

**Committee of the Whole**

March 07, 2017 6:47 PM  
Derby Middle School Cafetorium  
73 Chatfield Street

**I. Call To Order**

**I.a. Opening Ceremonies**

**I.b. Roll Call**

Present:

Mr. Dan Foley  
Mrs. Christine Robinson  
Mr. George Kurtyka  
Mr. Andy Mancini  
Mr. Ken Marcucio  
Mrs. Laura Harris  
Dr. Matthew J. Conway, Jr.

Absent:

Mrs. Janine Netto is excused  
Mr. Jim Gildea will be a little late  
Mrs. O'Hara is absent

**I.c. Additions or deletions to agenda items**

**II. Public Participation**

No one from the public wished to speak

**III. Superintendent's Report**

Dr. Conway provided a presentation on the parent/staff surveys completed in December of 2016. The survey was shortened by the school climate/culture committee. In all schools, participation doubled with almost all responses being that they agreed or strongly agreed. This was a sizeable change from previous surveys. Mrs. Olson did note one issue with the multiple-choice question and Dr. Conway noted that it had already been revised.

Dr. Conway also reported on a recent administrative retreat, during which the administrators developed draft core values and theory of action components. He noted that we would continue the discussion at the May meeting and hope to engage a larger community to participate.

The Post University program was discussed with Mr. Pascale noting that four students are currently enrolled in an English class that they receive dual credit for. Additionally, discussions are underway with Housatonic to provide opportunities for manufacturing programs. Grants are currently being prepared that would offset the cost. Additionally, he reported that a recent connection with Housatonic ad resulted in fourteen students being accepted.

#### IV. Workgroup Breakout Sessions

##### IV.a. Academics/Human Capital

**Participants:** Dan Foley, Jim Gildea, Mario Ciccarini,

The committee began by identifying those in the business community who might be cultivated to form partnerships with the schools to enhance school-day curriculum or afterschool clubs or activities. The grid below:

<u>Name of program</u>	<u>Who could assist</u>
1. Wellness-programs	Griffin, Edge Fitness
2. Writing-variety of forms (creative, poetry, etc.)	Eugene Driscoll
3. Coding Club	Would be part of STEAM afterschool
4. Running Club	Jenny Ames (Current)
5. Drama Club-	Fran and Gary Scarpa teacher at Bradley has Interest in doing)

Any Club would require teachers that could hopefully be paid a stipend. Community volunteers would also be approached to assist/enhance. A concern is that time is short before the last bus, that would impact what could be achieved. Potential remedy would be a later bus for those attending Clubs. It was noted that 15 minutes could be added to the current bus without charge. A concern is the contracts of the teachers that provide for 30 minutes after school and could they lead a Club immediately after school, even with a stipend. Transportation home is one of the greatest issue to resolve. Age groups were also discussed and it was determined that Clubs could be developed for upper elementary, middle and high school, based on interest.

It was determined that we would select Wellness, Drama, Running Club and STEAM to develop and survey students regarding their interest. Based on the survey, staff would be invited to indicate their interest. Each Club would meet once per week.

Mrs. Condon will develop a simple survey that could be provided to students to assess interest. She also noted that grants have been submitted to fund a STEAM Club and reminded the committee that we have had a relationship with the Arts Council in the past. General discussion also included the opportunity for a drama club to perform for the community, receive tickets to Center Stage productions or even be a "lead-in" act before one of their performances.

##### IV.b. Operations

**Participants:** Mr. Marcucio, Dr. Conway, Mr. Mancini, Mr. Kurtyka, Mrs. Olson, Mrs. Caggiano

The committee noted that there are no current business partners, but developed a list of those that might enhance our curriculum and expand opportunities for students. These include: CDW; Griffin; Sikorsky; Bigelow; McDonald's; Lowes; Home Depot; BJ's; Shoprite; Auto Zone; CT Orthopedic Group; Edge/Fitness Planet; Comcast; Frontier; Community Colleges.

Engagement would include contacting the business, but having clear expectations, time commitments, timeframes for activities in place to discuss. The committee would like to connect by September 2017 with selected companies. It will also be important to know why the business will benefit from connecting with the schools.

The committee also felt a career fair with local business participation could assist the students.

#### **IV.c. Culture and Climate**

**Participants:** Mr. Pascale, Mrs. Harris, Mrs. Olson, Mrs. Sheriden, Mrs. Conway, Ms. Almonte, Mr. Saccu, Mr. Holmes

1. **Parent ambassadors**-Everyone agreed that a School Ambassador program is needed in our district and suggested putting a notice on our website and have the principal add the description in their newsletters to get potential volunteers. We need advance approval from the Superintendent. Also, if central office is the place for all registrations, it is possible to have a list of school ambassadors there to call in when needed for families with language barriers. All agreed we need an application for potential ambassadors, as well as an interview process, that should also be discussed with Dr. Conway. Mr. Saccu and Mrs. Harris volunteered to assist with interviews.

A lead ambassador could take care of all paperwork for all schools. Ms. Almonte, Mrs. Sheriden and Mr. Pascale each have people in mind that they could ask if interested in the position. It was also suggested that ESL teachers could reach out to some of the parents for their interest. Need to find ambassadors from a variety of cultures.

Questions: who would do the training for ambassadors and who would ambassadors report to after they have completed their paperwork and tour or school.

The committee also would prefer to offer training before the end of the school year. Suggestions as part of the training including mental health and first aid.

**Marketing Plan**-Mr. Pascale offered to approach a high school teacher, Ms. DiLullo to have her class take on the Derby Schools Marketing Plan as a project.

**Derby Alumni**-Mr. Pascale has passed the endeavor to Ms. Moffat to assume moving forward. He has had communication with Mr. Condon to assist in pulling in additional alumni, as well as the Valley Community Foundation members to gather information on where/how to begin. Ms. Moffat will be holding a meeting to strategize upcoming fundraisers. We still need to create a board and complete application for 503 C status.

**Little Raiders NAEYC accreditation**- Mrs. Conway explained the need to meet all criteria for the NAEYC accreditation visit that will occur between Sept. 2017 and March 2018. A piece of it includes parent and staff handbooks. It was suggested that a few members of the committee volunteer to review what has been developed and provide input. Mr. Saccu and Mrs. Sheriden volunteered to review and will participate in a conference call with Mrs. Condon to collate.

**V. Administrator's Monthly Reports - Information Only**

- V.a. Bradley School Monthly Report
- V.b. Irving School Monthly Report
- V.c. Derby Middle School Monthly Report
- V.d. Derby High School Monthly Report
- V.e. Early Childhood Program Director
- V.f. Special Education Report
- V.g. Athletic Director

**VI. Out of State Field Trip - Derby High School**

**Motion was made** by Mrs. Harris to approve an out-of-state field trip for the Derby High School cheerleaders to participate at Regionals in Rhode Island, as recommended by the Superintendent of Schools. Second by Mr. Mancini. All in favor. Motion carried.

**VII. NEW COURSES FOR THE 2017-2018 PROGRAM OF STUDIES**

**Motion was made** by Mrs. Harris to approve the new courses for the 2017-2018 program of studies, as recommended by the Superintendent of Schools. Second by Mr. Kurtyka. All in favor. Motion carried.

**VIII. Adjourn**

**Motion made** by Mrs. Harris to adjourn the meeting at 8:28 p.m. Second by Mr. Kurtyka. All in favor. Motion carried.

***Dina Gotowala***

Dina Gotowala  
Recording Secretary

Minutes are subject to approval at the next Board meeting.