selectmen to attend will be scheduled at a future date. Mr. Keune informed the Board of a survey CABA is conducting regarding the annual CABA/CAPSS Convention. Mr. Keune distributed a newspaper article about the high school Relay for Life program.

### CORRESPONDENCE

Mr. Cullinan noted that the following correspondence had been provided to each member of the Board:

- Hartford Choice Declaration Letter
- First Selectman's Cover Letter for School Resource Officer Request
- Communication from First Selectman Regarding No Smoking Ordinance
- Superintendent Letter to DEEP Regarding Natural Gas at Crystal Lake School
- Commissioner Pryor Letter Regarding Uniform Chart of Accounts
- Representative Davis letter Regarding Pre-School Tuition at Magnet Schools
- CREC Letter Regarding Pre-School Tuition at Magnet Schools
- Tolland Youth Garden Letter Commending High School Program
- Superintendent Letter to Senator LeBeau Regarding Large Capacity Ammunition Magazines
- Minutes of Board of Selectmen Meeting on Code of Ethics
- CSDE Letter Confirming Title I Focus School Funds for Center School

A motion was made at 9:05 p.m. to enter into executive session for the purpose of reviewing exempt documents related to contract negotiations and to invite the Superintendent of Schools to attend the executive session.

1<sup>st</sup>. T. Kiff-Judson

2<sup>nd</sup>. A. Hayes

VOTE: Unanimous. The motion passed.

The Board came out of Executive Session at 9:20 p.m.

A motion was made to ratify the contract between the Ellington Board of Education and Local 1303-242 of Council 4, AFSCME, AFL-CIO for the period of July 1, 2012 through June 30, 2018 as negotiated and presented.

1<sup>st</sup>. T. Kiff-Judson

2<sup>nd</sup>. A. Hayes

VOTE: Unanimous. The motion passed.

A motion was made at 9:21 p.m. to adjourn the meeting.

1<sup>st</sup>. J. Stoughton

2<sup>nd</sup>. A. McNamar

VOTE: Unanimous. The motion passed.

Respectfully submitted,

Ann Marie Hayes  
Secretary

AMH/scc