



REGULAR BOARD OF EDUCATION MEETING

Monday, May 20, 2013 7:30 PM

BOARD OF EDUCATION REGULAR MEETING Town Council Chambers-
Town Hall, 2155 Main Street, Glastonbury, CT 06033
628 Hebron Avenue
Glastonbury, CT 06033

1. Call to Order
2. Pledge of Allegiance
3. Awards and Recognition
 - A. Director of Mathematics
 - B. Retirees Recognition
4. Student Representatives' Report
 - A. James Botelho-Class of 2014 / Alexandra Walsh-Class of 2014
5. Informal Session for Public Comment
6. Special Reports
7. Business Requiring Action
 - A. Acceptance of Donation of Photovoltaic Solar Panel System at Glastonbury Public School's Bus Yard
 - B. Approval of Perkins Vocation and Technical Education Grant
 - C. Approval of Board of Education Meeting Dates for January 2014-January 2015
8. Reports and Discussion
 - A. Communication Protocol Updates
 - B. Education Foundation
 - C. Magnet Schools
9. Approval of Minutes
 - A. Meeting of May 13, 2013
 - B. Special Meeting of May 14, 2013
10. Committee Reports
11. Chairperson's Report
12. Superintendent's Report
 - A. School Suspension Report, April, 2013
 - B. CREC Council Meeting Minutes, April 24, 2013
 - C. Connecticut Association of Schools Thank You to Naubuc School
 - D. Dates to Remember

13. Adjournment- Please Note: It is possible that the Board of Education May go into Executive Session

**GLASTONBURY BOARD OF EDUCATION
EXECUTIVE SUMMARY REPORT FORM**

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Title of Report: Photovoltaic System for Glastonbury Public School Bus Yard

Board Meeting Date: May 20, 2015

Action: X Report: Information: Discussion:

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Overview: A photovoltaic (PV) system is proposed for installation at Glastonbury Bus Yard, 311 Oakwood Drive. The system includes approximately 400 panels producing 118.3 KW of electricity for onsite use. The panels would be installed on a structure that would cover the buses in one row of the parking area. The size is determined by the amount of onsite electrical use. The installer is Solar City, a solar power developer with offices in Rocky Hill CT. Solar City is constructing a similar type system for the Town of Westport. Solar City will own the system and provide maintenance on the system for the 20 year life of the project. During this time, Solar City will sell electricity produced by the system for \$0.06/kWh. This compares favorably to the current rate of \$0.16/kWh through the utility. Based on current use, annual savings are estimated at approximately \$17,000. There is no cost to the District for this installation.

The system is expected to take 6-8 weeks to install. The current start date is undetermined but would be coordinated with Bus Yard activities.

The project has been reviewed with administrators and facilities personnel with respect to location, installation and operations and has been received favorably.

This would be the first ‘carport’ style system installed in the district.

Submitted By: Dave Sacchitella

Reviewed By: Alan Bookman

**GLASTONBURY BOARD OF EDUCATION
EXECUTIVE SUMMARY REPORT FORM**

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Title of Report: Carl D. Perkins Career and Technical Education Act of 2006 (P.L. 109-270)

Board Meeting Date: May 20, 2013

Action: X

Report:

Information:

Discussion:

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The purpose of the Carl D. Perkins Career and Technical Education Act of 2006 (P.L. 109-270) is to develop the academic, career, and technical skills of secondary and postsecondary students who enroll in career and technical education programs.

District *Five-Year Perkins Plans* were approved by the Connecticut State Department of Education in 2007-08 (Year I); these *Plans* remain in effect until 2013. School districts submit *Continuous Improvement Plans* each year to set goals for continued growth. Areas of program review include: literacy development, curriculum development, post-secondary connections, work and community based learning opportunities, student organizations, and nontraditional gender participation in 16 career clusters.

Glastonbury offers courses in agricultural science, allied health, audio-visual technology, automotive technology, business management, early childhood development, engineering, and hospitality career clusters. Perkins funds are used to support instruction in these areas. This year, funds were used for field trips to support community-based learning opportunities, career exploration and transition tutoring, curriculum development, professional development, Health Career Collaborative participation, and publications to support student awareness of career opportunities.

Funding requests for the 2013-2014 school year include the continuation of the transitional tutoring. Funds will also be used to support student activities and career-based clubs, field trips for students, professional development opportunities and materials for teachers, and curriculum development.

\$41,993.00 is the proposed budget for the 2013– 2014 school year.

Submitted By: Jill Carey

Reviewed By: Alan Bookman

SCHOOL YEAR AT A GLANCE

2013



2014

SCHOOL BEGINS: AUG 28 Grs. 7-12
SCHOOL BEGINS: AUG 29 Grs. K-6

***SCHOOL ENDS: JUNE 9**

M	T	W	TH	F
AUGUST 2013				
			Gr. 7-12 3 days	
			Gr. K-6 2 days	
		1	2	
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

M	T	W	TH	F
SEPTEMBER 2013 19 DAYS				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

M	T	W	TH	F
OCTOBER 2013 22 DAYS				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

M	T	W	TH	F
NOVEMBER 2013 18 DAYS				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

M	T	W	TH	F
DECEMBER 2013 15 DAYS				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

M	T	W	TH	F
JANUARY 2014				
		Gr. 7-12 20 DAYS		
		Gr. K-6 21 DAYS		
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

AUG 26	Teacher Work Day-Convocation
AUG 27	Teacher Professional Development
◇ AUG 28	FIRST DAY OF SCHOOL, GRADES 7-12 Teacher Work Day, Grades K-6
◡ Aug 29	FIRST DAY OF SCHOOL, GRADES K-6 FULL DAY
SEP 2	Labor Day
SEP 5	Rosh Hashanah
OCT 14	Columbus Day
NOV 5	Election Day - No School for Students
NOV 27	Early Dismissal
NOV 28-29	Thanksgiving Recess
DEC 23- JAN 1	Holiday Recess (Includes New Year's Day)
JAN 20	Martin Luther King Day
JAN 16-22	Grades 7-12: Mid-Term Exams (Early Dismissal Grades 9-12 only)
△ JAN 23	Gr. 7-12 No School for Students Teacher Work Day, Grades 7-12
FEB 17-18	Winter Recess (Includes Presidents' Day)
APR 14-18	Spring Recess (Includes Good Friday)
MAY 26	Memorial Day
Last 4 Days	Final Exams, Grades 7-12 (Early Dismissal Grades 7-12)
Last Day	Projected Last Day – June 9 Early Dismissal Grades K-12
	Projected Teacher Work Day – June 10 Teacher Work Day will be the first work day following the last day for students.

SCHOOL CLOSED

M	T	W	TH	F
18 DAYS FEBRUARY 2014				
	3	4	5	6
	10	11	12	13
	17	18	19	20
	24	25	26	27

M	T	W	TH	F
21 DAYS MARCH 2014				
	3	4	5	6
	10	11	12	13
	17	18	19	20
	24	25	26	27
	31			

M	T	W	TH	F
17 DAYS APRIL 2014				
		1	2	3
	7	8	9	10
	14	15	16	17
	21	22	23	24
	28	29	30	

M	T	W	TH	F
21 DAYS MAY 2014				
			1	2
	5	6	7	8
	12	13	14	15
	19	20	21	22
	26	27	28	29
			30	

M	T	W	TH	F
6 DAYS JUNE 2014				
	2	3	4	5
	9	10	11	12
	16	17	18	19
	23	24	25	26
	30			

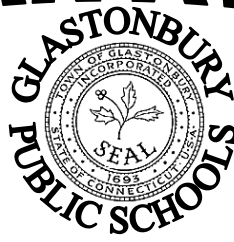
***SCHOOL ENDS JUNE 9**

*If weather or other emergencies require the closing of school, the lost days will be made up by extending the school year in June up to 9 days. If additional days are needed, they will be taken from the Spring Recess, beginning April 14.

Approved: Approved 12.12.2011
REVISED: 01.30.2012

SCHOOL YEAR AT A GLANCE

2014



2015

SCHOOL BEGINS: AUG 27 Grs. 7-12
SCHOOL BEGINS: AUG 28 Grs. K-6

M	T	W	TH	F
AUGUST 2014				
				Gr. 7-12 3 days
				Gr. K-6 2 days
			1	
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

SEPTEMBER 2014					20 DAYS
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30				

OCTOBER 2014					22 DAYS
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	

NOVEMBER 2014					17 DAYS
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	

DECEMBER 2014					17 DAYS
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			

JANUARY 2015					Gr 7-12 18 DAYS	Gr. K-6 19 DAYS
			1	2		
5	6	7	8	9		
12	13	14	15	16		
19	20	21	△	23		
26	27	28	29	30		

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SCHOOL CLOSED

Projected Last Day – June 9, 2015

M	T	W	TH	F
18 DAYS				
FEBRUARY 2015				
	2	3	4	5
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

22 DAYS					MARCH 2015
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

16 DAYS					APRIL 2015
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30		

20 DAYS					MAY 2015
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

DAYS 7					JUNE 2015
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30				

***SCHOOL ENDS JUNE 9**
*If weather or other emergencies require the closing of school, the lost days will be made up by extending the school year in June up to 8 days.
If additional days are needed, they will be taken from the Spring Recess, beginning April 13.

Glastonbury Public Schools
DRAFT CALENDAR OF BOARD OF EDUCATION MEETINGS
JANUARY 2014 THROUGH JANUARY 2015

<u>DAY/DATE</u>	<u>PLACE</u>
Thursday, January 9, 2014	Town Council Chambers
Monday, January 27, 2014	Town Council Chambers
Monday, February 10, 2014	Town Council Chambers
Monday, February 24, 2014	Town Council Chambers
Monday, March 10, 2014	Town Council Chambers
Monday, March 24, 2014	Town Council Chambers
Monday, April 7, 2014	Town Council Chambers
Monday, April 21, 2014	Town Council Chambers
Monday, May 12, 2014	Town Council Chambers
Monday, May 19, 2014	Town Council Chambers
Monday, June 9, 2014	Town Council Chambers
Monday, June 23, 2014	Town Council Chambers
Monday, July 14, 2014	Town Council Chambers
Monday, August 11, 2014	Town Council Chambers
Monday, September 8, 2014	Town Council Chambers
Monday, September 22, 2014	Town Council Chambers
Monday, October 20, 2014	Town Council Chambers
Monday, October 27, 2014	Town Council Chambers
Monday, November 10, 2014	Town Council Chambers
Monday, November 24, 2014	Town Council Chambers
Monday, December 8, 2014	Town Council Chambers
Monday, January 12, 2015	Town Council Chambers
Monday, January 26, 2015	Town Council Chambers

PLEASE NOTE:

Regular meetings of the Board of Education shall normally be held on the second and fourth Monday of each month except in instances when the second or fourth Monday is impacted by a school break or holiday. Meetings begin at 7:30 p.m. unless otherwise noted.

Approved:

**GLASTONBURY BOARD OF EDUCATION
EXECUTIVE SUMMARY REPORT FORM**

=====
Title of Report: Communications Protocol Update

Board Meeting Date: May 20, 2013

Action: **Report: X** **Information:** **Discussion:**

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During the 2009-2010 school year, a stakeholder’s group consisting of representatives from school administration, office staff, PTO members, and district support staff met regularly to evaluate and improve our district’s school-to-home communications in terms of consistency, efficiency, effectiveness, quality, environmental friendliness, and cost. The group developed a set of protocols and best practices to guide our districts school-to-home communications known as the “School-to-Home Communication Protocol and Procedures.”

The language of this document was recently updated to clarify procedures for staff where needed and to reflect to minor changes in language and practice. For example, the updated document removes references to AlertNow, our former parent notification system, clarifies the use of the parent notification system, and includes references to the PowerSchool Parent Portal which was introduced after the original document was approved. The updated document is attached and will be posted on our website on the Board of Education “Reports” page.

Earlier this year, we met with elementary school principals to review the document and discuss suggestions for improving elementary school newsletters. We followed up with meetings with the secretary at each elementary school responsible for compiling the newsletter and with the PTO Communications Coordinators in order to review best practices and make individual suggestions for the improvement of school newsletters and of school-to-home communications in general.

Submitted By: Matthew H. Dunbar

Reviewed By: Alan B. Bookman



Glastonbury Public Schools



School-to-Home Communication Protocol and Procedures

May 2010
Revised May 2013

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Introduction

From 2002 to 2011, the Board of Education and the Superintendent identified communication as one of three target goal areas in the Glastonbury Strategic Plan. The Board committed to improve communication and demonstrated this in several ways. New resources such as the Glastonbury Public Schools web portal and a parent notification system are now available to administrators and school staff to enhance communications. The PowerSchool grading and attendance portal is accessible to students in grades 6-12 and their parents. A quarterly newsletter from the Superintendent's office is mailed to the entire Glastonbury community, monthly Board of Education articles are published in the *Glastonbury Citizen* newspaper, and an internal newsletter is now distributed to faculty and staff.

In 2009, the Board of Education requested that the Superintendent evaluate and improve school-to-home communications in the following areas: consistency, efficiency, effectiveness, quality, environmental friendliness and cost. The web portal and parent notification system allow schools to distribute communications in ways that are an improvement from prior practice in many of these areas. However, inconsistencies in distribution and adherence to board policies had become more apparent.

A stakeholders' group consisting of representatives from school administration, office staff, PTO, and district support staff were charged with the task of providing input and feedback and developing recommendations for school-to-home communications. The committee met throughout the 2009-2010 school year to examine current practice and policies, develop and analyze surveys of the school and the community, and make final recommendations. The end product is this set of protocols and best practices that guide school-to-home communications for school administration and parent organizations.

This document describes procedures and protocols for Glastonbury Public Schools with regard to school-to-home communications. The first section describes the communication methods available to the district/school and PTO. The second section shares expectations for PTO/school collaboration on communication. The final section details training requirements. The appendix includes a statement of what parents can expect with regards to communications, copies of district-wide forms, and a list of newsletter writing tips. Sample newsletter templates are also available to schools at their request.

School-to-Home Communication Methods

NEWSLETTERS

School Newsletters

Each school in Glastonbury distributes a school newsletter to its parent/guardian community on a regular basis in order to provide the community with information about the school. The following section includes information regarding newsletter timing, templates, content, methods of distribution, and development of a clearing house.

Timing of Newsletter Distribution: Timing of distribution should be consistent across the district. Kindergarten through Grade 8 should send home newsletters the first week of the month. The high school will use a bimonthly schedule.

Templates for Newsletters: Each school can use its own unique template. Sample templates will be made available for schools that are interested.

Content of Newsletters:

Each newsletter must include:

- the name of the school
- contact information (principal, assistant or instructional specialist, phone and fax number, email and web site)
- upcoming district dates and announcements (district communication specialist will distribute)
- upcoming school events/dates and announcements
- nondiscrimination statement
- Board of Education members and contact information

Other recommended content areas in the newsletter include:

- Nurse Section
- PTO/Parent Group
- Team/Core/Grade level News
- Specialists News
- Message from the principal
- Student work and student achievement highlights (*Student names and photos may be included if proper permission is obtained*)

Method of Newsletter Distribution:

- **Parent Notification System**- All newsletters will be sent home via email notices. The email subject line should read “*Name of School Newsletter*” to distinguish it from other correspondence. Newsletter images should be compressed to ensure the newsletter meets file size guidelines. All newsletters should be converted to a PDF file before distribution.
- **Hard Copies** - A list of families that don’t have email contacts must be maintained by the school office. Those families will receive hard copies of the newsletter.

Clearing House Information for Newsletters: The district communications coordinator will serve as a clearing house for district-wide information and will distribute district dates and announcements.

Class/Grade Level News

Individual classes or grade levels sometimes wish to publish news outside of the school’s newsletter. The district encourages teachers to use their web page to post information, updates and news. Posting of student work, names, or identifiable pictures on the web portal must comply with BOE policies (see appendix). Teachers may send home student work, class information and updates via email. All email correspondence must comply with BOE policies (see appendix).

WEB PORTAL

School Administrators and PTO/Parent Groups use the web portal to post information about activities and events. Postings on the web portal may include, but are not limited to the following types of information

- Contact information
- Calendar of events
- Announcements
- Events and fundraisers
- Schedules
- Handbooks
- Links to sites of interest
- Lunch Menu

All important events and timely notices will be posted on both district and school home pages as appropriate. All postings and links on the school or district web portal must be approved by an administrator.

PARENT NOTIFICATION SYSTEM

The parent notification system is a communication tool which allows school and district administrators to send a telephone, email, or text message to parents. Messages include important information such as school events and/or emergency information. Typical notices include school and district newsletters, PTO/Parent Group/Glastonbury Education Foundation events and fundraisers, and school closings, early dismissals or delayed openings. Text messaging is not currently enabled.

In addition to information about school group activities, the district also sends information about activities that are co-sponsored by both a school group and a Town of Glastonbury group such as Parks and Recreation or Youth and Family Services. Many other local organizations provide valuable activities for our students (e.g., Cub Scouts, Girl Scouts, youth sports, Lutz Museum). However, federal laws restrict our communications of non-school/curricular related activities and we are unable to send emails to parents on behalf of these organizations. Instead, we maintain a "Community" page on our web portal which contains links to these organization's websites for families to visit and learn more.

All parent notification system messages must be approved by the school/district administrator. Notice subject lines will clearly delineate emergency messages. Attachments will be sent in PDF form whenever possible. Student names and photos may be sent if proper permission is obtained.

The following information should be included at the bottom of each email message. We are working with our system to include this as part of the default template:

This transmission is intended for members of the Glastonbury Public Schools community. Do not distribute or publicly post any information included or attached here, as it may contain student information.

Principals and the Superintendent should be sure to always include their name and title at the beginning of phone messages and at the bottom of email messages.

FLYERS AND NOTICES

Schools and PTOs have traditionally used flyers to get information out to the parent/guardian community about upcoming events. The web portal and parent notification system now provide a means to directly post notices electronically. Used in conjunction with electronically-distributed school newsletters, these communication vehicles have dramatically reduced the need to design, copy, and distribute paper flyers for every event.

Method of Flyer/Notice Distribution: Principals should work closely with the PTO/Parent Group to ensure that distribution methods are effective.

- **School Newsletters** – Each school's newsletter should be the primary communication vehicle for monthly dates, announcements and school news.
- **Parent Notification System**– Use email notification for reminders of upcoming events, fundraisers, order forms etc., instead of hard copy distribution, whenever possible.

- **Hard Copies** - A list of families that don't have email contacts must be maintained by the school office. Those families will receive hard copies of all flyers and correspondence.
- **Web Portal** – Event flyers and notices should be posted on the website. The PTO/Parent Group will be responsible for following district/school procedures to post PTO/Parent Group related flyers.

Please note that all flyers sent home via the parent notification system should be converted to PDF format whenever possible.

Timing of Flyer/Notice Distribution: Schools can work with their PTO/Parent Group to establish a system in which correspondence is sent home in a bundle. Be mindful of the frequency of emails sent home. Bundle messages to avoid over-emailing parents/guardians.

OPEN HOUSES AND ORIENTATIONS

Orientation programs are offered for parents and guardians of students entering new school buildings each year. Parents and guardians of new kindergarten students attend orientation programs at their “home” elementary school in spring, prior to the start of school in the fall. The event provides an opportunity to meet staff, learn about kindergarten programs, and meet other families.

Parents and guardians of students entering Gideon Welles (incoming 6th graders), Smith Middle School (incoming 7th graders), and Glastonbury High School (incoming 9th graders) attend evening orientation programs offered at these schools during the winter and spring months. These events provide an opportunity learn about the school program and the curriculum, become familiar with the course offerings and scheduling process, and to tour the building and meet some district staff.

Parents and guardians of students registering mid-school year meet individually with school staff to tour and become familiar with the school.

The day before school begins, each elementary school hosts a “Meet and Greet” session for new and returning students and their families to visit the school and meet their teachers. Gideon Welles, Smith Middle and Glastonbury High School also schedule visitation days in the late summer for students to visit the school and follow their schedules.

During the first month of the school year, each of our district’s nine schools offers an Open House evening for parents and guardians. During these programs, which are intended for adults only, parents and guardians learn more about the school program and meet their children’s teachers to learn about specific class curriculum and expectations for the year.

REPORT CARDS, PROGRESS NOTES and CONFERENCES

Elementary Schools: Students in grades 1-5 receive progress reports three times a year, in December, March and on the last day of school. Kindergarten students receive progress reports twice each year, in February and on the last day of school. Special Area reports for Art, Music,

Physical Education, and Spanish are distributed twice each year, in January and on the last day of school. All progress reports are sent home with students in their backpacks. Parent-Teacher Conferences, scheduled during the months of October/November and March, provide parents an opportunity to learn about the children's individual progress.

Gideon Welles, Smith Middle School, and Glastonbury High School: Report cards are issued four times a year at the end of each marking period, in November, January, April and June. The Parent PowerSchool Portal serves as an on-going online progress report for students, parents, and guardians. The Principal will remind parents when it is mid-quarter, a good time to check in on student progress. Conferences with individual class teachers or with guidance counselors can be scheduled as needed.

Distribution Dates: Specific dates for report card and progress note distribution and elementary conferences will be posted on the each school's website as well as under the "Parents" website on the district web portal.

EXTERNAL MEDIA

Glastonbury Public Schools is committed to communicating effectively with students, parents, staff, and community members. We take great pride in sharing our students' successes including projects, awards, and other school-based activities with the greater Glastonbury community.

The school system regularly utilizes public (external) media to inform community members of school activities and to share accomplishments. Media outlets most often contacted include local and regional publications such as *The Glastonbury Citizen*, *The Glastonbury Reminder*, *Glastonbury Life*, and *The Hartford Courant*. District news and events are also occasionally featured on local television news stations. The Glastonbury web portal is part of the Internet (the "World Wide Web") and therefore, is considered a "public" media outlet as well. Lastly, Glastonbury Board of Education meetings are aired on Cox Cable Channel 16 and the videos from the meetings are posted on the Town of Glastonbury website.

PARENTAL AUTHORIZATION

Parental authorization will be secured before sharing any student's name, work, video image, or audio tape outside of school. Two types of permission slips will be used, one for "external" publications and one for "internal" communications.

External Publications: Before students are featured in the public media (including the district's web portal), parents and guardians will be contacted for authorization. The permission slip, "Media Release – External Publications," will be completed and will *specifically identify each instance* in which the student will be featured.

Internal Publications: Throughout the year, our district shares students’ successes with the school community through internal school publications such as school and class newsletters, literary magazines, etc. This information may be shared via emails or flyers sent to parents and guardians or through presentations at school events. The audience for these school communications is limited to school staff, Board of Education members, and families within the Glastonbury Public School community. At the beginning of each school year, parents and guardians will be asked to complete a single inclusive permission slip, “Media Release – Internal Communications,” to cover use of their child’s name, photo, school work, video image, or audio tape in any internal (within the school community) communications used throughout the school year. Parental authorization for internal publications will be entered into each student’s file in the district’s PowerSchool database.

PTO/School Collaboration on Communications

Each school principal and PTO/Parent Group must work together to establish a collaborative arrangement for distribution of PTO/Parent Group news as well as posting of PTO/Parent Group related documents on the web portal. Each PTO/Parent Group should appoint a Communications Coordinator; an individual to serve as the liaison between the principal and the PTO/Parent Group on matters of communication related to the web portal, PTO/Parent Group submissions to school newsletters, and parent notification system emails. PTOs and Parent Groups should consider making this position a multi-year position as it requires specialized training. This training is a requirement of the position.

Principal’s Responsibilities:

- Work with office staff to publish school newsletter incorporating PTO information
- Ensure that parent notification system contact information is updated and timely
- Approve all PTO/Parent Group news, announcements and forms posted on the Web Portal and sent through the parent notification system
- Use the parent notification system to send out approved PTO news, flyers, and forms.
- Arrange for necessary training

PTO/Parent Group Communication Coordinator(s) Responsibilities:

- Attend required district sponsored training
- Oversee communications for the PTO/Parent Group distributed via the school newsletter, the web portal, and the parent notification system
- Work with the school principal to establish submission deadlines and approval process for all PTO/Parent Group communications and communicate these to the entire PTO
- Maintain the school’s PTO/Parent Group website
- Work with school principal and office staff to ensure PTO/Parent Group events and announcements are included on the school’s website home page as appropriate

Training and Support

The district will provide training and support to administrators, the office staff, and the PTO/Parent Group communications coordinator(s). Please refer to the table below for training topics. The district's Communications Coordinator is also available for individual support as the need arises.

Training Topic	Attendees
<p>Newsletters</p> <ul style="list-style-type: none"> 2010 Word 2010 Publisher Working with templates Working with tables Working with images Formatting Converting to pdf format Newsletter writing tips 	<p>Administrators Office Staff</p>
<p>Web Portal</p> <ul style="list-style-type: none"> Calendars Announcements School Procedures Attaching documents Uploading and linking documents 	<p>Administrators Office Staff PTO/Parent Group Communication Coordinator(s)</p>
<p>Parent Notification System</p> <ul style="list-style-type: none"> General training Bundling messages Converting documents to pdf format Attaching documents Using subject lines 	<p>Administrators Office staff as appropriate</p>

Appendix

School-to-Home Communication

What a Parent/Guardian Can Expect

Regular communication with parents and guardians is one of the keys to student success at Glastonbury Public Schools (GPS). Resources such as our Web Portal and Parent Notification System enhance our ability to communicate in an effective and timely manner. We strive as a school system to provide quality communications that are consistent, efficient, effective, and both environmentally and budget friendly. Below is an outline of the many communication methods that our school system employs, communications you can expect to receive throughout the school year, and where you can turn for information.

District Information

- [School Report](#), a newsletter prepared by the Superintendent and Board of Education, is mailed to all Glastonbury residents quarterly.
- The [GPS home page](#) of the web portal contains district announcements, calendar items, and other resources. School closings and delays are also posted on the home page. From this home page you can access websites for each school, department, the Board of Education, a parents' site, and even an "[Ask the Superintendent](#)" modified blog. All Board of Education meetings, agenda, minutes, and policies are posted on their site.
- The [Parent Notification System](#) is used to send home both emergency (phone and email) and routine (email only) district-wide information.
- Letters are mailed to parents/guardians and hard copy flyers are distributed occasionally as needed.
- Board of Education meetings are televised on Cox Cable Channel 16. The Town of Glastonbury posts videos of the meetings that can be accessed from the Town's website: [Public Broadcast Video on Demand](#).
- Local and regional media (*The Glastonbury Citizen*, *Glastonbury Reminder*, *Glastonbury Life*, *Hartford Courant*, and sometimes the local news) cover school system stories of interest.

School Information

- Parent Open House evenings are scheduled at the beginning of each school year at each school.
- School orientations for parents of students entering kindergarten and the secondary schools are scheduled in the late winter/spring each year.
- School handbooks are posted on each school's website and the link is sent to parents and guardians annually.
- School newsletters for the elementary schools, Gideon Welles, and Smith Middle School are emailed as attachments during the first week of each month. Glastonbury High School emails their newsletter as an attachment every other month. Those without email access can request hard copies be sent home. Newsletters include information on events, meetings, instruction, volunteer opportunities, as well as grade level, team, specials, health office, sports, and PTO/Parent Group news.
- [School websites](#) include school contact information, addresses, phone numbers, etc., calendars of events, announcements, school procedures, schedules, school handbooks, school profiles, and access to websites for the library, PTOs and parent groups, and for each teacher.
- The [Parent Notification System](#) is used to send home both emergency (phone and email) and routine (email only) school information. PTOs and parent groups will be working closely with principals to communicate electronically as often as possible. Those without email access can request that hard copies be sent home.

- Letters are mailed to parents/guardians and paper flyers are distributed occasionally as needed.
- School principals and school offices call parents directly when needed.

Classroom Information

- Each teacher has a website which can be found by clicking on the “Staff Directory” of the school’s website. Teachers post updated class news, events, homework assignments, and resources on their websites.
- Secondary school students (Gideon Welles, Smith and GHS) and parents can access grades and attendance information through the [PowerSchool Portal](#) on the Internet. Usernames and passwords are mailed to each family.
- Teachers occasionally send class information and updates via email and hard copy flyers.
- Elementary teacher conferences are scheduled twice per year. Secondary school teacher and counselor conferences are scheduled by request.
- [Report cards and progress notes](#) are distributed throughout the year. Distribution dates can be found on the web portal under the “Parents” button at the top of each school page.
- Teachers send individual notes, emails, and call parents directly when needed.

Parents and Guardians--What you can do to stay informed:

- ✓ **Make sure you are registered with our Parent Notification System. The registrations form is sent home annually and is available on the web portal. Identify which email addresses/phone numbers to use for only emergencies and which to use for routine information such as event information and newsletters.**
- ✓ **If you do not have access to email, request that all newsletters and notices be sent to you in hard copy form by completing “Request for Hard Copies” form and returning a copy to each child’s school.**
- ✓ **Email attachments are sent in “pdf” format whenever possible. If needed, download Adobe Reader, a free and universally accessible software program, from the Internet to read “pdf” files on your computer.**
- ✓ **Familiarize yourself with the district, the school, and teacher websites. “Bookmark” them for easy access and visit them regularly.**
- ✓ **If your student attends Gideon Welles, Smith Middle School or Glastonbury High School, set up your account on the PowerSchool Portal to view grades and attendance information.**
- ✓ **Read your school newsletters and the district newsletters.**
- ✓ **Attend open houses, school orientations, and parent conferences.**
- ✓ **Attend PTO/Parent Group meetings.**
- ✓ **Follow Board of Education activities. Attendance at board meetings is welcome and encouraged. Board agenda and minutes are posted on the web portal, meetings are aired on Cox Cable Channel 16, and there is an opportunity for “public comment” at each meeting.**
- ✓ **Never hesitate to contact your child’s teacher or our school office with questions and concerns.**



Request for Hard Copies of School-to-Home Communications

**Complete this form only if you DO NOT have an email address
or access to the internet.**

Our Parent Notification System and the Web Portal are resources used by the district to improve the quality and efficiency of communications. Correspondence from the school and PTO will often be sent home as email attachments and much information is also posted on the school's web site. This includes newsletters, events and activity notices and reminders, and other general school information.

If you **DO NOT** have access to the internet or an email address and require hard copies, please fill in the form below so that we can continue to provide you with communications from the school.

If you do have electronic access, there is no need to return this form. Distributing hard copy communications requires staff time and resources. Therefore, this service is reserved only for those without access.

_____ **I do not have access to the internet or an email address.** Please send home hard copies of school notices, newsletters and flyers.

Student's Name: _____

School: _____

Grade: _____

Homeroom Teacher: _____

Date: _____

Parent/Guardian Signature: _____



Media Release – External Publications

Glastonbury Public Schools (GPS) is committed to communicating effectively with students, parents, staff, and community members. We take great pride in sharing our students' successes including projects, awards, and other school-based activities with the greater Glastonbury community. We are seeking your permission to publish information in a public forum as described below:

Description—To be completed by GPS staff member:

Student Name: _____

School: _____

Staff Member Requesting Publication: _____

Description of publicized information: (e.g. specify the student name, student work, student photo):

Publication Type(s), please check all that apply and specify the names and dates of the publication(s), if known:

Newspaper _____

District Newsletter (mailed to town residents and posted on GPS website) _____

GPS Website (on the Internet) _____

External Website (non-GPS) _____

Videotape _____

Other _____

Please note the Board of Education policy for school district websites:

- **For students in grades pre-K through 5:** Identifiable media shall not be posted. Use of student names is restricted to first name and last initial only and requires permission from the student's parent/guardian.
- **For students in grades 6 through 12:** Posting of identifiable media and/or student first and last names requires permission from student and parent/guardian (or student only if 18 years of age or older).

Permission—To be completed by parent/guardian (and/or student if applicable):

I grant permission for the public release of information related to the student listed above in the specific instance(s) listed above.

Student Signature (if grade 6-12): _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

OR

Permission—To be completed by GPS staff member:

Parent/Guardian/Student permission obtained via email correspondence. Date: _____

Parent/Guardian/Student permission obtained via verbal authorization. Date: _____

GPS Staff Signature: _____



Media Release – Internal Communications

Glastonbury Public Schools (GPS) is committed to communicating effectively with students, parents, and staff. Throughout the year, we share our students' successes including projects, awards, and other school-based activities with our school community through internal school publications (such as school and class newsletters, literary magazines, etc.), through emails sent to parents and guardians, and through presentations at school events. The audience for these school communications is limited to school staff, Board of Education members, and families within the Glastonbury Public Schools community.

Please indicate below whether or not you give permission for us to include your child's name, photo, school work, video or audio image in our internal (school community only) communications. This form will be completed annually and kept on file for each Glastonbury Public School student.

Student Name: _____

Student Homeroom Teacher: _____

School: _____

I **do** give permission for my child's name, photo, school work, video image, or audio tape to be used in internal (school community only) publications.

I **do not** give permission for my child's name, photo, school work, video image, or audio tape to be used in internal (school community only) publications.

Parent/Guardian Signature: _____ Date: _____

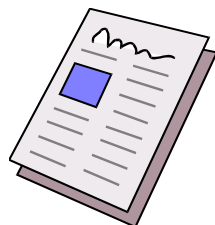
School Newsletter Writing Tips



Provide a great return on your parents'/guardians' investment of time by preparing newsletters that are informative, concise, timely, and easy to read. Here are some tips to give parents what they are looking for—see if there are a few easy changes you could make to improve your newsletter. Share these tips with everyone that contributes to your newsletter.

- The calendar was identified by parents across our district as the most useful part of the newsletter. All calendar items should be located in one prominent place. Consider a sidebar on the front page or a second page that includes all calendar items. If items are located together, parents can easily mark their calendars or print the page and post on the refrigerator.
- Newsletters should have a table of contents.
- Use headings with short blurbs, bullets, and lists and *avoid* long narrative paragraphs. Use short sentences and short paragraphs – compact copy in the active voice.
- Message from the Principal should be brief and concise and focus on *unique* items, such as a quality of the school, a new initiative, an outstanding performance, etc. In this section, avoid blurbs about regularly occurring events or recaps about past events – leave that information for the rest of the newsletter.
- The most prominent article with broad appeal should be on the front. Consider putting the Message from the Principal on another page if it's not the most prominent article. More important articles can have bigger headlines to help readers prioritize.
- Throughout the newsletter, focus on upcoming events (“news they can use”) and not re-caps of past events.
- Do not repeat information (i.e. event information repeated in PTO section)
- Use descriptive headlines or sub-headings. Try using a verb in the heading.
 - Instead of “Message from the Principal”, maybe, “Student CMT Scores Improve”
 - Instead of “News from the Nurse” try “How to Survive the Flu”
- Lead sentences in an article should contain the most important information to the reader.
- Avoid clichés such as “a good time was had by all” or “it goes without saying.”

- Engage your audience. Consider inviting parents to provide feedback through a regular “Question of the Month” or “Your Thoughts” feature that invites thoughts and consideration on carefully selected topics, e.g. suggestions to improve an event, reactions to a recent change in procedure, impressions on an issue the school is experiencing.
- Use at least one graphic per page – photo, artwork, chart, pull quote, or even a colored or shaded box around an article. Studies show people are more likely to read articles with a graphic—eyes are drawn to them and they provide breaks from solid text blocks. Photos make articles memorable. BUT, don’t overdo the graphics either.
- Incorporate white space. Don’t overfill the page with text, designs and artwork. Whitespace makes pages readable.
- Watch your fonts! Use one type style and size for main text of articles. Use one or two styles of fonts for headlines and subheads. This can be extra work when compiling articles from various sources, but if you take the time to standardize your fonts, it will help the reader.
- Stay away from colored inks for text – articles look best in black or dark blue.
- Print newsletters on easy to read paper – white, beige, off-white.
- When articles are too long, first cut words before changing font size.
- You can vary the column design of your pages for visual interest. But again, don’t go too wild!
- Always proofread your newsletter and ask others to do so as well. Edit for accuracy, spelling and grammar, but also focus on clarity, conciseness, jargon, and length.
- Ensure parents/guardians have given permission for use of student names and photos.
- Before sending your newsletter via email, compress all photos and then “pdf” the document which will compress it further and make it universally accessible (adobe reader is a free download from the internet). Be sure to name these pdf documents with an identifiable name, e.g. “HopewellNewsDecember2009”.
- Ensure your newsletter fits the file size limits for sending via our notification system. Graphics that are not compressed (especially digital photos) or too many graphics will quickly push your document beyond file size limits.



BOE Communications Policies

The following Board of Education policies reference communications procedures in our district. They can be found on the district's web portal in the Board of Education Policies site.

1110	Communications with the Public
1110.1	Home-School Communication Policy
1110.1	Home-School Communication Regulation
1111	School Directory
1111.1	Advertising
1112	News Media Relationships
1316	Distribution of Materials to School Personnel-Community
1317	Distribution of Materials by Students
6141.3	Website Policy and Regulation

Board of Education Meeting
May 13, 2013 7:30 PM
BOARD OF EDUCATION SCHEDULED MEETING
Town Council Chambers
2155 Main Street
Glastonbury, CT 06033

Attendance Taken at 7:30 PM:

Present Board Members:
Mrs. Rosemary Coggeshall
Dr. Douglas Foyle
Dr. Lisa Furbush
Mr. Jeremy Grieveson
Mrs. Susan Karp
Ms. Carolyn Treiss
Mrs. Pandora Wohler
Mr. James Zeller

Also Present: Alan B. Bookman, Superintendent
Matthew Dunbar, Assistant Superintendent
Rosemary Tralli, Assistant Superintendent
Laura Siena, Board Clerk

Citizens and Staff Members, representatives of the press

1. Call to Order

Mrs. Karp called the meeting to order at 7:30 pm.

2. Pledge of Allegiance

3. Awards and Recognition

3.a. Members of the Venezuelan Partnership 2013

Mrs. Karp welcomed visitors from the Venezuelan Partnership on behalf of the Board. Mrs. Rita Oleksak, Director of Foreign Language, gave a brief overview of the exchange program which is in its seventh year.

Mrs. Oleksak introduced teachers Piarella Marulanda and Jaime Feli who addressed the Board regarding their exchange experience. They thanked the community of Glastonbury for welcoming them and giving them an opportunity to study at Smith Middle School.

3.b. Andreea Dinicu, State Board of Education Student Representative

Mrs. Karp recognized Andreea Dinicu, who is a senior at Glastonbury High School. She is one of two student members whom Gov. Malloy appointed to the State Board of Education and is

-serving a one-year term that ends in June. A plaque was presented to Ms. Dinicu on behalf of the Board.

3.c. Lisa Gozzo, 2013 Connecticut Excellence Science Teaching Award

Mrs. Karp recognized Lisa Gozzo, a Science/Math Resource Teacher at Buttonball Lane School, who received the 2013 Connecticut Excellence in Elementary School Science Teaching Award from the Connecticut Science Teachers Association.

Mrs. Gozzo expressed her appreciation to her colleagues and administrators and thanked the Board for this recognition.

3.d. Glastonbury High School Assistant Principal

Dr. Bookman announced that Bobby Skarvelas will replace Drew DiPippo as the new Assistant Principal at Glastonbury High School, effective July 1, 2013.

Mr. Skarvelas addressed the Board and expressed his appreciation for the opportunity to serve in his new position.

4. Student Representative's Report

4.a. James Botelho-Class of 2014 / Alexandra Walsh-Class of 2014

James Botelho and Alexandra Walsh reported to the Board on events at Glastonbury High School.

- AP exams are underway at the high school.
- The Senior Picnic will be held on May 15, 2013.
- Foreign Language Awards Night and Foreign Language Honor Society induction will be held on May 16th.
- The GHS POPS concert will be held at GHS on May 17.
- The Junior Prom will be held on May 18 at the Hartford Convention Center followed by the Prom Breakfast.
- There will be a walkathon fundraiser on June 7 to raise money for those affected by events at the Boston Marathon.

5. Informal Session for Public Comment: none

6. Special Reports: none

7. Business Requiring Action

7.a. Staff Resignations (consent) Marie Allan, Barbara Hrubala, Katherine Paradise, Katherine Ruddick, Ida Shea

Motion Passed: Board accepts the resignations of Marie Allan, Barbara Hrubala, Katherine Paradise, Katherine Ruddick, Ida Shea passed with a motion by Mr. Jeremy Grieveson and a second by Dr. Lisa Furbush.

Mrs. Rosemary Coggeshall Yes

Dr. Douglas Foyle Yes

Dr. Lisa Furbush Yes

Mr. Jeremy Grieveson Yes
Mrs. Susan Karp Yes
Ms. Carolyn Treiss Yes
Mrs. Pandora Wohler Yes
Mr. James Zeller Yes

7.b. Approval of Student Trip to Washington, DC

Motion Passed: Board approves the student trip to Washington, DC, reserving the right to cancel any trip if there are government advisories against travel to this destination or any other serious threats or crisis passed with a motion by Mr. Jeremy Grieveson and a second by Dr. Lisa Furbush.

Mrs. Rosemary Coggeshall Yes
Dr. Douglas Foyle Yes
Dr. Lisa Furbush Yes
Mr. Jeremy Grieveson Yes
Mrs. Susan Karp Yes
Ms. Carolyn Treiss Yes
Mrs. Pandora Wohler Yes
Mr. James Zeller Yes

7.c. Approval of the May Revisions to the Approved 2012-2013 Board of Education Budget

Dr. Bookman provided the Board with an overview of May revisions to the 2012-2013 Board of Education budget.

Motion Passed: Board approves the May revisions to the 2012-2013 Board of Education Budget passed with a motion by Mr. Jeremy Grieveson and a second by Dr. Lisa Furbush.

Mrs. Rosemary Coggeshall Yes
Dr. Douglas Foyle Yes
Dr. Lisa Furbush Yes
Mr. Jeremy Grieveson Yes
Mrs. Susan Karp Yes
Ms. Carolyn Treiss Yes
Mrs. Pandora Wohler Yes
Mr. James Zeller Yes

7.d. Acceptance for First Reading Board of Education Meeting Dates for January 2014-January 2015

Mrs. Karp asked board members to consider the budget process as they consider the first meetings of January 2014 and 2015.

Motion Passed: Board accepts for first reading Board of Education meeting dates for January 2014 through January 2015 passed with a motion by Mr. Jeremy Grieveson and a second by Dr. Lisa Furbush.

Mrs. Rosemary Coggeshall Yes
Dr. Douglas Foyle Yes

Dr. Lisa Furbush Yes
Mr. Jeremy Grieveson Yes
Mrs. Susan Karp Yes
Ms. Carolyn Treiss Yes
Mrs. Pandora Wohler Yes
Mr. James Zeller Yes

7.e. Approval of Board of Education Planning Framework 2013-2014

The Board of Education Planning Framework was accepted for first reading the 4/8/13 Board of Education meeting.

Motion Passed: Board approves the Board of Education Planning Framework 2013-2014 passed with a motion by Mr. Jeremy Grieveson and a second by Dr. Lisa Furbush.

Mrs. Rosemary Coggeshall Yes
Dr. Douglas Foyle Yes
Dr. Lisa Furbush Yes
Mr. Jeremy Grieveson Yes
Mrs. Susan Karp Yes
Ms. Carolyn Treiss Yes
Mrs. Pandora Wohler Yes
Mr. James Zeller Yes

7.f. Approval of IDEA B Grant 2013-2015

Matt Dunbar gave an overview to the Board regarding the IDEA B Grant 2013-2015. This grant provides federal entitlement funds to assist with the costs of special education and related services for children with disabilities. The IDEA-B Section 611 funding amount provided to Glastonbury by the State Department of Education for this two-year grant is \$1,140,876. The preschool special education portion of the grant, IDEA Section 619, is \$31,442.

Motion Passed: Board approves the IDEA B Grant for 2013-2015 passed with a motion by Mr. Jeremy Grieveson and a second by Dr. Lisa Furbush.

Mrs. Rosemary Coggeshall Yes
Dr. Douglas Foyle Yes
Dr. Lisa Furbush Yes
Mr. Jeremy Grieveson Yes
Mrs. Susan Karp Yes
Ms. Carolyn Treiss Yes
Mrs. Pandora Wohler Yes
Mr. James Zeller Yes

7.g. Approval of Board of Education Policy #6141.2 (Internet Safety and Acceptable Use of Glastonbury Public Schools (GPS) Technology System)

This policy was accepted for first reading at the April 8, 2013 Board of Education meeting.

Suggested changes were incorporated into this policy. The policy committee has reviewed this policy.

Pandy Wohler suggested a language revision with regard to the signed Acceptable Use Agreement which will be incorporated into this policy.

Motion Passed: Board approves Board of Education Policy#6141.2 (Internet Safety and Acceptable Use of Glastonbury Public Schools (GPS) Technology System) passed with a motion by Mr. Jeremy Grieveson and a second by Dr. Lisa Furbush.

Mrs. Rosemary Coggeshall Yes

Dr. Douglas Foyle Yes

Dr. Lisa Furbush Yes

Mr. Jeremy Grieveson Yes

Mrs. Susan Karp Yes

Ms. Carolyn Treiss Yes

Mrs. Pandora Wohler Yes

Mr. James Zeller Yes

7.h. Approval of Board of Education Policy #6141.3(Websites)

This policy was accepted for first reading at the April 8, 2013 Board of Education meeting. The Policy Committee has met to review this policy. Mrs. Coggeshall explained the changes that were made to this policy.

Motion Passed: Board approves Board of Education Policy #6141.3(Websites) passed with a motion by Mr. Jeremy Grieveson and a second by Dr. Lisa Furbush.

Mrs. Rosemary Coggeshall Yes

Dr. Douglas Foyle Yes

Dr. Lisa Furbush Yes

Mr. Jeremy Grieveson Yes

Mrs. Susan Karp Yes

Ms. Carolyn Treiss Yes

Mrs. Pandora Wohler Yes

Mr. James Zeller Yes

7.i. Approval of Teacher Evaluation Action Plan

Matt Dunbar provided an overview of the Teacher Evaluation and Support Plan which will be submitted to the Connecticut State Department of Education for its consideration. The CSDE may accept the plan or return it for revisions. Once approved by the CSDE, implementation plans for teachers and administrators will be developed. The hope is to develop an online process in order to eliminate the extensive paperwork involved in the evaluation process.

Mrs. Karp expressed appreciation on behalf of the board for the work that the committee did on this project.

Motion Passed: Board approves the Teacher Evaluation Action Plan passed with a motion by Mr. Jeremy Grieveson and a second by Dr. Lisa Furbush.

Mrs. Rosemary Coggeshall Yes

Dr. Douglas Foyle Yes

Dr. Lisa Furbush Yes

Mr. Jeremy Grieveson Yes

Mrs. Susan Karp Yes

Ms. Carolyn Treiss Yes

Mrs. Pandora Wohler Yes

Mr. James Zeller Yes

8. Reports and Discussion

8.a. Spring Professional Development

Dr. Tralli provided an overview to the Board about Spring Professional Development. She outlined for the Board all of the professional development opportunities that have been provided to teachers and administrators this spring.

8.b. Education Foundation

Mrs. Karp attended the Bill Landers 5k run and reported that it was very well attended. Our schools were all well represented at this event. The winner of the Spirit award contest this year was Hebron Avenue School.

8.c. Magnet Schools

Dr. Bookman reported that the State has decided that they will fund the Magnet Preschool program for one year only. There will be no cost to the district in 2013-2014.

9. Approval of Minutes

9.a. Meeting Minutes of April 22, 2013

Item 6.2 Approval of Board of Education 2013-2014 Budget Reductions is amended as follows:

The consensus of the Board was to make the following reductions:

- *One teacher from GHS and one elective area teacher at Smith Middle School: (Program 3200) \$140,000.*
- *Reduction of the health benefit increase from 6.1 % to 3.3 % (Program 3400): \$364,000.*
- *OPEB Funding (program 3400): cut of \$111,000.*
- *Security (program 3300): reduction of \$185,000.*

Motion Passed: Board approves the minutes as amended of the April 22, 2013 meeting passed with a motion by Mr. Jeremy Grieveson and a second by Dr. Lisa Furbush.

Mrs. Rosemary Coggeshall Yes

Dr. Douglas Foyle Yes
Dr. Lisa Furbush Yes
Mr. Jeremy Grieveson Yes
Mrs. Susan Karp Yes
Ms. Carolyn Treiss Abstain
Mrs. Pandora Wohler Yes
Mr. James Zeller Yes

9.b. Special Meeting Minutes of April 23, 2013

Motion Passed: Board approves the minutes of the Special Meeting of April 23, 2013 passed with a motion by Mr. Jeremy Grieveson and a second by Dr. Lisa Furbush.

Mrs. Rosemary Coggeshall Yes
Dr. Douglas Foyle Yes
Dr. Lisa Furbush Yes
Mr. Jeremy Grieveson Yes
Mrs. Susan Karp Yes
Ms. Carolyn Treiss Abstain
Mrs. Pandora Wohler Yes
Mr. James Zeller Yes

10. Committee Reports

Pandy Wohler reported on the Communication Committee meeting.
The next meeting of the Policy Committee will be held on May 15, 2013.

11. Chairman's Report

Mrs. Karp reported that she attended, with Lisa Furbush and Jeremy Greiveson, a meeting of the Policy Committee for the Town Council to learn more about the potential of setting up a reserve fund. The policy will be drafted and given to the Board for review.

12. Superintendent's Report

Dr. Bookman shared with the Board stories written by kindergartners at Hopewell School.

He reported that GHS student Maya Salvio is the recipient of the Writing Award for the National Council of Teachers of English.

Dr. Bookman shared an email regarding the girls crew team who rescued a man struggling in the Farmington River while trying to rescue his dog.

On June 7 at 8:30 am there will be a 50 year GHS class reunion at the Riverfront Community Center.

Dr. Bookman also reported that he and Matt Dunbar attended a meeting with representatives from Solar City regarding a project that has been randomly selected to put solar panels at the bus yard. More information on this project will be provided at a future meeting.

12.a. School Enrollment Report, May 1, 2013

12.b. Receipt of Financial Report

12.c. Congratulations from Governor Malloy on Music Education

12.d. GHS Chamber Orchestra

12.e. Festivals of Music Congratulations

12.f. CREC Meeting Minutes, March 20,2013

12.g. Dates to Remember

13. Adjournment

The meeting was adjourned at 9:50 pm.

Motion Passed: Motion to adjourn the meeting passed with a motion by Mr. Jeremy Grieveson and a second by Dr. Lisa Furbush.

Mrs. Rosemary Coggeshall Yes

Dr. Douglas Foyle Yes

Dr. Lisa Furbush Yes

Mr. Jeremy Grieveson Yes

Mrs. Susan Karp Yes

Ms. Carolyn Treiss Yes

Mrs. Pandora Wohler Yes

Mr. James Zeller Yes

13.a. Please note: It is possible that the Board of Education may go into Executive Session

Respectfully Submitted,

Dr. Lisa Furbush, Secretary

Approved:

A Special Meeting of the Glastonbury Board of Education was held Tuesday, May14, 2013, in the Board of Education Conference Room, 628 Hebron Avenue-Building Two, Glastonbury, CT 06033.

Board members presents: Susan Karp, Chairman
Jeremy Grieveson, Vice-Chairman
Lisa M. Furbush, Secretary (arrived at 8:00PM)
Douglas C. Foyle (arrived at 7:49PM)
Rosemary Coggeshall
Carolyn Treiss
Pandora Wohler
James R. Zeller

Also Present: Alan B. Bookman, Superintendent of Schools
Matthew Dunbar, Assistant Superintendent of Schools
Keith O'Brien, Director of Security and Residency

1. Call to Order

Chairman, Susan Karp called the meeting to order at 7:45PM.

2. Pledge of Allegiance

3. Reports and Discussion

- a. Executive Session Pursuant to CGS Section 1-200(6)(c) for the purpose of discussing matters concerning security strategy or the deployment of security personnel, or devices affecting public security

Upon MOTION of Mr. Grieveson, seconded by Mr. Zeller, the Board voted 6 to 0 to go into executive sessions at 7:46PM.

4. Adjournment

Upon MOTION of Mr. Grieveson, seconded by Dr. Furbush, the Board voted 8 to 0 adjourn at 8:45PM.

Respectfully submitted,

Secretary: Lisa M. Furbush

Approved:

These minutes are complete with additions or corrections, if any, that have been added at a subsequent meeting at which these minutes, were approved.

Glastonbury Public Schools
Cumulative Summary of Suspensions

School: Smith Middle School

School Year: 2011-2012

Reason	Aug	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.
A. Alcohol Possession/Use/ Sale/Distribution/Manufacture											
B. Drugs Possession/Use/ Sale/Distribution/Manufacture											
C. Vandalism							1				
D. Fighting / Altercation						1	1	1			
E. Physical Attack on Student											
F. Physical Attack on Staff											
G. Threatening/Bullying		1	3			1	1	1			
H. Insubordination					1	2	1	1			
I. Cutting/Skipping Class											
J. Profanity											
K. Tardiness											
L. Harassment			1	1							
M. Weapon-Possession/Use											
N. Tobacco Possession/Use/ Sale/Distribution											
O. Theft			1								
P. Interference with school Safety/ Order/Discipline			1	1		3	1	2	1		
Q. Personal/Property Injury											
R. Motor Vehicle											
S. Failure to Attend Detention											

1. Total Number of Suspensions by Month		1	6	2	1	7	5	5	1		
In-School		1	4	2	1	6	4	2	1		
Out-of-School			2			1	1	3			
2. No. of 1 Day Suspensions			1	2	1	5	4	2	1		
3. No. of 2-4 Day Suspensions		1	3			2		1			
4. No. of 5-10 Day Suspensions			2				1	2			
5. * No. of Different Students Suspended for the Month		1	5	2	1	6	5	5	1		
6. * No. of Different Students Suspended this Year (Cumulative)		1	6	7	7	12	15	18	18		
7. * No. of Different Students Suspended More than Once this Month			1								
8. * No. of Students Suspended More than Once this Year (Cumulative)				2	2	2	3	4	5		

The building administrator reviews suspension notices. Copies of all suspension notices detailing the problem and the consequences are sent to the Superintendent. This information is reviewed in compliance with special education legislation and may result in a student's program being modified by a school team when appropriate.

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6. No student is counted more than once during the school year. This number is cumulative.
7. Only students who have been suspended on more than one occasion this month are included.
8. This is a cumulative number and represents the number of students suspended more than once during this school year.

**Glastonbury Public Schools
Cumulative Summary of Suspensions**

School: Smith Middle School

School Year: 2012-2013

Reason	Aug	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.
A. Alcohol Possession/Use/ Sale/Distribution/Manufacture											
B. Drugs Possession/Use/ Sale/Distribution/Manufacture											
C. Vandalism											
D. Fighting / Altercation						1		1			
E. Physical Attack on Student											
F. Physical Attack on Staff											
G. Threatening/Bullying		1			1	1		1			
H. Insubordination											
I. Cutting/Skipping Class			1								
J. Profanity											
K. Tardiness											
L. Harassment											
M. Weapon-Possession/Use											
N. Tobacco Possession/Use/ Sale/Distribution											
O. Theft			2					4			
P. Interference with school Safety/ Order/Discipline				2	1		1				
Q. Personal/Property Injury											
R. Motor Vehicle											
S. Failure to Attend Detention											

1. Total Number of Suspensions by Month	0	1	3	2	2	2	1	6			
In-School		1	3	2	2	2	1	5			
Out-of-School								1			
2. No. of 1 Day Suspensions		1	2	2	2	2		5			
3. No. of 2-4 Day Suspensions			1				1	2			
4. No. of 5-10 Day Suspensions											
5. * No. of Different Students Suspended for the Month		1	2	2	2	2	1	6			
6. * No. of Different Students Suspended this Year (Cumulative)		1	3	5	5	7	7	10			
7. * No. of Different Students Suspended More than Once this Month			1								
8. * No. of Students Suspended More than Once this Year (Cumulative)			1	1	3	3	3	4			

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**Glastonbury Public Schools
Cumulative Summary of Suspensions**

School: Glastonbury High School

School Year: 2011-2012

Reason	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
A. Alcohol Possession/Use/ Sale/Distribution/Manufacture								2			
B. Drugs Possession/Use/ Sale/Distribution/Manufacture			1			1		11			
C. Vandalism											
D. Fighting /Altercation		4		2		2	1		1		
E. Physical Attack on Student							1				
F. Physical Attack on Staff											
G. Threatening/Bullying		2	2					1			
H. Insubordination			2		4	2	1	3	5		
I. Cutting/Skipping Class			3	3	2		1	6	4		
J. Profanity					1		2	2			
K. Tardiness									1		
L. Harassment				1			2				
M. Weapon-Possession/Use		1									
N. Tobacco Possession/Use/ Sale/Distribution		1			2	5	1				
O. Theft					2		1		1		
P. Interference with school Safety/ Order/Discipline			3		1			2			
Q. Personal/Property Injury											
R. Motor Vehicle											
S. Failure to Attend Detention				1		1	3	3			

1. Total Number of Suspensions by Month		8	11	7	12	11	13	30	12		
In-School		4	8	6	12	11	11	16	12		
Out-of-School		4	3	1	0	0	2	14	0		
2. No. of 1 Day Suspensions		1	2	1	1	1	1	4	1		
3. No. of 2-4 Day Suspensions		5	7	6	11	6	10	14	11		
4. No. of 5-10 Day Suspensions		2	2	0	0	4	2	12	0		
5. * No. of Different Students Suspended for the Month		8	9	7	12	10	13	25	10		
6. * No. of Different Students Suspended this Year (Cumulative)		8	17	23	33	39	46	62	66		
7. * No. of Different Students Suspended More than Once this Month		0	2	0	0	1	0	4	1		
8. * No. of Students Suspended More than Once this Year (Cumulative)		0	2	3	4	9	13	17	21		

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Glastonbury Public Schools
Cumulative Summary of Suspensions

School: Glastonbury High School

School Year: 2012-2013

Reason	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
A. Alcohol Possession/Use/ Sale/Distribution/Manufacture			1	1		2		8	1		
B. Drugs Possession/Use/ Sale/Distribution/Manufacture				6	6						
C. Vandalism		1		1							
D. Fighting /Altercation				2	4			2			
E. Physical Attack on Student		1	1								
F. Physical Attack on Staff											
G. Threatening/Bullying		1	1	3							
H. Insubordination			3	5	2		1	4	7		
I. Cutting/Skipping Class		2	1	2	2	3	7	6			
J. Profanity		3				1					
K. Tardiness				1			1				
L. Harassment			4	1	1		1		1		
M. Weapon-Possession/Use											
N. Tobacco Possession/Use/ Sale/Distribution											
O. Theft			1								
P. Interference with school Safety/ Order/Discipline			4	3	2		3	1	3		
Q. Personal/Property Injury											
R. Motor Vehicle											
S. Failure to Attend Detention									1		

1. Total Number of Suspensions by Month		8	16	25	17	6	13	21	13		
In-School		6	16	17	9	6	11	9	10		
Out-of-School		2	0	8	8	0	2	12	3		
2. No. of 1 Day Suspensions		0	0	0	0	0	4	6	2		
3. No. of 2-4 Day Suspensions		6	12	17	9	6	9	5	8		
4. No. of 5-10 Day Suspensions		2	4	8	8	0	0	10	3		
5. * No. of Different Students Suspended for the Month		8	16	25	17	6	12	20	12		
6. * No. of Different Students Suspended this Year (Cumulative)		8	22	45	57	61	66	78	86		
7. * No. of Different Students Suspended More than Once this Month		0	0	2	0	1	1	1	1		
8. * No. of Students Suspended More than Once this Year (Cumulative)		0	2	4	7	8	12	16	18		

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**CREC COUNCIL
MEETING MINUTES
4/24/13**

GLASTONBURY
PUBLIC SCHOOLS

MAY 13 2013

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SUPERINTENDENTS

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Donald Harris, Bloomfield
Susan True, Bloomfield
John Hambrook, Bolton
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Joyce Hall, Enfield
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Cal Heminway, Granby
Sarah Walton, Manchester
Becky Tyrrell, Plainville
Lydia Tedone, Simsbury
Joan Formeister, Somers
MaryLou Sanborn, Suffield
Tristan Stanziale, Wethersfield
Doreen Richardson, Windsor
Patricia King, Windsor Locks

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Don Walsh
Dina Crowl
Sandy Cruz-Serrano
Regina Terrell
Deborah Richards
Jeff Ivory
Aura Alvarado
Tyra Smith
Margaret MacDonald
Roger Lafleur
John Mena
Doug Casey

GUESTS

Wayne Sweeney, Supt., Windsor Locks

The following towns were not represented at the meeting: Canton, Cromwell, East Granby, East Hartford, East Windsor, Farmington, Hartford, Hartland, New Britain, New Hartford, Newington, Portland, Region 10, Rocky Hills, South Windsor, and Vernon.

I. CALL TO ORDER AND APPROVAL OF THE 3/20/13 COUNCIL MEETING MINUTES

Chair Jill Notar-Francesco called the meeting to order at 11:38 a.m.

MOTION: A motion was made by Joyce Hall, seconded by Tristan Stanziale and passed to approve the minutes of the 3/20/13 Council meeting. The following members abstained: Patricia King, MaryLou Sanborn, Becky Tyrrell, and Lydia Tedone.

II. PUBLIC PARTICIPATION

- *Special Recognition – Denise Gallucci, Superintendent of CREC Schools/Deputy Executive Director*
- *Boys and Girls Club 2013 Youth of the Year – Martha Olang, Academy of Aerospace & Engineering High School*
- *Special Recognition – Administrative Professionals Day*

III. CONSENT AGENDA

A. General Items

MOTION: A motion was made by Joyce Hall, seconded by Jeremy Grieveson, and passed unanimously to approve general items one through three under the general items consent agenda.

1. School and Libraries Universal Service Program
2. Appoint Auditor for Audit of Fiscal Year Ending 6/30/13
3. Medical Professions and Teacher Preparation Academy

B. Revised Programs 2012-2013

MOTION: A motion was made by Joyce Hall, seconded by Jeremy Grieveson, and passed unanimously to approve general items one through three under the continuing programs 2012-2013 consent agenda.

1. REACT
2. Special Services Support Team
3. Audit Required Budget Authorizations

C. Continuing Programs 2013-2014

MOTION: A motion was made by Joyce Hall, seconded by Jeremy Grieveson, and passed unanimously to approve general items one through eleven under the continuing programs 2012-2013 consent agenda.

1. CT Technical High School System Related Services
2. Online Student Learning Services
3. Department of Correction PD, GED & SpEd Services
4. Special Services Support Team
5. Internal Staff Development
6. CT Technical HS System Events Management Service
7. REACT
8. Juvenile Detention Center
9. CREC Wide Area Network
10. Farmington Valley Diagnostic Center
11. Audit Required Budget Authorizations

IV. COUNCIL DISCUSSION

- A. Sheff Update – Kathy Demsey was not present.
- B. District Budgets Update – The Council discussed updates to their districts' budgets.
- C. NSBA Conference Update – Members of the Council who attended the conference shared their thoughts and opinions.

V. LEGISLATIVE UPDATES

- A. Peter Smith of Rome, Smith & Lutz provided an update to the Council.
- B. Patrice McCarthy of CABE provided an update to the Council.

VI. COUNCIL STRATEGIC PLANNING UPDATE

- A. Vice Chair Terry Schmitt provided the Council with the Strategic Planning Committee's final report. The report will be emailed to all members for their review. A vote to accept the final report will take place at the June 19 Council meeting.

VII. COUNCIL LEGISLATIVE COMMITTEE UPDATE

- A. Update – Bruce Douglas provided an update to the Council.

VIII. EXECUTIVE SESSION

- A. Non-Renewal of Certified Staff

MOTION: A motion was made by Tristan Stanziale, seconded by Becky Tyrrell, and passed to go into executive session. At that time, all CREC staff with the exception of Regina Terrell, Director of HR, left the meeting. At 1:50 p.m., the consensus of the Council was to end executive session. At that time, all CREC staff returned to the meeting. A motion was made by Becky Tyrrell, seconded by Don Harris, and passed unanimously to approve the Non-Renewal of Certified Staff.

IX. EXECUTIVE DIRECTOR'S REPORT

- A. Blue Folder – Executive Director, Bruce E. Douglas, Ph.D. welcomed the Council and thanked them for their participation. Dr. Douglas began the report by reviewing the blue folder.
- B. CREC Schools Parent Portal – Dina Crowl, Interim Superintendent of CREC Schools - *This presentation will take place at a later meeting.*

X. REPORTS

- A. Financial Report – Presented and accepted

X. DELIBERATED ACTION

- A. New Business

1. Policy Reports

Second Readings

MOTION: A motion was made by Becky Tyrrell, seconded by Tristan Stanziale, and passed unanimously to approve and adopt the following revised policies:

- a. Revised Policy 5145 – On-Campus Recruitment
- b. Revised Policy 3450 – Monies in School
- c. Revised Policy 5125 – Student Records: Confidentiality (FERPA)

2. 2013-2014 Proposed CREC Council Meeting Dates – No recommended action at this time. Voting will take place at the Annual meeting on May 15.

- B. *Old Business* – None presented at this time

XI. ADJOURNMENT

MOTION: A motion was made by Terry Schmitt, seconded by Becky Tyrrell and passed unanimously to end the meeting at 1:55 p.m.

Respectfully Submitted,
Tyra Smith



THE CONNECTICUT ASSOCIATION OF SCHOOLS

EXECUTIVE DIRECTOR
Karissa L. Niehoff, Ed.D.

GLASTONBURY
PUBLIC SCHOOLS

May 10, 2013

MAY 13 2013

Mike Litke, Principal
Naubuc Elementary School
84 Griswold St
Glastonbury, CT 06033

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SUPERINTENDENTS

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Ivy Drive School, Bristol

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Waterford High School

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- New England Association of Schools and Colleges
- Association for Middle Level Education
- National Association of Elementary School Principals
- New England League of Middle Schools

National Federation of State High School Associations

30 Realty Drive
Cheshire, CT 06410
Phone: (203)250-1111
FAX: (203)250-1345
www.casciac.org

Dear Mike,

Thanks your letters are easy to write when the topic is the "Safe School Climate Conference" that Naubuc hosted last week!

Please accept my most sincere thanks and appreciation for the hospitality, extraordinary professional presentation, and excitement generated by you and your capable faculty at the CAS sponsored conference.

As I stated last week, no DVD, textbook, Skype, or handouts could create what we all felt during our visit to Naubuc. To truly understand all the factors that go into a positive, respectful school climate it must be experienced first-hand. At the end of our visit we left Naubuc with the "WOW" factor . . . clearly your school is an awesome professional learning community!

As you know CAS relies heavily on its member schools to "answer the call" for professional experiences that improve learning for everyone. That you stepped forward and offered your school for such a worthwhile event reminds us, yet again, of our mission "to provide exemplary programs and services that promote excellence in the education of all students."

Thanks, once again, for working with CAS, the elementary assistant executive director, Regina Birdsell, and yours truly on this stellar event. It is clear that we would welcome the opportunity to work with Naubuc School in the future.

Sincerely yours,

Dave Maloney
CAS Assistant Executive Director

Cc: Allan Bookman, Superintendent

*Serving schools
and principals*