



REGULAR BOARD OF EDUCATION MEETING

Monday, June 10, 2013 7:30 PM

BOARD OF EDUCATION REGULAR MEETING Town Council Chambers 2155

Main Street Glastonbury, CT 06033

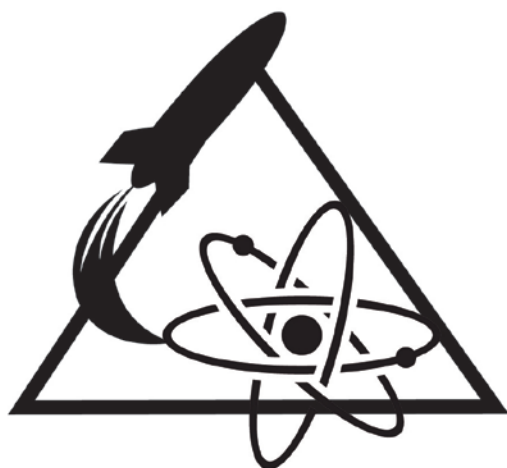
628 Hebron Avenue

Glastonbury, CT 06033

1. Call to Order
2. Pledge of Allegiance
3. Awards and Recognition
 - A. CABE Student Leaders: Paige Cantwell, Christian Ritter, Connor Greene, Julia Ostrowski
4. Student Representatives' Report
 - A. James Botelho-Class of 2014/Alexandra Walsh-Class of 2014
5. Information Session for Public Comment
6. Special Reports
7. Business Requiring Action
 - A. (consent) Staff Resignation: Linda Roberts
 - B. Approval of Glastonbury-East Hartford Elementary School Budget for the 2013-2014 school year
 - C. Approval of Elementary School Staffing Adjustments
 - D. Approval of Memorandum of Understanding Partnership Agreement
 - E. Approval of Children of Out-of-Town Board of Education Employees to attend Glastonbury Schools 2013-2014
 - F. Approval to Participate in the Healthy Food Certification Standard (under Section 10-215f of the Connecticut General Statutes)
 - G. Approval of 2012-2013 Open Choice Grant Expenditures
 - H. Acceptance for First Reading Board of Education Policy and Regulation 1330.1 (Use of Glastonbury-East Hartford Elementary Magnet School Planetarium)
 - I. Approval of the Increase in School Lunch Prices for the 2013-2014 school year
8. Reports and Discussion
 - A. Summer Professional Development
9. Approval of Minutes
 - A. Meeting Minutes of May 20, 2013
 - B. Special Meeting of May 20, 2013
10. Committee Reports

11. Chairperson's Report
12. Superintendent's Report
 - A. School Enrollment Report, June 1, 2013
 - B. Glastonbury Board of Finance Minutes, May 15, 2013
 - C. Thank You to Glastonbury Education Foundation
 - D. Donation to GHS Science Department
 - E. Staff Appointments-Sara Almeida, Johann Anderson-Dollhopf, Lauren Awerman, Julie Brennan, Beata Celejewski, Shane Flanigan, Abel Galvez, Catherine Quinn, Annie Rouquie, Emily Scott
 - F. Dates to Remember
13. Adjournment- Please Note: It is possible that the Board of Education May go into Executive Session

Capitol Region Education Council
Glastonbury-East Hartford Magnet School
2013-2014 Budget Proposal



GLASTONBURY-
EAST HARTFORD
MAGNET SCHOOL

**Submitted by Glen J. Peterson,
Principal
June 10, 2013**

GEHMS Student Enrollment 2012-2013 and 2013-2014

GEHMS Enrollment 2012-2013					
Grade	East Hartford	Glastonbury	Hartford	Other	Total
PreK 3	7	12	4	7	30
PreK 4	3	12	10	5	30
K	12	21	21	5	60
1	23	24	12	3	63
2	26	23	15	5	70
3	19	21	5		45
4	26	13	5		44
5	24	18	3		45
Total	140	143	73	25	385
% of Total	36%	38%	19%	7%	100%

GEHMS Planned Enrollment 2013-2014					
Grade	East Hartford	Glastonbury	Hartford	Other	Total
PreK 3	4	11	5	8	28
PreK 4	8	17	5	10	40
K	3	20	27	8	58
1	20	20	13	10	63
2	25	23	12	8	68
3	23	21	14	9	67
4	21	19	6	3	49
5	22	11	6	2	41
Total	126	142	88	58	414
% of Total	31%	34%	21%	14%	100%

GEHMS Revenue Projections

- GEHMS receives revenue from the State of Connecticut Department of Education and the Boards of Education of the sending districts, as well as a relatively small amount from various grants. We also began a Before and After Care program that brings in a small amount of revenue and covers the expenses of that program.
- The State Department of Education and the state legislature have maintained the Interdistrict Magnet School Grant at \$10,443 per student. Tuition from the sending districts will remain at \$3,206 per student.
- We anticipate a student population of 414 students during the 2013-2014 school year resulting in a total revenue of \$5,650,686.

GEHMS Budget Highlights

- The proposed 2013-2014 expenses are an increase of \$246,523 over the previous year. The reason for the increase is that we are continuing to grow as a school. We are adding a new 3rd grade class, and because of the high number of siblings in the lottery that were admitted, our total student population will grow by 29 students. After the first year in our new building we have also realized the need to for some additional personnel to support students that we didn't have in last year's budget.
- To meet the needs of the student population, we are increasing the number of teachers, tutors, and paraprofessionals. We are adding one additional grade 3 teacher, the Chinese Language teacher is increasing from .6 FTE to 1.0 FTE, and the art teacher is increasing from .8 FTE to 1.0 FTE. We are adding 2 paraprofessionals to support students and teachers in grade 1 and we are adding an associate instructor who will be a math tutor.
- Line 139 Temporary is increasing because summer school and Saturday Academy staff costs were previously covered by grants.
- Line 210, Health Insurance is increasing by \$55,000 due to additions to staff.
- Lines 321 & 32101 changed because the cost of our part time English Language Learner (ELL) tutor was moved from line 321 to 32101.
- Line 430, Maintenance & Repairs is increasing because we are paying for dumpster rental and dumping that we didn't anticipate in last year's budget.
- Line 532, Telephone is increasing because we underestimated the actual cost of phone service when we created last year's budget.

- Line 550, Printing is increasing because we are trying to have large jobs printed outside of school such as fall, winter, and spring assessments, school handbooks and curriculum documents.
- Line 591, Workshop Expenses is increasing because we will be offering more workshops to parents and there will be additional expenses associated with them.
- Line 592, Other Purchased Services now includes expenses relate to the Before and After Care program such as snacks, supplies, and materials.
- Line 643, Computer Software is increasing by approximately \$30,000 so that we can purchase planetarium software to develop the library of shows available to students and the public alike.
- Lines 733 & 735, Equipment are increasing because we would like to purchase a classroom set of iPads as well as 2 Mackintosh computers for the computer lab. In addition we going to purchase digital cameras and digital video cameras.

CREC's Allocation of its Indirect Costs

- On the 2013-2014 GEHMS budget, CREC's indirect costs are entered in the amount of \$238,692 in line item "311/312 CREC Admin".
- CREC's indirect costs are organizational costs which are not attributable to one program or type of program. They are the total cost of our divisions of business services (accounting, contract and insurance administration, payroll), human resources, communications, grants & development, and CREC's central office facilities.
- The extent to which CREC's indirect costs are charged to its state grants is strictly governed by SDE regulations. Currently, CREC's state-approved indirect rate is 6.04% of program expenses. This means that SDE currently authorizes CREC to assign a 6.04% charge for reimbursement of its indirect expenses to each of its state grant-funded program budgets. CREC's indirect rate is the lowest of Connecticut's six regional education service centers.
- CREC does not charge the full allowable rate of 6.04% to its magnet schools. In order to keep our district tuitions as low as possible, we charge each of our magnet schools an indirect allocation of 4.5%. The \$238,692 allocation to GEMS reflects that reduced charge.

CREC's Allocation of its Magnet School Management Services Costs

- On the 2013-2014 GEHMS budget, CREC magnet school central office management services costs are entered in the amount of \$298,800 in line item "315 Management Services"
-
- CREC's magnet school management services costs consists of the CREC Council-approved Magnet School Office budget.
- The Management Services in line 315 represents the *direct* supervisory, administrative and professional support costs exclusively associated with CREC's 18 magnet schools. It includes the personnel and non-personnel costs attributable to our superintendent of magnet schools; assistant superintendents of magnet schools; budget director, curriculum director; science, math and reading coaches; ELL director; and assistant director of student services (whose sole focus is the special needs of our magnet students).
- The extent to which CREC's magnet school management services costs are charged to each magnet school is approved by SDE as part of its review of each school's annual budget. These costs are assigned to all CREC magnet schools on a per student basis. In 2013-2014 the costs will be \$755 per student.

GEHMS Budget Summary

The table below shows the past three years of GEHMS budgets.

	2011-2012 Budget	2011-2012 Actuals	2012-2013 Budget	2013-2014 Proposed Budget
Salaries				
101 Certified Salaries	\$1,775,727	\$1,659,409	\$2,404,043	\$2,467,190
122 Paraprofessionals	\$116,578	\$95,378	\$184,682	\$213,331
123 Support Staff	\$182,141	\$192,198	\$281,999	\$332,734
129 Other Non-certified	\$53,459	\$88,474	\$106,530	\$77,308
139 Temporary	\$40,000	\$50,000	\$56,000	\$93,222
Benefits				
210 Health Insurance	\$387,750	\$379,830	\$572,440	\$627,990
220 FICA	\$55,750	\$55,937	\$82,993	\$90,592
250 Unemployment Ins	\$17,343	\$16,609	\$24,266	\$25,470
260 Workers Comp	\$28,183	\$26,898	\$39,432	\$41,389
270 Retirement Insurance	\$12,326	\$13,183	\$20,062	\$21,818
Prof/Tech. Services				
311/312 CREC Admin	\$145,096	\$145,096	\$226,868	\$238,692
314 Computer Services	\$41,278	\$41,278	\$114,342	\$100,298
315 Management Serv.	\$120,836	\$147,420	\$263,698	\$298,800
320 Prof. Consulting	\$1,500	\$0	\$1500	\$0
321 Special Education	\$21,141	\$21,141	\$45,558	\$29,470
32101 ELL	\$486	\$2745	\$1,398	\$10,660
322 Staff Development	\$2,500	\$2,500	\$12,000	\$12,000
322101 CREC Staff Development	\$4,406	\$,316	\$6,505	\$7,136
Property Services				
411 Safety & Security			\$36,628	\$35,650
423 Custodial	\$70,000	\$58,375	\$200,000	\$200,000
430 Maint & Repairs	\$3,500	\$4,735	\$48,000	\$68,283
441 Facility Rent	\$160,000	\$160,000	\$0	\$0
442 Equipment Rental	\$5,000	\$5,000	\$8000	\$8000
490 Other Property Serv	\$25,000	\$25,000	\$2500	\$0
Other Services				

51901 Field Trip Trans	\$2,500	\$2,000	\$4,000	\$4000
521 Property Insurance	\$300	\$201	\$8451	\$8451
522 Liability Insurance	\$6,436	\$2,625	\$10,063	\$10,534
531 Postage	\$2,500	\$2,000	\$4,000	\$4000
532 Telephone	\$2,500	\$2,000	\$10,000	\$14,128
540 Advertising	\$5,000	\$3,500	\$5,000	\$5000
550 Printing	\$2,500	\$3,150	\$4,000	\$8000
581 Travel	\$500	\$2,055	\$1,500	\$1500
591 Workshop Expenses	\$500	\$500	\$1,500	\$2000
592 Other Purchased Serv	\$5,000	\$5,000	\$7500	\$10,500
Supplies				
611 Instructional Supplies	\$45,000	\$45,000	\$145,000	\$108,690
612 Maintenance Supplies			\$10,000	\$10,000
615 Medical Supplies	\$500	\$1,047	\$1200	\$2000
616 Office Supplies	\$2,000	\$1,700	\$5000	\$5000
620 Utilities			\$203,233	\$163,360
641 Textbooks	\$8,500	\$8,500	\$72,000	\$72,000
642 Library Books	\$4,000	\$4,000	\$12,000	\$10,000
643 Computer Software	\$1,900	\$1,900	\$13,800	\$43,750
Equipment				
733 Equipment (\$1000+)	\$8,196	\$12,470	\$8,196	\$16970
735 Equipment (\$1000-)	\$1,000	\$1,158	\$1000	\$4200
Other Objects				
810 Dues & Fees	\$500	\$1,758	\$1000	\$2000
Totals	\$3,369,326	\$3,290,960	\$5,268,387	\$5,514,910

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

=====
Title of Report: Elementary Staffing for 2013-2014

Board Meeting Date: June 10, 2013

Action: X

Report:

Information:

Discussion:

=====

Overview:

As we do each year, the administration has monitored enrollment across all schools and grade levels to be sure the projected staffing levels approved within next year's budget are appropriate. At this time we see four areas where a change from our budgeted projections is recommended.

- Hebron Avenue kindergarten- we recommend reducing one section (from 4 to 3) due to lower than expected enrollment.
- Hopewell kindergarten- we recommend reducing one section (from 4 to 3) due to lower than expected enrollment.
- Naubuc Grade 2- we recommend addition a section (from 3 to 4) due to a higher enrollment and the concerns the administration has with the needs of this student group.
- Buttonball Grade 3- we recommend adding a section (from 3 to 4) due to a higher than expected enrollment and the concerns the administration has with the needs of this student group.

These adjustments would result in no change in FTE's from the Board's 2013-2014 approved budget. The attached document provides specific details on projected class sizes for grades K-5.

Submitted By: Matt Dunbar

Reviewed By: Alan Bookman

Glastonbury Public Schools 2013-2014 Enrollment Projections

	School	13/14 Budget Proj.	13/14 Enroll#	13/14 Sect.		Class Sizes						
K (16-22) 18	Buttonball	71	66	4		16	16	17	17			66
	Eastbury	35	30	2		15	15					30
	Hebron Ave	62	47	3	-1	15	16	16				47
	Hopewell	65	54	3	-1	18	18	18				54
	Naubuc	61	57	4		14	14	14	15			57
	Nayaug	84	85	5		17	17	17	17	17		85
1 (20-24) 22	Buttonball	69	68	4		17	17	17	17			68
	Eastbury	42	40	2		20	20					40
	Hebron Ave	74	67	4		16	17	17	17			67
	Hopewell	78	79	4		19	20	20	20			79
	Naubuc	65	64	4		16	16	16	16			64
	Nayaug	92	91	5		18	18	18	18	19		91
2 (20-24) 23	Buttonball	89	88	4		22	22	22	22			88
	Eastbury	48	49	3		16	16	17				49
	Hebron Ave	63	62	3		20	21	21				62
	Hopewell	55	54	3		18	18	18				54
	Naubuc	66	68	4	+1	17	17	17	17			68
	Nayaug	88	88	4		22	22	22	22			88
3 (22-26) 23	Buttonball	69	73	4	+1	18	18	18	19			73
	Eastbury	43	40	2		20	20					40
	Hebron Ave	78	74	4		18	18	19	19			74
	Hopewell	77	74	4		18	18	19	19			74
	Naubuc	78	73	4		18	18	18	19			73
	Nayaug	101	103	5		20	20	21	21	21		103
4 (22-26) 25	Buttonball	68	69	4		17	17	17	18			69
	Eastbury	52	51	3		17	17	17				51
	Hebron Ave	84	85	4		21	21	21	22			85
	Hopewell	78	76	4		19	19	19	19			76
	Naubuc	82	80	4		20	20	20	20			80
	Nayaug	98	96	5		19	19	19	19	20		96
5 (22-26) 25	Buttonball	95	95	5		19	19	19	19	19		95
	Eastbury	51	49	3		16	16	17				49
	Hebron Ave	91	90	4		22	22	23	23			90
	Hopewell	87	89	4		22	22	22	23			89
	Naubuc	78	76	4		19	19	19	19			76
	Nayaug	122	120	6		20	20	20	20	20	20	120



Office of the Superintendent

628 Hebron Avenue, P.O. Box 191, Glastonbury, CT 06033

Tel: (860) 652-7961 Fax: (860) 652-7979

www.glastonburyus.org

June 10, 2013

TO: Board of Education

FROM: Alan B. Bookman, Ph.D., Superintendent

RE: Request from Out-of-Town Staff Members to Permit Children to Attend Glastonbury Public Schools for 2013-2014

We have a total of seven (7) employees who are requesting permission that their children attend school in Glastonbury in accordance with Board Policies 3240 and 5118.1 (attached).

These students would be attending:

- Glastonbury High School
- Hopewell School
- Nayaug School
- Buttonball Lane School

Tuition for 2013-2014 students of out-of-town staff members to attend Glastonbury Schools is based on the final approved 2013-2014 budget of \$93,923,372.

Tuition for 2013-2014 for a student of out-of-town staff members to attend Glastonbury Schools is based on 50% of the district's per pupil cost for students attending the Glastonbury School System after the 2005-2006 school year. The tuition is \$6,505.00 per student.

Tuition for students who have been attending the Glastonbury Public School System before the 2005-2006 school year is \$2,706 per student.

Tuition Fees

Where tuition is charged for non-resident pupils who attend the Glastonbury Public Schools, it is established annually by the Board of Education.

In the case of students attending our vocational agricultural program, tuition is calculated using the formula mandated in section 10-6 of the Connecticut General Statutes.

Students enrolling in the district's schools whose parents/guardians intend to but have not yet become Glastonbury residents may be charged a tuition rate based upon the formula mandated for that purpose found in section 10-186 of the Connecticut General Statutes.

Children of non-resident Board of Education employees who attend Glastonbury Public Schools are charged a tuition based upon a formula explained in Policy 5118.1.

Legal Reference: Connecticut General Statutes

10-65 Grants for construction and operating vocational agriculture centers. Tuition charges.
(amended by PA 04-197)

10-186 Duties of local and regional Boards of Education re school attendance.

(cf. Policy 5118.1 - Children of Out-of-Town Board of Education Employees)

(cf. Regulation 5118 – Residency Requirements)

Policy

Adopted: October, 1981

Revised: September 26, 2005

Children of Out-of-Town Board of Education Employees

The Board of Education believes that permitting the children of its non-resident employees to attend its schools may be advantageous in its recruitment efforts. This may be especially beneficial as the district competes for certain highly competitive teaching, administrative and support positions. Accordingly, the children of Board of Education employees who live out-of-town may attend the Glastonbury Public Schools at a special tuition rate approved annually by the Board.

All requests to be included in this program must be endorsed by the superintendent and submitted to the Board for approval. Under normal conditions, students will be accepted only at the beginning of the school year. Notification of acceptance and tuition amount will be sent to out-of-town staff after Board approval. Attendance will be permitted only on a space available basis determined by the superintendent. The parent/guardian will be responsible for transportation to and from school.

The Board of Education instructs the district's Business Manager to set the tuition for this program annually at 50% of the district's per pupil cost as published in the most recent Strategic School Profile produced by the Connecticut General Statutes 10-220(c). In addition, any costs for additional services required under an IEP or 504 Plan will be paid by the employee.

Children approved for inclusion in this program prior to the start of the 2006-2007 school year will continue to pay a tuition based on the formula for tuition in place in 2005-2006.

Policy

Adopted: March 10, 1986

Revised: April 19, 1993

Revised: October 7, 1996

Revised: January 24, 2005

Revised: September 26, 2005

Revised: June 25, 2012

Section 3 – Exemption Statement

► *To be completed only by districts opting for the healthy food certification, i.e., those districts that checked “will” in Section 2.*

Pursuant to section 10-215f of the Connecticut General Statutes, I hereby acknowledge that the board of education or governing authority, *(select appropriate box)*

- will**
 will not

exclude from certification food items that do not meet the Connecticut Nutrition Standards, provided that (1) such food is sold in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food is not sold from a vending machine or school store.

Section 4 – Amendment to Agreement for Child Nutrition Programs (ED-099)

► *To be completed only by districts opting for the healthy food certification, i.e., those districts that checked “will” in Section 2.*

Pursuant to section 10-215f of the Connecticut General Statutes, the Agreement for Child Nutrition Programs (ED-099) with

Glastonbury Board of Education

(Name of the Board of Education or Governing Authority)

is hereby amended to include the above certification statement of compliance with the Connecticut Nutrition Standards and application for funding related to those standards. This addendum covers the period from **July 1, 2013 through June 30, 2014.**

**Local or Regional Board of Education or
Governing Authority**

Signature: _____ **Susan Karp** _____
(Signature of the Authorized Representative) *(Printed Name of the Authorized Representative)*

Board of Education, Chairman

_____ _____
Title (Superintendent of Schools, President or Chairperson of the Board) *Date of Authorization*

FOR STATE USE ONLY • DO NOT SIGN BELOW THIS LINE

Connecticut State Department of Education

Signature: _____ **Brian Mahoney** _____
(Signature of State Agency Representative) *(Printed Name of State Agency Representative)*

Chief Financial Officer

_____ _____
Title

_____ _____
Date

The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Department of Education’s nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/American with Disabilities Act Coordinator, State of Connecticut Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2101, Levy.Gillespie@ct.gov.



Office of the Superintendent

628 Hebron Avenue- PO Box 191, Glastonbury, CT 06033

Tel: (860) 652-7961 Fax: (860) 652-7982

www.glastonburyus.org

June 10, 2013

TO: Board of Education

FROM: Alan B. Bookman, Superintendent

RE: Approval of Use of Open Choice Grant for the 2012-2013 School Year

This Open Choice state entitlement grant provides \$3,000 for each out-of-district student enrolled through the Open Choice program. The 2012-2013 Open Choice Grant of \$165,000 is based on 55 enrolled students in Glastonbury Public Schools. The Open Choice grant monies must be expended by the end of this school year.

This grant, as proposed, will support students by providing tuition to attend Choice programs, diversity activities and support services.

Proposed Expenditure Categories:

Tuition and Fees Related to Choice Programs
(Approved by the Board of Education)

Greater Hartford Academy of the Arts

8 Full Day Students	@ \$4,670	\$ 37,360
17 Half Day Students	@ \$4,245	\$ 72,165

Aerospace and Engineering Academy

(Formerly Greater Hartford Academy of Math and Science)

3 Full Day Students	@ \$5,195	\$ 15,585
---------------------	-----------	-----------

Great Path Academy

4 Students	@ \$3,300	\$ 13,200
------------	-----------	-----------

Parent Choice Schools		\$ 23,690
-----------------------	--	-----------

Leadership Greater Hartford

(Participation in Common Ground Program)		\$ 3,000
--	--	----------

Total	\$	165,000
-------	----	----------------

Use of Glastonbury-East Hartford Elementary Magnet School Planetarium (GEHMS)

The Glastonbury-East Hartford Elementary Magnet School Planetarium provides a program of instruction in astronomy and other educational subjects for students at GEHMS, in the Glastonbury Public Schools, East Hartford Public Schools, the residents of Glastonbury and the general public.

In order to maintain the planetarium, it is the policy of the Board of Education to charge for some uses.

Charges, where applicable, will be based on the following:

- The facilities required
- The length of time facilities used

Such charges cover labor, planetarium operations, general maintenance, trash removal, replacement supplies and energy costs. Examples of customary uses and their fee categories are listed on Schedules A & B of the regulation. Fee schedules will be reviewed by the Board of Education every year.

The Board of Education reserves the right to approve any use beyond those described in this policy. The Board of Education reserves the right to refuse the use of a facility if an activity is determined to be inappropriate.

The Superintendent/designee of the Glastonbury Public Schools will be the agent for the Board of Education and will review each application and determine that the proposed activity and organization meet the conditions set forth herein for approval in using school facilities.

The superintendent or designee will specifically determine the following:

1. The need for, and amount of, liability insurance required of the applicant organization, and whether the activity is allowed under the Board of Education insurance policies.
2. The need for police protection and/or traffic control and possible fire watch.
3. The need for the applicant organization to submit to the Board of Education its registration with the State Tax Department.

Activities which will not be permitted include, but are not limited to:

1. Activities advocating the overthrow of the United States, the State of Connecticut or of local governmental agencies.
2. Any activities which are inconsistent with the health and welfare of the public and/or the policies delineated by the Board of Education.
3. Any activity which promotes violence or violent behavior.
4. Activities which are unlawful in nature.

Any organization whose application for use has been rejected, may apply to an ad hoc appeals committee, comprised of the superintendent and two Board of Education members.

A community group will not sponsor another group or relieve an organization of its fee requirement for use of facilities if that organization would not have been eligible under its own application.

Connecticut General Statute Sec. 10-239

Policy

Adopted:

GLASTONBURY PUBLIC SCHOOLS
Glastonbury, Connecticut

Use of Glastonbury-East Hartford Elementary Magnet School Planetarium (GEHMS)

I. PLANETARIUM

A. The Coordinator of Planetarium Operations will report to and work under the direction of the Director of Educational Technology. Planetarium programming will be devised and carried out by the Coordinator of Planetarium Operations in consultation with the Director of Educational Technology.

B. Planetarium programming falls into four categories:

CATEGORY 1: Field Trips for students/groups from GEHMS, Glastonbury and East Hartford schools; available Monday through Friday, 9:30-11:30am.

CATEGORY 2: Field trips for other school systems on a field trip, available Monday through Friday, 9:30-11:30am.

CATEGORY 3: General public shows. Times to be determined based on availability of planetarium staff.

The planetarium may be used to present programs to the general public on a fee basis if such programs do not interfere with Glastonbury school uses. The Coordinator of Planetarium Operations, subject to the approval of the Superintendent of Schools or designee, shall determine the frequency of such programs. Admission fees will be based on programming, subject to the approval of the superintendent/designee.

CATEGORY 4: Private events.

- a. Groups wishing to utilize the Planetarium for private events must fill out a Community Use Form with Facilities Dept. and agree to all associated fees.
- b. Customized events may be accommodated depending on the nature of the request for an additional charge.
- c. Services provided:
 - a. Full Dome Shows
 - b. Wireless Internet Access
 - c. Computer projection (PowerPoint, DVD, BlueRay)
 - d. Sound System (requestor must supply own music in a play list format, preferably on an iOS device or CD)
 - e. Night sky presentation

Program materials will be chosen to comply with the specific needs or interests of the groups to which they are presented. An additional cost may apply for customized programs.

II. OPERATING PROCEDURES

1. The planetarium staff will schedule groups into the planetarium for specific times of instruction.
2. The planetarium will be reserved for GEHMS, Glastonbury Public Schools, East Hartford Public School and other school systems (fee based) during hours of instruction. Non-school groups will not be allowed to utilize the planetarium during normal school hours.
3. Public programs will be offered after 4:00 p.m. weekdays or on Saturday. Admission to such programs will be by tickets procured by prior reservations. Fees for tickets will be assessed to cover program expenses incurred.
4. Non-school groups may be scheduled into the planetarium after 4:00 p.m. weekdays or on Saturday on a fee basis when staff is available.
5. Hours of operation for groups requesting private shows or events.
 - Monday – Friday: 5:00pm-10:30pm
 - Saturday: Determined upon special request
6. The Glastonbury Board of Education reserves the right to refuse rental to individuals, organizations or events that discriminate because of race, creed, color, national origin, religion, marital status, gender, sexual orientation, gender identity or expression, physical disability, or age.
7. The Glastonbury Board of Education reserves the right to refuse rental to individuals, organizations or events that contradict the mission and goals of the Glastonbury Board of Education
8. Any organization seeking to use the planetarium and associated facilities for an event involving an admission charge or fundraising must qualify as a not-for-profit, tax-exempt organization under Section 501 (c)(3) or other relevant sections of the Internal Revenue Code. A copy of the Internal Revenue determination letter must be provided to the Glastonbury Public Schools prior to executing the Facilities Rental Agreement.
9. Weather Delay/Cancellation - The possibility exists that inclement weather may cause the Glastonbury Public Schools to have to delay or postpone an event. If the event is delayed, all efforts will be made, if possible, to complete the event. If there is a long delay which makes it necessary to abbreviate or cancel the event, the Superintendent/designee will decide as to delay or postponement.

III. RESERVATIONS

A. It is understood that the primary use of the facilities is for school use. However, in order to establish an orderly schedule, reservations must be made according to the following calendar:

1. GEHMS, Glastonbury & East Hartford schools and school-related activities and field trips: Reservations due by March 31 for the following fiscal year (July 1 – June 30).
2. All others: Reservations beginning May 1 for the following fiscal year (July 1 – June 30). Reservations must be made 30 days prior to the event.

Any other function, including school activities, booked after 5/1 will be scheduled on a first-come, first-served basis.

Reservations for more than one year in advance may be accepted on a conditional basis. However, final approval will not be made until A1 above has been met.

B. Procedures for Reserving Facilities

1. All requests for use of schools must be submitted on the request form for Community Use of School Facilities. This form is available at the Community Use office and the district website.
2. Request forms for use of the planetarium must be submitted at least 30 days before the activity is to take place.
3. Student groups planning to use the planetarium must arrange for member(s) of the school staff to be present to supervise the event.
4. No keys will be given to any non-staff person. A custodian or administrator must be present to unlock and lock doors.

IV. REGULATIONS FOR USE OF PLANETARIUM

A. General Conditions

1. The use of the planetarium requires the prior permission of the Community Use Office subject to approval of the superintendent/designee.
2. No smoking in the school buildings or on school grounds.
3. No food or drink allowed in planetarium.
4. Alcoholic beverages, illegal drugs, and weapons are prohibited.
5. Persons attending any activity must confine themselves to the rooms and corridors assigned for their use.
6. Parking on the grass or playing fields will not be permitted without the prior approval of the Superintendent or designee. Approved off-road parking is to be coordinated with and directed by the Police Department.
7. It is the responsibility of applicant organizations to notify their groups or make announcements over the local radio stations for cancellations.

8. The Community Use Office will contract for trash removal. When the amount of trash generated by an event necessitates the rental of a waste bin, the applicant organization will be billed directly by the contractor. For other events, the trash removal will be included in the rental fee, if applicable.
9. A custodian must be present at all times when the building is in use and until the necessary cleanup has been completed, except when a school function is under the supervision of a school administrator or designee. If no custodian is on duty, the supervising administrator or designee must be certain to return the building to the condition in which it was found, and will be responsible for securing the building.
10. The sale of items in violation of or inconsistent with the Board policies will not be permitted.
11. All local, state and federal laws and regulations must be obeyed.

B. Equipment

1. Only a properly qualified and designated staff member may operate the planetarium equipment. Any costs associated with the use of equipment or repair due to damage of the equipment must be paid by the applicant organization.
2. All equipment used during the activity by the public must be returned to the original location immediately following each activity. All facilities must be left as they were found. The Board of Education is not responsible for property left overnight.
3. When the kitchen is used, a member of the cafeteria staff must be present.

C. Conduct/Safety

1. Each applicant organization is responsible for the conduct of all participants and/or guests. Representatives from the applicant organization must remain on the premises throughout the function and must maintain control at all times. The number of such representatives will be designated by the community use office. Names and addresses of all designated persons in charge must be submitted with the application and they will be held responsible for the conduct of the participants and any property damage.

THE CUSTODIAN OR OTHER PLANETARIUM STAFF MEMBERS ARE NOT SUPERVISORS OF CHILDREN OR ADULTS.

2. Police coverage will be required when, in the opinion of the Community Use Office and/or police department, the event calls for traffic control, crowd control or security. The applicant organization must make arrangements for police coverage whenever required. The charge for police coverage will be paid directly by the applicant organization to the Town of Glastonbury.

V. LIABILITY FOR USE OF SCHOOL FACILITIES

Neither the Board of Education nor the Town of Glastonbury can be responsible for injury to persons or their property while the building or grounds are used by any group.

Groups not included under the Board of Education and the Town of Glastonbury blanket liability insurance coverage will be required to furnish evidence of insurance coverage meeting the town's requirement for personal injury and property damage single limit liability (\$1,000,000). In addition, the Glastonbury Board of Education is to be named as an additional insured and a certificate of insurance will be required to be filed with the original request. (NOTE: This may be difficult for parents renting for birthday parties)

The applicant organization must assume all legal responsibility for the function and remains the liable party.

Any activities, which are specifically excluded by the Board of Education insurance policies, are prohibited.

The applicant organization contracting for use of the buildings/grounds will agree to indemnify the Board of Education for any damage to the school property/grounds or equipment by any person or persons attending the activity.

Any group found abusing the planetarium and/or associated equipment or failing to comply with any requirement of this policy may be faced with immediate termination of their activity and/or denial of future use of the facilities.

VI. USE OF SCHOOLS FOR FUND-RAISING ACTIVITIES

Qualifying groups (see Schedule A, Category IV) may conduct fund-raisers under certain conditions. The following regulations shall prevail for all groups:

- A. The applicant organization certifies that all proceeds from the event will be used for a worthy educational, civic, or charitable purpose.
- B. The applicant organization will make all the arrangements through the community use office, which will determine the appropriateness of the function as defined by this policy.
- C. When admission is charged to an event using school facilities, the organization will be held liable for the collection and payment of taxes on admission and will account for any tax due by filing the necessary State of Connecticut forms. Non-profit organizations charging admission may be exempt from tax requirements, if they make application for exemption through the Connecticut State Tax Department.

SCHEDULE A
DEFINITION OF GROUPS

CATEGORY 1: Field Trips for GEHMS, Glastonbury and East Hartford schools.

CATEGORY 2: Field trips for other school systems on a field trip.

CATEGORY 3: General public shows.

CATEGORY 4: Private events.

SCHEDULE B
FEE SCHEDULES

- A. All fees/charges must be paid within fourteen (14) days of the billing date. Checks will be made payable to the GEHMS Planetarium and mailed directly to the Community Use Office, Glastonbury High School, 330 Hubbard St., Glastonbury, CT 06033.
- ~~B.~~ A fifty percent deposit will be required with applications for private events (attendance may not exceed 100).
- C. Unless cancellations are received forty-eight (48) hours before the scheduled event, the deposit will ~~may~~ be forfeited.
- D. Labor charges for custodial, audio visual technician and kitchen employees, working outside normal hours (overtime), will be based upon the current hourly rate.

Labor charges will be published on or before July 1 of each year or when the applicable labor contract has been settled, if at a later date.
- E. Rental fees are charged to cover a portion of the cost of maintenance/repair, trash removal replacement supplies and energy costs of operating the planetarium. Annual increases in rental fees will be based on the percentage increase in labor charges.

PLANETARIUM RENTAL FEES

CATEGORY 1: Field Trips for GEHMS, Glastonbury and East Hartford schools.

No charge. All field trips and/or events must occur during the normal school business hours.

CATEGORY 2: Field trips for other school systems on a field trip.

Field trips by reservation only - \$150 for one hour live and/or pre-programmed show. Maximum planetarium capacity is 100. Customized shows may be available for additional costs to be determined depending on content.

CATEGORY 3: General public shows.

Ticket prices based on the programming costs.

CATEGORY 4: Private events.

Planetarium Dome Rental (1 hour minimum rental or any part thereof)

- 1st hour - \$450
- Each additional hour (or any part thereof) - \$250

Gallery Rental (1 hour minimum rental or any part thereof; cannot be rented without a minimum of one hour planetarium dome rental)

- \$200/hour – no set up included
- Table Rental - \$6.00/table
- Chair Rental - \$2.00/chair
- Podium Rental - \$20.00 (only one available)
- AV set up and support - \$50.00 / hour
- Set up and breakdown fees - \$100.00

Cafeteria Rental - \$40.00/ hour (1 hour minimum rental or any part thereof, cannot be rented without a minimum of one hour planetarium dome rental)

Regulation

Approved: June 10, 2013

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

=====
Title of Report: Increase in School Lunch Prices for 2013-2014

Board Meeting Date: June 10, 2013

Action: XX

Report:

Information:

Discussion:

=====

Overview:

Because of the higher prices for the healthier food we must now serve as part of the new meal pattern mandates, we are recommending for the 2013-2014 school year that lunch prices for elementary students be increased by \$.25; for secondary students and adults be increased by \$.50.

In 2012-2013 Glastonbury meal prices are in the mid-range for middle school and high school but the second highest at the elementary level among several other districts. We expect that other districts will need to raise their prices as well.

We are beginning to see a trend that indicates our students are now accepting the new healthier meal patterns. It appears that this has been a transition year and we are hopeful that next year we will see the meal counts for the Glastonbury schools return to pre-2012-2013 levels. The meal counts at the new magnet school are where we expected them to be.

We are expecting to end the 2012-2013 school year with a balance of approximately \$200,000. Carrying that balance forward and including an increase of \$.25/meal, if the trend we see now does not continue into next year, we project that our end-of-year balance for 2013-2014 will be approximately \$20,000.

We are seeking approval to publish the new prices.

Submitted By: Jessica D'Agnesse/Sharon E. Smith

Reviewed By: Alan Bookman

Food Service Department Budget Projections

	Actuals July 1, 2011 - June 30, 2012	Projected July 1, 2012- June 30, 2013	Expected July 1, 2012- June 30, 2013	Estimated July 1, 2013 - June 30, 2014
Beginning Balance	\$681,111	\$380,995	\$380,995	\$210,539
Income				
Lunch, Milk, Breakfast, A la Carte	1,751,160	1,825,000	1,690,500	1,790,000
Federal Reimbursement	333,825	400,000	386,325	390,000
State Reimbursement	22,923	24,000	28,276	28,500
Catering	45,130	35,000	40,000	40,000
Miscellaneous	2,698	2,500	1,000	2,000
Interest Income	1,152	500	500	500
Healthy Snack Reimbursement	49,313	50,000	49,000	50,000
BOE	0	0	200,000	0
Total Income	\$2,206,201	\$2,337,000	\$2,395,601	\$2,301,000
Expenses				
Food and Milk	881,283	950,000	925,302	940,000
Operating Supplies	83,379	84,000	90,000	90,000
Wages	733,246	800,000	790,000	782,000
FICA	51,471	61,400	58,140	59,823
Health Insurance Premium	457,307	493,000	476,650	465,555
Repairs	20,436	13,500	20,000	15,000
New Equipment	11,392	8,000	6000	5,000
Replacement Equipment	8,903	20,000	15000	10,000
Contracted Labor	31,702	42,000	31,000	32,500
Staff Development and Training	3,793	2,600	2,800	3,500
Uniform and Travel Reimbursement	6,125	6,500	6,500	6,500
USDA Food Delivery	4,319	4,000	6,000	6,000
USDA Processing Charges	62,676	65,000	75,000	75,000
Miscellaneous Expenses	2,110	3,500	2,500	2,500
Utilities	83,000	41,000	41,000	0
Support Personnel	15,157	0	0	0
Contracted Services	15,151	0	20,165	0
Workers Compensation	16,376	0	0	0
Satellite Deliveries	18,491	0	0	0
Total Expenses	\$2,506,317	\$2,594,500	\$2,566,057	\$2,493,378
Net income (or loss)	(\$300,116)	(\$257,500)	(\$170,456)	(\$192,378)
Balance	\$380,995	\$123,495	\$210,539	\$18,161
Increase per meal	\$.25 Student \$.50 Adult	\$.00 Student \$.50 Adult	\$.00 Student \$.00 Adult	\$.25 Elementary \$.50 Secondary
Lunch prices	\$3.00 (7-12) \$2.75 (1-6) \$3.50 Adult	\$3.00 (7-12) \$2.75 (K-6) \$4.00 Adult	\$3.00 (7-12) \$2.75 (K-6) \$4.00 Adult	\$3.50 (7-12) \$3.00 (K-6) \$4.50 Adult
Breakfast Price	\$1.00	\$1.50	\$1.50	\$1.50

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

=====
Title of Report: Summer 2013 Professional Development

Board Meeting Date: June 10, 2013

Action: Report: X Information: Discussion:
=====

Overview:

There are thirty sessions across the summer weeks that provide professional growth experiences to meet the needs and interests of our staff. This summer, workshops embed three themes that were identified by teachers as areas of high need or interest during the 2012-13 school-year:

- Leveraging technology as a resource for student learning
- Strategies to address the Common Core and SRBI tiered instruction
- Staff wellness

What's so special about our summer program?

- All of the topics reflect the interests of our educators.
- All of the topics are highly relevant to district goals and initiatives.
- The session dates extend across the summer months to accommodate as many teachers as possible.
- All sessions are developed and presented by GPS staff.

In addition, teachers across all departments will continue to develop and refine curriculum, assessments and related learning activities that support our rigorous and standards-based programs.

The summer learning sessions provide substantive opportunities for staff to develop their skills in high interest areas within settings that support adult learners. We are fortunate for the talents and generous support of the course instructors who make the sessions so meaningful and useful. The 2013 Summer Professional Development calendar and session descriptions are attached.

Submitted By: Rosemary Tralli

Reviewed By: Alan Bookman



We are very pleased to present
Summer Professional Development 2013

This reference guide will assist you in selecting interesting activities that support our district strategic goals and initiatives as well as areas of interest expressed by our staff. In this guide, workshops are listed by date. To help you find the workshops that fit your needs, learning outcomes and target audiences are included.

For complete workshop information, or to enroll, logon to **ProTraxx** at **www.protraxx.com**. In the **My EzTraxx** screen, under the **Enrollment** dropdown, select **Class Catalog**. Simply click **Enroll** to register. For staff without access to ProTraxx, please contact Louise Sikernitsky or Cindy Gunning to enroll.

(Workshops with fewer than 10 enrollments will be cancelled.)

**STRATEGIC PLAN
 2012-2017**

1. Promote High Achievement for All Students
2. Ensure Support, Growth, and Accountability of All Staff
3. Build a 21st Century Learning Environment



ACTIVITY TITLE	PRESENTER	DATE/TIME LOCATION	TARGET	INTENDED LEARNING OUTCOMES
Walking and Wellness	Ann Marie Colebrook	Jun 26 – Aug 16 7-7:30AM (Weekdays only - No holidays) GHS Track	GPS Staff	This experience provides all participants an opportunity to share ideas, collaborate, meet new people, learn about each other, and enjoy being physically active, all while walking! Walkers will comfortably increase levels of physical activity, develop personal wellness goals, and have fun. Come whatever days are good for you throughout the summer.
Google Academy Beginners	Rob Rose	Jun 28, Jul 1 & 2 9-11AM SMS Room 1206 (Repeat 7/16-7/18)	All Staff	Teachers will: review the basic functions of Google drive (including adding and moving files, Gmail, and calendar, learn to use basic tools to enhance collaborative work (with both students and staff), and develop a Google form to use in the classroom to guide instructional decision making in the classroom.

Introduction of iPads	Chris Robbins Tom Griffin	Jul 8 9-11AM Nayaug Tech Room	Teachers K-6 New to iPads	Overview and introduction to the iPad so teachers can explore education features and resources making the iPad a personal tool for teaching and learning.
Effective Use of iPad/iTouch Apps for Student Learning	Chris Robbins Tom Griffin	Jul 8 1-3PM Nayaug Tech Room	Teachers K-6 Using iDevices	Provide teachers with useful education apps that cover a wide array of curriculum topics. These apps will focus on supporting and enriching student growth for grades K to 6 th so that the iPad is used properly as student learning device.
Digital Photography & Preparing Images for the Classroom	Erek Grohs	Jul 8 9-11AM GHS E109	All Staff	Students will be learn about the about the more advanced features of their digital cameras and how those features can improve their picture taking results. Students will be able to operate a scanner for the purpose of digitizing images for professional and personal use.
Managing a Classroom with 1:1 iPads	Katherine Ruddick	Jul 8 8-10AM GHS C107	Teachers 9-12	Participants will understand the benefits and challenges in classrooms where every student has an iPad, discuss strategies for managing the iPad on a daily basis, and craft formative assessments for a daily lesson plan or unit to be implemented in a 1:1 setting.

Using the iPad for Summative Assessments	Katherine Ruddick	Jul 8 11AM-1PM GHS C107	Teachers 9-12	Participants will understand the benefits and challenges of using the iPad in summative assessments, discuss strategies for managing the iPad in summative assessments, and create a new summative assessment or adapt an old one that integrates iPad technology for use in future classes.
Effectively Use iDevices as Teaching Tools	Chris Robbins Tom Griffin	Jul 9 9-11AM Nayaug Tech Room (Repeat 7/9, 12-2PM)	Teachers K-6 Using iDevices	Provide teachers with applications that utilize the iPad to produce lessons for individual student learning, and small group or whole class instruction. The application showcased will include, but are not limited to, Educreations, iMovie, Explain Everything, Splashtop and Doceri.
Effectively Use iDevices as Teaching Tools	Chris Robbins Tom Griffin	Jul 9 12-2PM Nayaug Tech Room	Teachers K-6 Using iDevices	Provide teachers with applications that utilize the Ipad to produce lessons for individual student learning, and small group or whole class instruction. The application showcased will include, but are not limited to, Educreations, Imovie, Explain Everything, Splashtop and Doceri.
Introduction to Photoshop CSS	Erek Grohs	Jul 9 8AM-12PM GHS E109	All Beginners	Students will be able to use the basic functions of Photoshop CS5 to prepare and improve images for both professional and personal use.

UConn ECE (Early College Experience) Databases	Tess Mawhinney	Jul 9 9-11AM GHS LMC Lab	GHS ECE Teachers	Participants will learn how to locate, access and search UConn's many research databases available to ECE teachers and students.
Review of Basic Apps for the iPad	Tess Mawhinney	Jul 9 11:30AM-1:30PM GHS LMC Lab (Repeat 7/29)	GHS Staff	Participants will be able to create, save, edit, move and access documents in the cloud based server using the iPad.
Stress Reduction and Relaxation	Ann Marie Colebrook	Jul 9 & Jul 11 10-11AM BOE Room A (Repeat 8/6 & 8/8)	GPS Staff	Participants in this workshop will learn various ways to meditate to reduce stress, simple yoga and stretching techniques to improve flexibility and strength, and breathing exercises to improve overall well-being. Strategies taught in this workshop can also be infused into lessons that will help students to focus, reduce anxieties, and improve learning.
Google Academy Beginners	Rob Rose	Jul 16, 17 & 18 9-11AM GHS LMC Lab	All Staff	Teachers will: review the basic functions of Google drive (including adding and moving files, Gmail, and calendar, learn to use basic tools to enhance collaborative work (with both students and staff), and develop a Google form to use in the classroom to guide instructional decision making in the classroom.

Math in Focus	Rosemary Tralli	Jul 16 9AM-12PM BOE Rooms A & B (Repeat 8/13)	Grades 1, 2, 3: Classroom Teachers, Special Ed, PACE, ELL	In preparation for the new math program implementation this fall, join this informal study group to explore your new math resources. Participants should bring along their grade level math kits. This session will provide teachers with time to examine these materials through a collaborative experience.
Using Educreations to Flip Your Classroom	Edward Sarisley	Jul 16 9AM-12PM SMS Room 1208	Teachers 6-12	As a result of attending this workshop, participants will: describe the components of the flipped classroom model, discuss the advantages and disadvantages of the flipped classroom model, critique example instructional videos, create an instructional video using the Educreations app, and design a classroom management plan to implement in the flipped classroom model.
Kagan Cooperative Learning Structures	Rosemary Tralli Diane Hoover	Jul 17 9AM-12PM BOE Room A/B	Teachers K-5	Teachers will be able to: identify whole, group, small group and pair cooperative learning activities; and determine ways to use these structures for content learning and student engagement

Strategic Instruction Model (SIM) Paraphrasing Strategy	Kate Johns-Galvin	Jul 22 9AM-3PM Nayaug Room 4	Reading and Special Education Teachers 4-6	<p>This session will provide specialized training for teaching the SIM Paraphrasing Strategy. Through instruction in this strategy, students will be able to increase reading comprehension skills through SRBI Tier2/3 or special education venues. Connections to how this instruction meets learning expectations from the CCSS English/Language Arts literacy standards will be addressed. All participants will receive a manual and other key resources.</p>
Google Academy Advanced	Rob Rose	Jul 23, 24 & 25 9-11AM SMS Room 1206 (Repeat 8/6-8/8)	All Staff	<p>Teachers will: review the basic functions of Google forms, learn the functions and abilities of Google sites and blogger, develop a Google site to use in the classroom to guide instruction and develop a basic understanding of a flipped classroom model.</p>
Reduce Your Stress Levels	Linda Roberts	Jul 23 8:30-11AM BOE Room A	All Staff	<p>Three stress reduction or relaxation strategies will be presented in this class. Participants will understand the relationship between stress reduction strategies and physiological symptoms of stress; will learn the quieting response, visual imagery, and self-hypnosis through guided demonstration and practice; and will be able to use them at will when faced with stressful situations in the future.</p>

Review of Basic Apps for the iPad	Mary Metheny	Jul 29 9-11AM GHS LMC Lab	GHS Staff	Participants will be able to create, save, edit, move and access documents in the cloud based server using the iPad.
GHS Library Databases	Mary Metheny	Jul 29 11:30AM-1:30PM GHS LMC Lab	GHS Staff	Participants will learn what paid databases GHS Library provides, how to search effectively, and how to find materials that connect to their curricular areas.
Google Academy Advanced	Rob Rose	Aug 6, 7 & 8 9-11AM SMS Room 1206	All Staff	Teachers will: review the basic functions of Google forms, learn the functions and abilities of Google sites and blogger, develop a Google site to use in the classroom to guide instruction and develop a basic understanding of a flipped classroom model.
Stress Reduction and Relaxation	Ann Marie Colebrook	Aug 6 & 8 1-2PM BOE Room A	GPS Staff	Participants in this workshop will learn various ways to meditate to reduce stress, simple yoga and stretching techniques to improve flexibility and strength, and breathing exercises to improve overall well-being. Strategies taught in this workshop can also be infused into lessons that will help students to focus, reduce anxieties, and improve learning.

<p>Strategic Instruction Model (SIM) Inference Strategy</p>	<p>Kate Johns-Galvin</p>	<p>Aug 9 9AM-3PM Nayaug Room 4</p>	<p>Reading and Special Education Teachers 7-12</p>	<p>This session will provide specialized training for teaching the SIM Inference Strategy. Through instruction in this strategy, students will be able to increase reading comprehension skills through SRBI Tier2/3 or special education venues. Connections to how this instruction meets learning expectations from the CCSS English/Language Arts literacy standards will be addressed. All participants will receive a manual and other key resources.</p>
<p>Math in Focus</p>	<p>Rosemary Tralli</p>	<p>Aug 13 9AM-12PM BOE Room A/B</p>	<p>Grades 1, 2, 3: Classroom Teachers, Special Ed, PACE, ELL</p>	<p>In preparation for the new math program implementation this fall, join this informal study group to explore your new math resources. Participants should bring along their grade level math kits. This session will provide teachers with time to examine these materials through a collaborative experience.</p>
<p>Intro to the GPS Web Portal – Creating Website for <u>NEW</u> Classroom Teachers</p>	<p>Patti Renaud</p>	<p>Aug 14 9AM-12PM GHS LMC Lab (Repeat 8/20)</p>	<p>Classroom Teachers NEW to GPS (including electives and special area teachers but not Special Ed teachers)</p>	<p>This training is for NEW teachers only! We will take a tour of the web portal and review the basics. Teachers will create links to public and internal websites and will create their classroom site to support instruction. <u>It is highly recommended that all new teachers to the Glastonbury Public School System take this workshop.</u></p>

<p>Intro to the GPS Web Portal – Creating a Website for <u>NEW</u> Certified Support Staff</p>	<p>Patti Renaud</p>	<p>Aug 15 9AM-12PM GHS LMC Lab (Repeat 8/21)</p>	<p>Certified Support Staff NEW to GPS – Counselors, Special Education, Psychologists, SLP, OT/PT, etc.</p>	<p>This training is for NEW certified support staff only (Counselors, Special Education, Psychologists, Speech & Language, OT/PT, etc.). We will take a tour of the web portal and review the basics. We will create links to public and internal websites and will create your GPS website. <u>It is highly recommended that all certified support staff new to the Glastonbury Public School System take this workshop.</u></p>
<p>Intro to the GPS Web Portal – Creating Website for <u>NEW</u> Classroom Teachers</p>	<p>Patti Renaud</p>	<p>Aug 20 9AM-12PM GHS LMC</p>	<p>Classroom Teachers NEW to GPS (including electives and special area teachers but not Special Ed teachers)</p>	<p>This training is for NEW teachers only! We will take a tour of the web portal and review the basics. Teachers will create links to public and internal websites and will create their classroom site to support instruction. <u>It is highly recommended that all new teachers to the Glastonbury Public School System take this workshop.</u></p>
<p>Intro to the GPS Web Portal – Creating a Website for <u>NEW</u> Certified Support Staff</p>	<p>Patti Renaud</p>	<p>Aug 21 9AM-12PM GHS LMC</p>	<p>Certified Support Staff NEW to GPS – Counselors, Special Education, Psychologists, SLP, OT/PT, etc.</p>	<p>This training is for NEW certified support staff only (Counselors, Special Education, Psychologists, Speech & Language, OT/PT, etc.). We will take a tour of the web portal and review the basics. We will create links to public and internal websites and will create your GPS website. <u>It is highly recommended that all certified support staff new to the Glastonbury Public School System take this workshop.</u></p>



“THANK YOU”...

**... to our dedicated staff who have designed and presented these
Summer 2013 Workshops.**

... to our Community Use Office for scheduling expertise.

... to our custodial staff for their assistance in set up and clean up.



Board of Education Regular Meeting
May 20, 2013 7:30 PM
BOARD OF EDUCATION SCHEDULED MEETING
Town Council Chambers
Town Hall, 2155 Main Street
Glastonbury, CT 06033

Attendance Taken at 7:30 PM:

Present Board Members:

Mrs. Rosemary Coggeshall
Dr. Douglas Foyle (joined the meeting at 8:22 PM)
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

2. Pledge of Allegiance

3. Awards and Recognition

3.a. Director of Mathematics

Dr. Bookman announced that Caroline Quinn Alger will succeed Michelle Watson as the Director of Mathematics. She will begin in this position on July 1, 2013.

Mrs. Alger addressed the Board and thanked them for the opportunity to contribute in her new position.

Mrs. Karp welcomed Mrs. Alger on behalf of the Board.

3.b. Retirees Recognition

Dr. Bookman recognized each of the retirees for their contributions to the Glastonbury School System.

The following teachers and staff were recognized:

Marie Allan-GHS, School Psychologist
Cheryl Cooper-Hopewell, 4th grade
Joanne (Jodi) Fyfe-GHS, School Counselor
Carol Goldstein-GHS, English
Janet Helyer-Naubuc, 1st grade
Barbara Hrubala-Hebron Avenue, Reading
Edward Litwin-Hopewell, 5th grade
Dorothy Marschhausen-Naubuc, 3rd grade
Marcia McGee-GHS, Special Education
Peter Meny-SMS, School Psychologist
Susan O'Dea-SMS, Family and Consumer Science
Sharon Rickard-Naubuc, Kindergarten
Ida Shea-Buttonball, Foreign Language
Michele Watson-Director of Mathematics
Tina Yenker-Nayaug, Health and Physical Education

4. Student Representatives' Report

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

Alexandra Walsh updated the Board on activities and events at Glastonbury High School: Junior Prom was held on May 19, 2013 followed by the Junior Prom breakfast.

- The GHS Pops concert was held on May 17, 2013.
- On May 22, 2013, the Agriscience/FFA Banquet will be held.
- The Spring Essence Awards will take place on May 29, 2013.
- The GHS Scholastic Awards Program will take place on May 30, 2013.

5. Informal Session for Public Comment

6. Special Reports

7. Business Requiring Action

7.a. Acceptance of Donation of Photovoltaic Solar Panel System at Glastonbury Public School's Bus Yard

Dave Sacchitella addressed the Board regarding a photovoltaic (PV) system that is proposed for installation at Glastonbury Bus Yard, 311 Oakwood Drive. The panels would be installed on carports that would cover some of the buses. The installer is Solar City, a solar power developer with offices in Rocky Hill CT. Solar City will own the system and provide maintenance on the system for the 20 year life of the project. Based on current use, annual savings are estimated at approximately \$17,000. There is no cost to the District for this installation.

Mrs. Karp thanked Dave Sacchitella and Solar City on behalf of the Board for their leadership on this project.

Motion to Amend Passed: To amend the motion from: "Board accepts with gratitude the donation of a Photo-voltaic Solar Panel System at the Glastonbury Public Schools Bus Yard" to: "Board approves the installation of a Photovoltaic Solar Panel System at the Glastonbury Public Schools Bus Yard" 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

Motion Passed: Board approves the installation of a Photovoltaic Solar Panel System at the Glastonbury Public Schools Bus Yard 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 Perkins Vocation and Technical Education Grant

Jill Carey addressed the Board regarding the approval of the Perkins Vocation and Technical Educational Grant. The purpose of this grant is to develop the academic, career, and technical skills of secondary and postsecondary students who enroll in career and technical education programs.

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.

Motion Passed: Board approves the Perkins Vocational and Technical Education Grant 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 Board of Education Meeting Dates for January 2014-January 2015

Motion Passed: Board approves Board of Education Meeting Dates for January 2014-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

8. Reports and Discussion

8.a. Communication Protocol Updates

Discussion:

Pandy Wolher reported to the Board on updates to the School to Home Communications Protocol. 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. The updated document will be posted on the GPS website on the Board of Education "Reports" page.

8.b. Education Foundation

Discussion:

No report.

8.c. Magnet Schools

Discussion:

No report.

9. Approval of Minutes

9.a. Meeting of May 13, 2013

Motion Passed: Board approves the minutes of May 13, 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 Yes
Mrs. Pandora Wohler Yes
Mr. James Zeller Yes

9.b. Special Meeting of May 14, 2013

Motion Passed: Board approves the Special Meeting minutes of May 14, 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 Yes
Mrs. Pandora Wohler Yes
Mr. James Zeller Yes

10. Committee Reports

Discussion:
No report.

11. Chairperson's Report

Discussion:
No report.

12. Superintendent's Report

Discussion:
No report.

12.a. School Suspension Report, April, 2013

12.b. CREC Council Meeting Minutes, April 24, 2013

12.c. Connecticut Association of Schools Thank You to Naubuc School

12.d. Dates to Remember

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

Discussion:

The meeting was adjourned at 9:00 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

Respectfully Submitted,

Dr. Lisa Furbush, Secretary

Approved:

A Special Meeting of the Glastonbury Board of Education was held Monday, May 20, 2013, in the Town Chambers Conference Room, 2155 Main Street, Glastonbury, CT 06033.

Board members presents: Susan Karp, Chairman
Jeremy Grieveson, Vice-Chairman
Lisa M. Furbush, Secretary
Douglas C. Foyle
Rosemary Coggeshall
Carolyn Treiss
Pandora Wohler
James R. Zeller

1. Call to Order

Chairman, Susan Karp called the meeting to order at 10:05PM.

2. Pledge of Allegiance

3. Reports and Discussion

a. Board of Education Self-Evaluation

4. Adjournment

Upon MOTION of Mr. Grieveson, seconded by Dr. Furbush, the Board voted 8 to 0 adjourn at 10:18PM.

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
GLASTONBURY, CONNECTICUT**

SCHOOL ENROLLMENT JUNE 1, 2013

<u>Elementary</u>	<u>Pre-K</u>	<u>K</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>Total</u>	
Buttonball		69	89	73	70	96	94		491	
Eastbury	39	39	49	40	51	49	54		282 w/o Pre-K	
Hebron Ave.		67	62	74	84	89	91		467	
Hopewell		78	54	74	76	89	87		458	
Naubuc		63	68	72	80	74	85		442	
Naugaug	22	91	87	104	95	121	102		600 w/o Pre-K	
Elementary Subtotal		407	409	437	456	518	513		2740	
Gideon Welles								526	526	
K-6 Totals									3266	
Elementary Total		407	409	437	456	518	513	526	3266	
<u>Middle</u>		<u>7</u>	<u>8</u>							<u>Total</u>
Smith Middle	Middle Subtotal	508	511							1019
Middle Total		508	511							1019
<u>Secondary</u>		<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>				<u>Total</u>	
Glastonbury High	Secondary Subtotal	553	539	579	553				2224	
Secondary Total		553	539	579	553				2224	
TOTAL									6509	
PRE-K									61	
OUT OF DISTRICT (39) & GHS ALTERNATE PROGRAM (5)									44	
GRAND TOTAL									6614	

RECAPITULATION

GRADE	2011-12	6/1/2012	2012-13	6/1/2013	Change Over Previous Years Enrollment All
	projections	Enrollment	projections	Enrollment	
	All		All		
Pre-K	60	77	40	61	-16
K	430	395	374	407	12
1	442	450	410	409	-41
2	458	455	434	437	-18
3	481	507	469	456	-51
4	527	521	504	518	-3
5	537	534	529	513	-21
6	501	514	525	526	12
Subtotal Elementary	3436	3453	3285	3327	-126
7	511	514	523	508	-6
8	556	554	527	511	-43
9	558	545	554	553	8
10	577	572	544	539	-33
11	556	552	581	579	27
12	511	502	568	553	51
Subtotal Secondary	3269	3239	3297	3243	4
TOTAL	6705	6692	6582	6570	-122
OUT OF DISTRICT & GHS ALTERNATE		59		44	-15
GRAND TOTAL	6705	6751	6582	6614	-137
Glastonbury/East Hartford Elem. Magnet		106		131	
Two Rivers Middle Magnet		20		26	
Great Path Academy		3		5	

**ELEMENTARY ENROLLMENT BY SCHOOL/BY GRADE/BY CLASS
JUNE 1, 2013**

	GRADE K					TOTAL
Buttonball	17	17	18	17		= 69
Eastbury	19	20				= 39
Hebron	17	16	17	17		= 67
Hopewell	20	20	19	19		= 78
Naubuc	16	15	16	16		= 63
Nayaug	18	18	18	19	18	= 91
						407

	GRADE 1					
Buttonball	19	17	17	18	18	= 89
Eastbury	16	16	17			= 49
Hebron	21	19	22			= 62
Hopewell	18	17	19			= 54
Naubuc	16	17	17	18		= 68
Nayaug	23	21	22	21		= 87
						409

	GRADE 2					
Buttonball	19	18	18	18		= 73
Eastbury	20	20				= 40
Hebron	19	19	16	20		= 74
Hopewell	20	17	19	18		= 74
Naubuc	17	19	18	18		= 72
Nayaug	21	21	21	21	20	= 104
						437

	GRADE 3					
Buttonball	17	17	19	17		= 70
Eastbury	17	17	17			= 51
Hebron	21	22	20	21		= 84
Hopewell	19	19	19	19		= 76
Naubuc	20	20	20	20		= 80
Nayaug	21	19	18	19	18	= 95
						456

	GRADE 4					
Buttonball	23	24	25	24		= 96
Eastbury	25	24				= 49
Hebron	23	23	21	22		= 89
Hopewell	22	22	22	23		= 89
Naubuc	19	18	19	18		= 74
Nayaug	23	23	25	24	26	= 121
						518

	GRADE 5					
Buttonball	19	16	20	20	19	= 94
Eastbury	19	17	18			= 54
Hebron	23	24	23	21		= 91
Hopewell	22	22	21	22		= 87
Naubuc	21	22	21	21		= 85
Nayaug	20	21	21	21	19	= 102
						513

THIS DOCUMENT IS FOR INFORMATIONAL PURPOSES ONLY. FOR OFFICIAL DOCUMENT, PLEASE CONTACT THE TOWN CLERK'S OFFICE

**GLASTONBURY BOARD OF FINANCE
MINUTES - REGULAR MEETING OF WEDNESDAY, MAY 15, 2013**

The Glastonbury Board of Finance held a regular meeting on Wednesday, May 15, 2013, in Meeting Room A, Town Hall, 2155 Main Street, Glastonbury, CT

Board members present were Diane Northrop, Chairwoman; James McIntosh, Vice Chairman; Jared Soper, Constantine Constantine, and Michael Toppi. Walter Cusson was absent.

Others present: Richard J. Johnson, Town Manager; Diane Waldron, Director of Finance, Nina Cousins, Controller, Chris Kachmar, Fiduciary Investment Advisors and Karen Bachand, Recording Secretary.

Diane Northrop called the meeting to order at 4:00 p.m.

1. Public Comment Session

No one from the public was present to speak.

2. Minutes: Regular Meeting – April 17, 2013

The minutes were accepted with the following changes: item 6, change to read: “Nina Cousins reported investment income is at 69.96% of budget” and item 7, 4th paragraph, last sentence, change to read: “No more than 25% of the portfolio may be invested beyond 3 years or 36 months.”

3. Communication: a) Pension Plan Update – Chris Kachmar, Fiduciary Investment Advisors

Chris Kachmar of Fiduciary Investment Advisors reviewed with the Board the first quarter calendar year pension report. Overall, Mr. Kachmar said the market is solid with domestic equity strong and emerging markets experiencing some challenges. Specific to the Glastonbury plan, the return for the first quarter is 13.65% as of March 31 compared to the benchmark of 11.0%. Mr. Kachmar continued to say that all investments are performing well and no changes are recommended at this time. Mr. Soper commended Fiduciary Investment Advisors for the positive work to date on the pension fund and asked Mr. Kachmar if the Town should consider reducing its investments in the emerging market areas due to the poor return. Mr. Kachmar said if he had a recommendation it would be to add to the emerging market category while it was low.

b) Pension Investment Review – March 31, 2013

Diane Waldron, Director of Finance reviewed the March 31 monthly report and Jared Soper asked what is included in Administrative Fees. Ms. Waldron said processing fees for Welles Fargo, trust and Custodial fees, and year end reporting, as well as, Milliman, Inc fees for processing transactions, actuarial fees and other requests of the actuarial firm are included in the Administrative fee. Diane Northrop asked the Town Manager if the pension audit discussed at the last meeting had been done and Mr. Johnson stated it is in progress now.

4. Communication: Month End Education Reconciliation– March 2013

Nina Cousins, Controller reported that no problems were noted for the month.

5. Communication: Administrative Transfer – Supplemental Transfer

The Board accepted the transfer without discussion.

6. Communication: Expenditures for 10 Months Ended April, 2013

Diane Waldron, Director of Finance presented the report and noted that everything is running smoothly prior to year end. Ms. Waldron indicated that funds remaining in the employee related insurance accounts in each department will likely be transferred to the Self Insurance Reserve Fund account.

7. Communication: Capital Projects Report – April, 2013

Diane Waldron, Director of Finance reported that expenditures have been low due to little activity on capital projects. The next significant project will be the Riverfront Park Phase II with the bid opening on May 28.

8. Communication: Month End Investments – April, 2013

Nina Cousins, Controller reported the investment income has reached 79.88 % of budget and expects the Town will slightly exceed budget at year end.

9. Communication: Investment Portfolio Policies and Procedures

The revised and approved Investment Policy was accepted without discussion.

10. Communication: Sewer Operating and Sewer Sinking Funds – March, 2013

Diane Waldron, Director of Finance reviewed the Sewer Operating and Sewer Sinking Funds report and noted a slight decline in the Sewer Sinking Report from last year. Ms. Waldron indicated she will be watching the Sewer Operating Fund closely as revenues are down and are needed to cover expenditures.

11. Communication: Annual Report 2011-2012

The Board acknowledged receipt of the report.

12. Communication: Board of Finance Committee Reports

Constantine Constantine reported for the Public Building Commission that the magnet school project has \$570,000 remaining in contingency and that the bids for the Riverfront Park Phase II will be opened on May 28.

13. Communication: Transfers Approved by the Town Manager since Last Meeting – General Fund

GENERAL FUND: GENERAL GOVERNMENT: Town Manager - \$2500/Professional Services to Town Council Professional Services; Town Council - \$250/Training & Dues to Town Manager Training & Dues; Town Council - \$150/Office Supplies to Town Manager Office Supplies; Human Resources - \$1325/Programs to Office Equipment/Furniture. COMMUNITY DEVELOPMENT: Health - \$2,250/Wages Part Time to Office Equipment/Furniture; ADMINISTRATIVE SERVICES: Voter Registration - \$300/Printing/Reproduction to Training & Dues.

Constantine Constantine MOVED to add agenda item 14.3 to agenda item 14. Michael Toppi SECONDED and the motion was UNANIMOUSLY APPROVED.

14. Approval: Transfers Greater Than \$5,000

Constantine Constantine MOVED that the Board of Finance approve the following transfers: PUBLIC SAFETY: Fire – \$9,918/Operating Supplies and \$6,056/Wages Part Time to Wages Units; LEISURE CULTURE: Parks & Recreation - \$5,600/Wages Part Time to Programs; and, COMMUNITY DEVELOPMENT: Building Inspection - \$5,500/Employee Related Insurance to Vehicle & Trucks. Michael Toppi SECONDED and the motion was UNANIMOUSLY APPROVED.

15. Approval: Establishment of Planetarium Special Revenue Fund

The Board questioned whether they could approve the establishment of a special revenue fund or if it required a recommendation to the Town Council and therefore submitted the following motion.

Constantine Constantine MOVED the Board of Finance approves/recommends to Town Council for approval the establishment of the Planetarium Special Revenue Fund for the revenues and expenditures associated with the activities and programs at the Planetarium located at the Glastonbury-East Hartford Magnet School. Michael Toppi SECONDED and the motion was UNANIMOUSLY APPROVED 5-0.

16. Action: Recommend to the Town Council the Suspension of \$82,669.65 in Taxes.

Michael Toppi MOVED that the Board of Finance recommend to the Town Council the suspension of \$82,669.65 in taxes. James McIntosh SECONDED and the motion was UNANIMOUSLY APPROVED 5-0.

17. Action: Approval of Transfer Between Capital Projects - \$660,000 from Griswold Street Project to Main Street Traffic Signal Project

Michael Toppi MOVED that the Board of Finance approve a transfer of \$660,000 from the Griswold Street Project to the Main Street Traffic Signal project. James McIntosh SECONDED and the motion was UNANIMOUSLY APPROVED.

18. Action: Recommend to the Town Council that the property acquisition at 35 Bell Street be funded with \$375,000 from the Capital Projects – Land Acquisition Fund.

Mr. Johnson presented a site plan and explained why the Town is interested in acquiring the property. Michael Toppi then MOVED that the Board of Finance recommend to the Town Council that the property acquisition of 35 Bell Street be funded with \$375,000 from the Capital Projects – Land Acquisition Fund. James McIntosh SECONDED and the motion was UNANIMOUSLY APPROVED 5-0.

Michael Toppi MOVED to add agenda item 19 – Action: Recommend to Town Council a Waiver of Request for Qualifications process for engineering services to implement a retro-commissioning program. Constantine Constantine SECONDED and the motion was UNANIMOUSLY APPROVED.

19. Action: Recommend to Town Council a Waiver of Request for Qualifications process for engineering services to implement a retro-commissioning program

James McIntosh MOVED that the Board of Finance recommends to Town Council a Waiver of Request for Qualifications process for engineering services to implement a retro-commissioning program. Michael Toppi SECONDED and the motion was UNANIMOUSLY APPROVED.

20. Adjournment

There being no further business, James McIntosh MOVED to adjourn the meeting. Michael Toppi SECONDED and the motion was UNANIMOUSLY APPROVED.

The meeting adjourned at 5:45 p.m.

Respectfully submitted,

Karen T. Bachand, CPS

Karen T. Bachand, CPS, Recording Secretary



Naubuc Elementary School

82 Griswold Street ♦ Glastonbury, CT 06033 ♦

Tel: (860) 652-7918 ♦ Fax: (860) 652-7930

Michael E. Litke, Principal

Jennifer Derick, Assistant Principal

6/5/2013

To Whom It May Concern:

I wanted to take a minute to express our tremendous gratitude for the grant the Glastonbury Education Foundation provided to fund the Soaring Eagles Recording Studio.

Thanks to your generous donation of \$8000, we will be able to fund the equipment necessary to launch this initiative and thus provide multiple opportunities to the students of, not only Naubuc, but each of the elementary schools. As a result, beginning in the 2013-2014 school year, and for years to come, our choirs will be able to capture studio quality recordings that can be entered into regional conferences and later compiled as annual keepsakes, along with the recordings of our hit PBIS songs and individual student compilations. I am fully confident that these experiences will enrich the lives of our students and provide memories that will last a lifetime.

Your commitment to supporting Glastonbury Public Schools has made significant and lasting differences for our community, schools and students. Glastonbury is truly fortunate to have an organization of committed volunteers who, through their fundraising and philanthropic spirit, are able to provide such unique and exceptional opportunities for our schools and students.

We look forward to inviting you back once the studio is complete so you can see all of the ways that your donation is making a difference for students. Thanks again.

Sincerely,

Mr. Michael Litke
Principal, Naubuc Elementary School

cc: Dr. Alan Bookman



Fred Myers, Director of Science

330 Hubbard Street, Glastonbury, CT 06033

myersf@glastonburyus.org

Tel: (860) 652-7200 ext. 2002 Fax: (860) 652-7275

www.glastonburyus.org

May 31, 2013

Ms. April Reitman
269 Neipsic Road
Glastonbury, CT 06033

Ms. Reitman,

I would like to take this opportunity to sincerely thank you for your kind donation of various science equipment and supplies to the Science Department at Glastonbury High School. After unloading my car this morning and I inventoried all the nice items that Mr. Maas and I identified at your home yesterday that you were willing to give us. The following is a list of the items we received from you:

Item	Quantity
Aluminum Weighing Boats (Box)	1.5
Beakers, 250ml	9
Beakers, 400ml	11
Burette Clamp	1
Burette Ring Stand	1
Burette, 50ml	1
Conductivity Meter	1
Conductivity Probe	2
Cotton Tipped Applicators (1,000)	1
Cuvettes	50
Densitometer	8
Electronic Scale, Mettler pm4000	1
Electronic Scale, Mettler pm6100	1
Forceps Clamps (Various Sizes)	30
Hot Plate, Stirring / Model: Cimarec 2	1
Micro Pipette Tips (100)	3
Micro Pipettes	2

Item	Quantity
Multi-Enzyme Cleaner (32/box)	1
Pipette, Volumetric - 5ml	16
Pipettes, 1ml	1
Pipettes, 5ml	16
Pipettes, 10ml	3
Precision Pipette Tips, 1000ml (1,000 tips)	1
Remote Sensing Temperature Recorder	1
Ring Stand	1
Standard Mass, 20g	1
Standard Mass, 100g	1
Standard Mass, 1500g	1
Standard Mass, 200g	1
Standard Mass, 4000g	1
Standard Mass, 500g	1
Volumetric Pipettes, 5ml	9
Vortex Stirrer	1

As per our conversation yesterday, Mr. Maas or I will be in touch with you about additional donations of equipment.

Again, thank you very much ---- the items will be put to good use and should help propel student learning.

Best regards,
Fred Myers, Director of Science

cc. Dr. Alan Bookman, Jerome Maas, Sharon Smith