

**Regular Board of Education Meeting
Wednesday, October 6, 2010 7:00 PM
Regular Board of Education Meeting**

I. Public Comment

II. Administrative Reports

A. Superintendent's Announcements

Rationale: Mr. Addley will provide district updates.

B. Student Representative Reports

Rationale: Ms. Sara Miltenberger and Jennifer Lengvarsky will report on activities taking place at the high school.

C. Guest Legislative Candidates

Attachments:

Legislative Candidate Questions 3

Rationale: Guest legislative candidates will speak to the Board with regard to the future upcoming legislative challenges.

D. Elementary School Improvement Plans

Attachments:

KearnsSIP2010 5
Kelly SIP 2010 20
Wells SIP 2010 51

Rationale: The School Improvement Plans for all three elementary schools will be presented. Ms. Kimberly Dessert will present for Kearns, Dr. Anna Forlenza-Bailey will present for Wells Road Intermediate School and Mr. Robert Gilbert will present for Kelly Lane Intermediate School.

III. Consent Agenda

A. Minutes

Attachments:

Approved Minutes 9-15-10 79

Rationale: The Board will approve/amend the minutes of the September 15, 2010 Board of Education meeting.

IV. Old Business

A. Third reading of Policy 4212.42, Drug & Alcohol Testing for School Bus Drivers

Attachments:

Policy 4212.42, Drug & Alcohol Testing for School Bus Drivers 87

Rationale: The Curriculum/Policy/Technology/Communication Subcommittee recommends Policy 4212.42, Drug & Alcohol Testing for School Bus Drivers, to the Board for adoption.

B. Second Reading of Policy 1330, Use of Facilities

Attachments:

Policy 1330, Use of Facilities Rev. May 2010 89

Rationale: The Curriculum/Policy/Technology/Communication Subcommittee recommends Policy 1330, Use of Facilities to the Board for a second reading.

V. New Business

A. Update on the Granby Prevention Council

Rationale: Ms. Diane Dugas, Director of Curriculum, Teaching & Learning, will update the Board on the Granby Prevention Council.

B. FY12 Budget

Rationale: Mr. Addley will update the Board on the development of the FY12 budget.

VI. Miscellaneous

A. Board Standing Committee Reports

1. Curriculum/Policy/Technology/Communication

2. Finance/Personnel/Facilities

Attachments:

Finance Subcommittee Minutes 9-15-10

98

B. Other Board-Related Reports

1. CPPAC

2. CREC/CABE

3. Granby Education Foundation

4. Energy-Saving Initiatives

C. Calendar of Events

Attachments:

Calendar of Events

99

D. Board Member Announcements

VII. Executive Session/Non-Meeting

The Granby Board of Education and boards of finance and Selectmen are extremely disappointed with the sitting legislature's record. It has painted the state into a fiscal corner through inaction, additional unfunded mandates, and use of one time revenues to address a structural deficit. This has significant potential impact upon our ability to deliver services locally. We're interested in learning your vision to address these issues.

Questions for our legislators

The bulk of the funds appropriated to balance the 2009, 2010, and 2011 Connecticut State budgets with their annual structural deficits of approximately \$1 Billion came from one time sources (e.g., securitization, outright borrowing, use of state rainy day savings, diversion of federal stimulus dollars, employee concessions, unspecified cuts to anticipated departmental revenues) There were few program expenditure cuts nor were there and significant tax increases. Did/do you support this approach? Where would you head for the future?

Municipal "aid" (local share of state collected sales and income tax revenues) has held flat or declined slightly over the past three budget years. What is your funding plan for the next Biennium.

Connecticut lost its bid for Race to the Top dollars. The Legislature passed PA10-111 but without any funding. What is your plan?

Granby's operating budgets have held essentially flat for the past two years. Most employees have already or are expected to make wage concessions. Some services or programs have been cut or scaled back. What do you plan to do help Granby beyond promises for possibly more flat funding of state revenues?

Despite direction from the Connecticut Supreme court and recommendations from a State task force, the Legislature has done nothing to address the funding inequities in magnet tuitions and Project Choice reimbursements. What is your position on this?

F.M. Kearns Primary School

5 Year School Improvement Plan

2010-2015

5 Year District Student Achievement Goal

*By 2015, enable students to demonstrate
powerful thinking by systemically solving
problems through analyzing and synthesizing
information and articulating/defending a
position*

*As measured by:
Standardize Achievement Data
District Designed Assessments*

Connections Between DRA, District Based Measures and District Student Achievement Goal

		Our Reality	Our goal, by 2015
DRA sections	Connections	Grade K: 75% Grade 1: 62%	Grade K 100% at 3 or above Grade 1 100% at 3 or above
	Reflections	Grade K: 84% Grade 1: 84% Grade 2: 50%	Grade K 100% at 3 or above Grade 1 100% at 3 or above Grade 2 100% at 3 or above
	Interpretation	Grade 1: 79% Grade 2: 64%	Grade 1 100% at 3 or above Grade 2 100% at 3 or above
Other District Measures		No district measures currently identified or developed	Year 1: Rubrics Year 2: Gap analysis Year 3: Develop Assessments Year 4: Pilot Assessments Year 5: Report data

5 Year F.M. Kearns Primary School Improvement Plan Goal

*By 2015, enable students to demonstrate **powerful thinking** by systemically solving problems through analyzing and synthesizing information and articulating/defending a position*

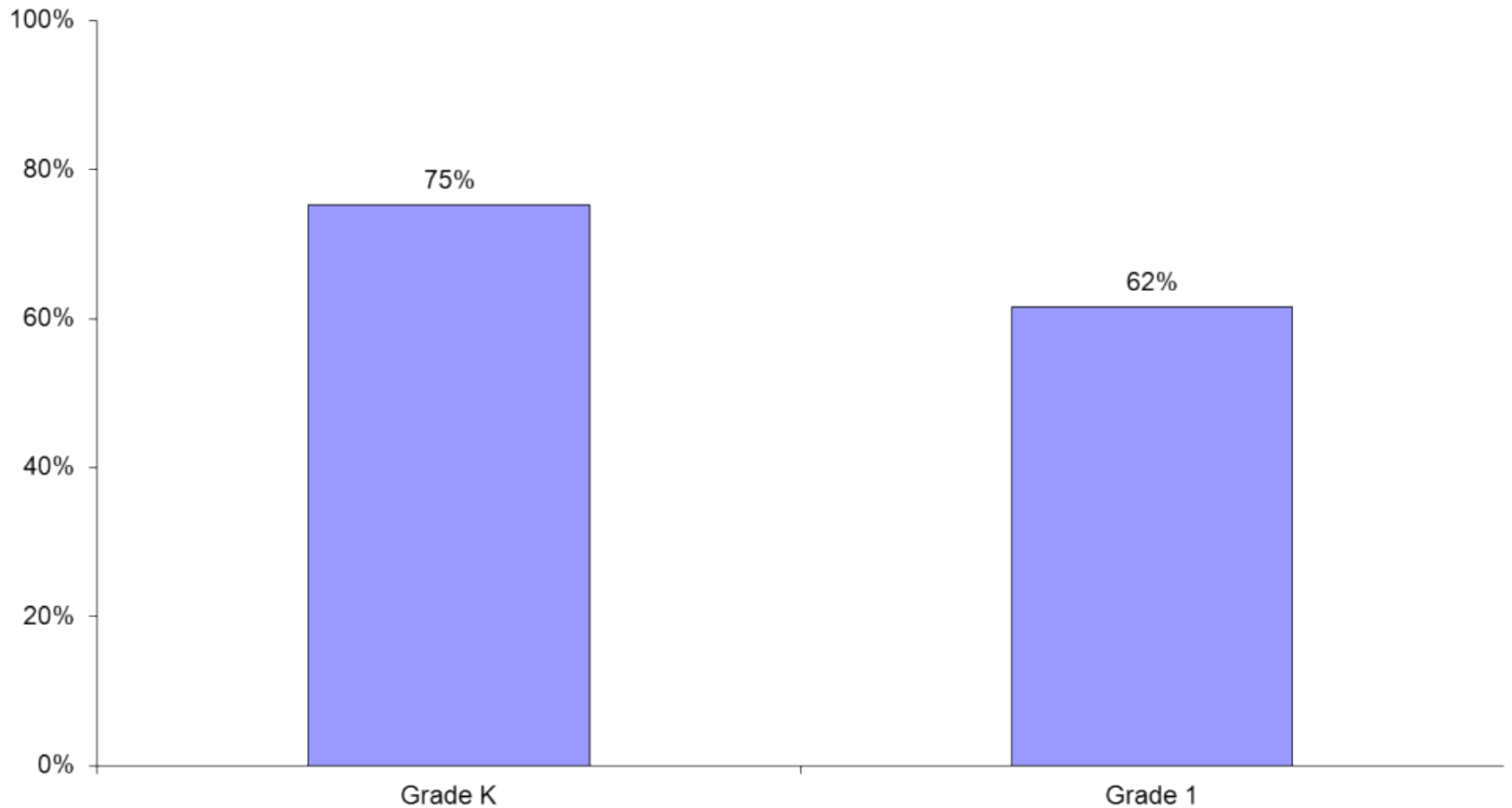
As measured by indicated Goal Levels On:

Standardize Achievement Data

District Designed Assessments

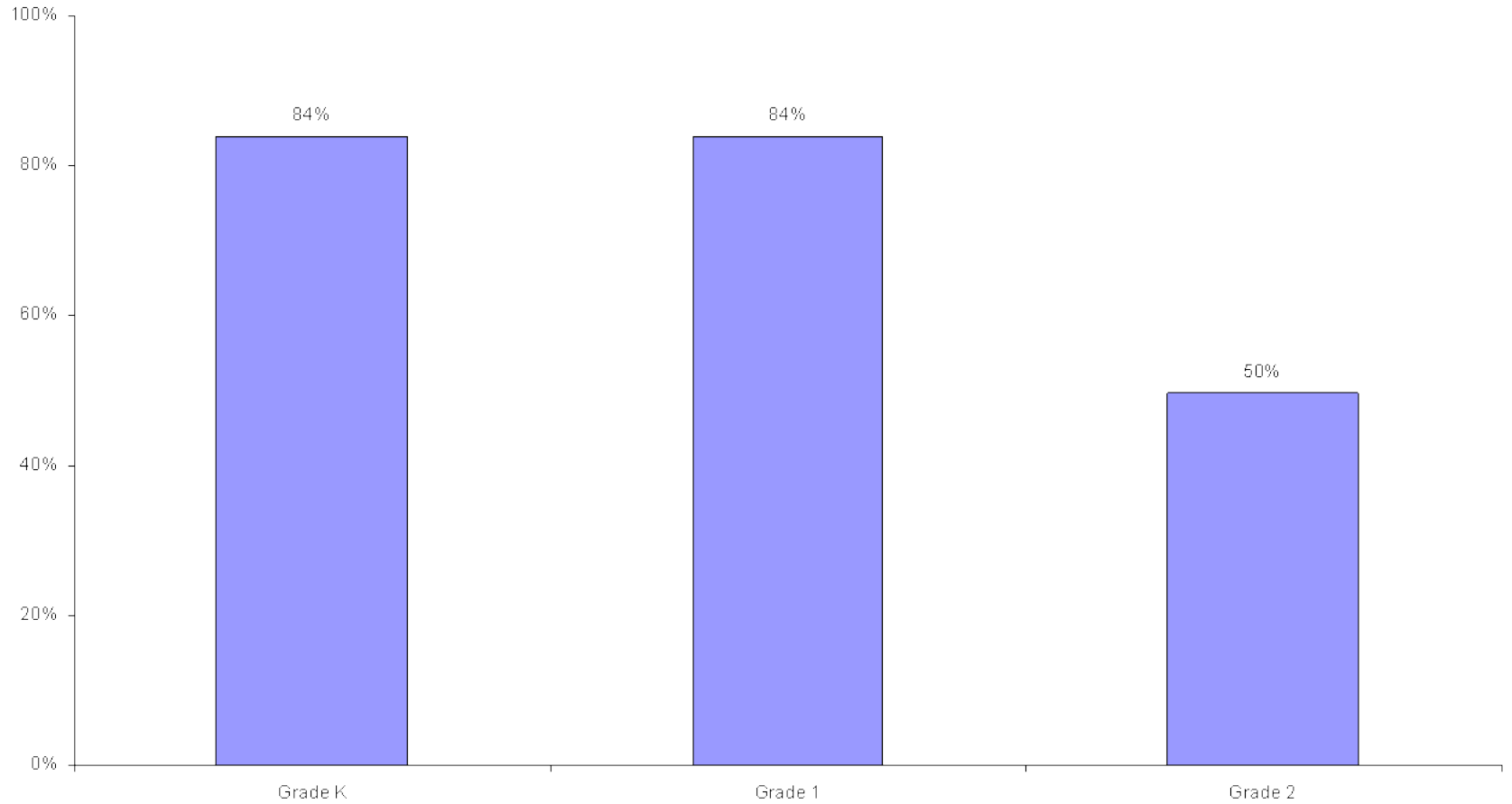
DRA Connections

% Students Scoring 3 or 4: Spring, 2010



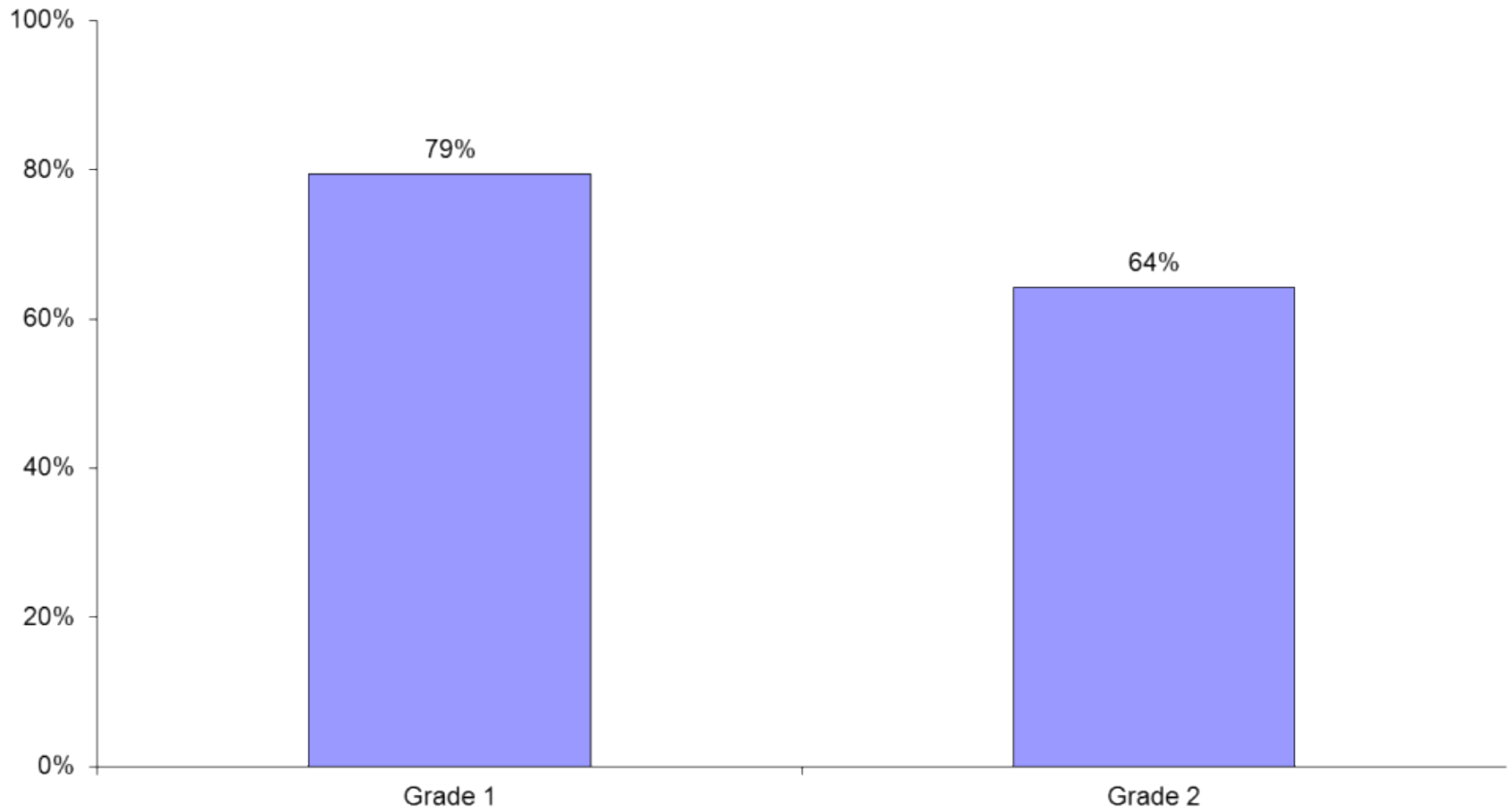
DRA Reflection

% Students Scoring 3 or 4: Spring, 2010



DRA Interpretation

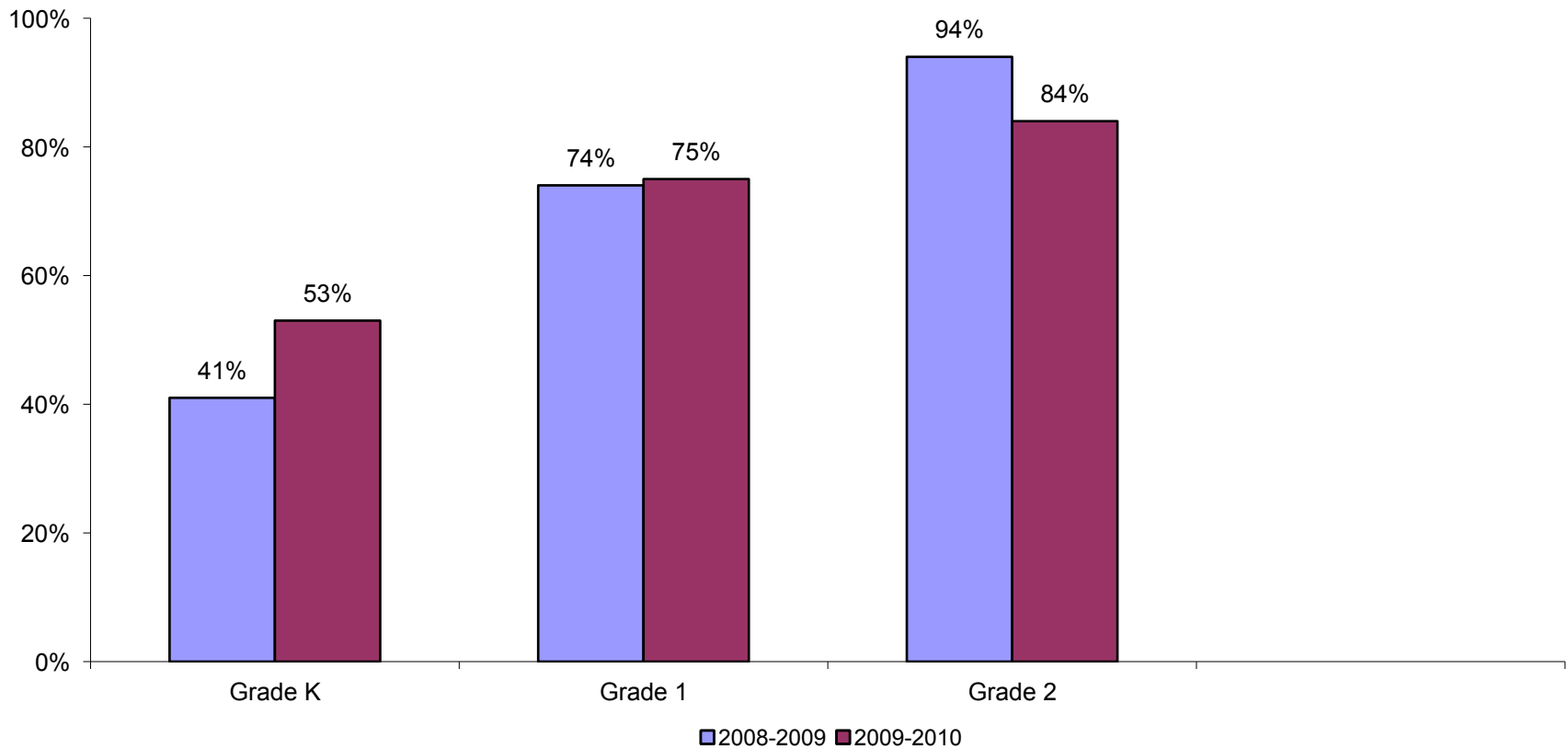
% Students Scoring 3 or 4: Spring, 2010



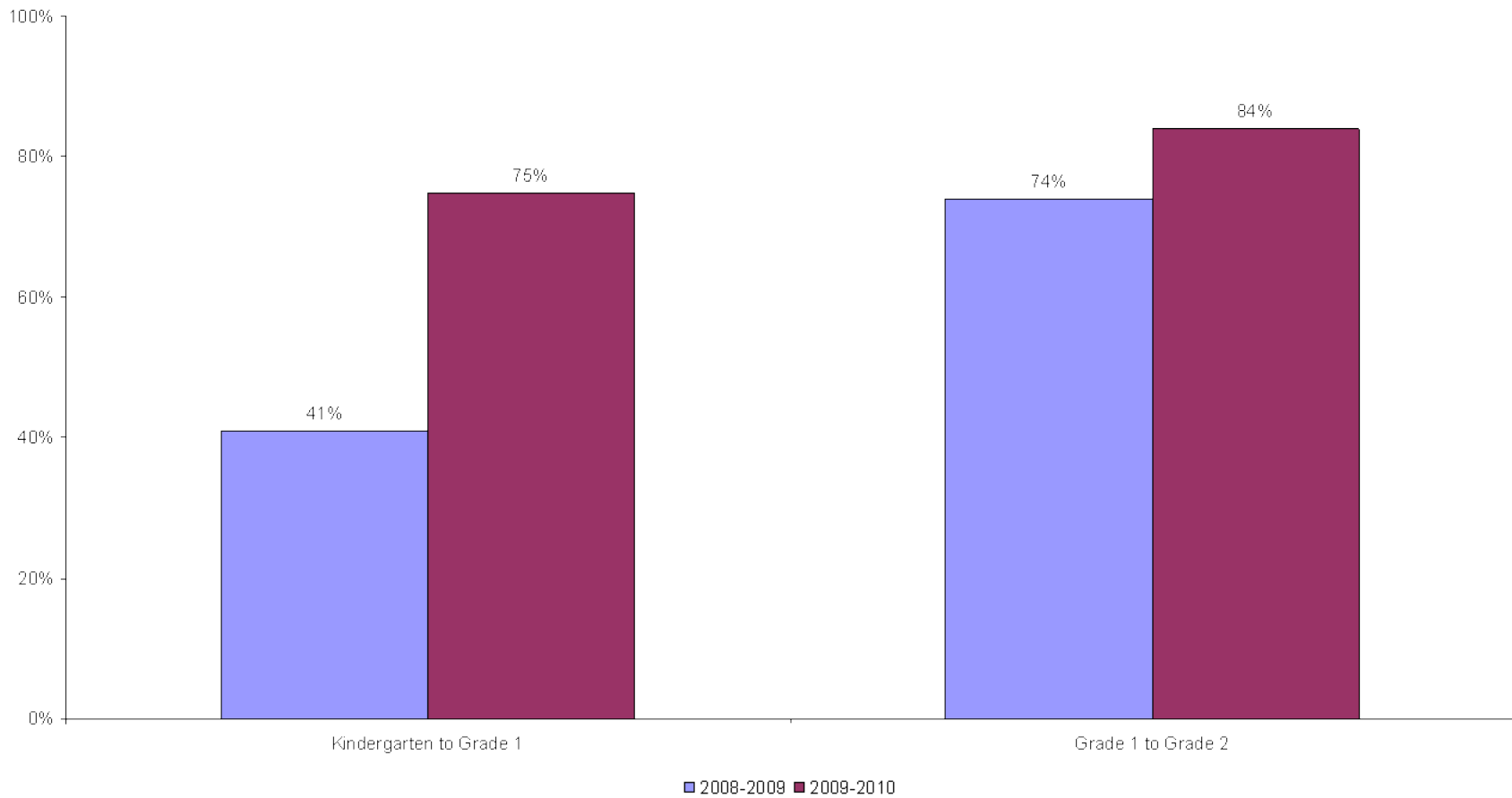
2009-2010 Goal

- Every student will read independently at a level considered proficient by the Developmental Reading Assessment for their current grade placement.
- This assessment measures students reading engagement, accuracy, oral reading fluency and comprehension.

Developmental Reading Assessment: Performance over time % students at grade level benchmark



Developmental Reading Assessment Matched Cohort Growth % Students at Benchmark 2008-2009 to 2009-2010



Action Plan

- Viable and guaranteed Language Arts curriculum
- Deeply understand how students connect, reflect and interpret at each grade level.
- Incorporate active learning, cooperative learning and higher order questioning strategies that increase student engagement and critical thinking skills
- Administer formative assessments to provide on going feedback about student progress in the area of reading
- Utilize interventions and enrichment to meet the needs of students

Monitoring and evaluation

- District Assessments in reading, writing, spelling and math
- Ongoing common formative assessment in language arts
- Grade level SMART goals
- Monitoring the effectiveness of interventions and enrichment
- Weekly attendance at grade level team meetings by administration with feedback to teachers

Effective Collaborator

- Responsive Classroom Approach embraced and implemented as a whole school
- School wide events such as Kearns Community meeting for students, National Writing Day, Storybook Character Day
- “Have You Filled A Bucket Today?” School wide book
- Link and Learn experience for Grade 2 classes in collaboration with Holcomb Farms and Hartford Schools

Compassionate Contributor

- Pennies for Peace
- Food Drives
- Art Show in collaboration with Granby PTO
Exploring Arts Program
- Letters to Community Helper
- Letters to people in the Armed Forces

Other important school initiatives

- Professional Learning Communities
- 21st Century teaching and learning
- Peer Sharing among teachers
- Increase parent and community involvement

Kelly Lane Intermediate School

5 Year School Improvement Plan

2010-2015

5 Year District Student Achievement Goal

*By 2015, enable students to demonstrate **powerful thinking** by systemically solving problems through analyzing and synthesizing information and articulating/defending a position*

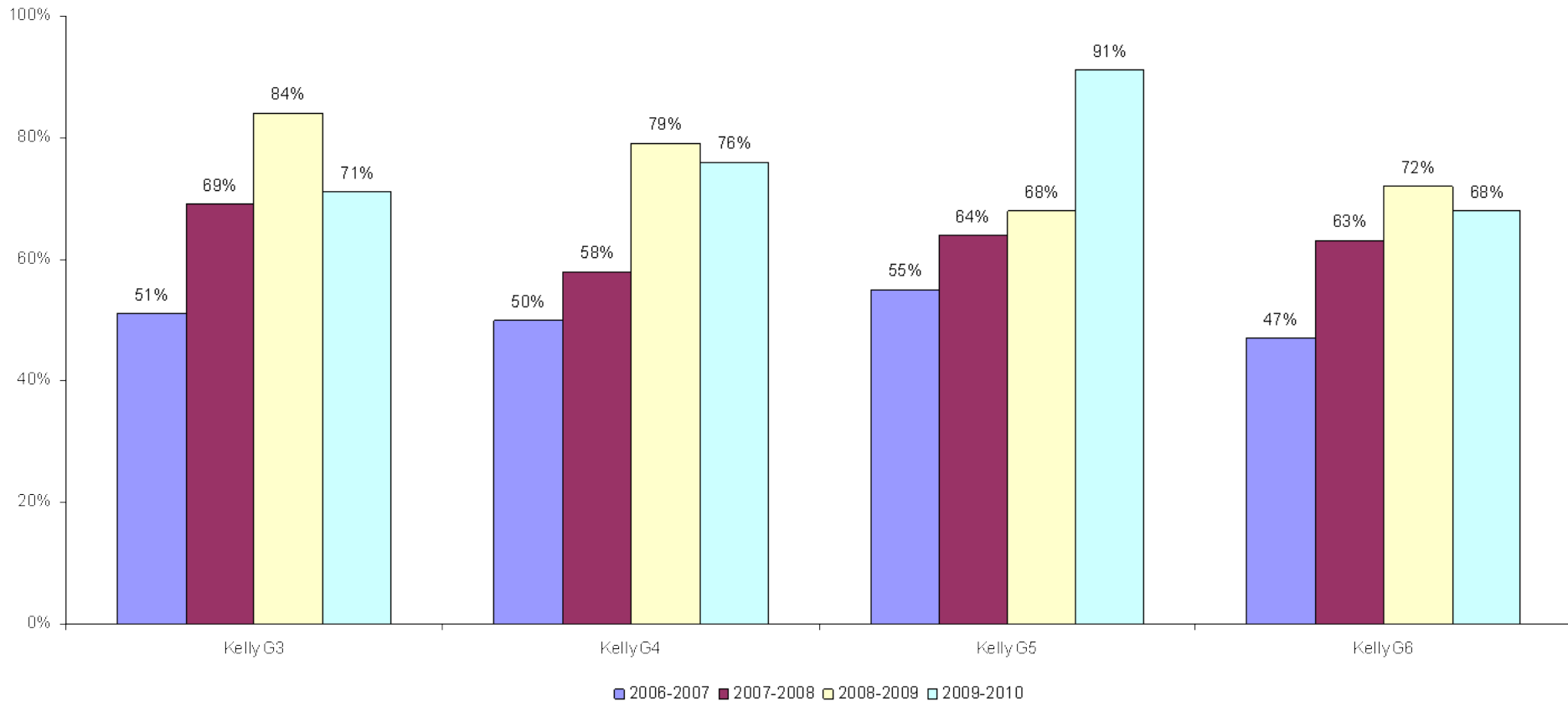
*As measured by:
Standardize Achievement Data
District Designed Assessments*

Connections Between CMT Data, District Based Measures and District Student Achievement Goal

		Our Reality				Our Goal (by 2015)
		Grade 3	Grade 4	Grade 5	Grade 6	
CMT Strands	Reader/ Text Connection	71%	76%	91%	68%	100% at goal
	Content and Structure	90%	90%	96%	91%	100% at goal
	Math Application	69%	87%	83%	66%	100% at goal
	Estimating Solutions to Problems	86%	80%	73%	74%	100% at goal
	Scientific Inquiry			88%		100% at 12+ grade 5
Other District Measures		No district measures currently identified or developed				Year 1: Rubrics Year 2: Gap analysis Year 3: Develop Assessments Year 4: Pilot Assessments Year 5: Report data

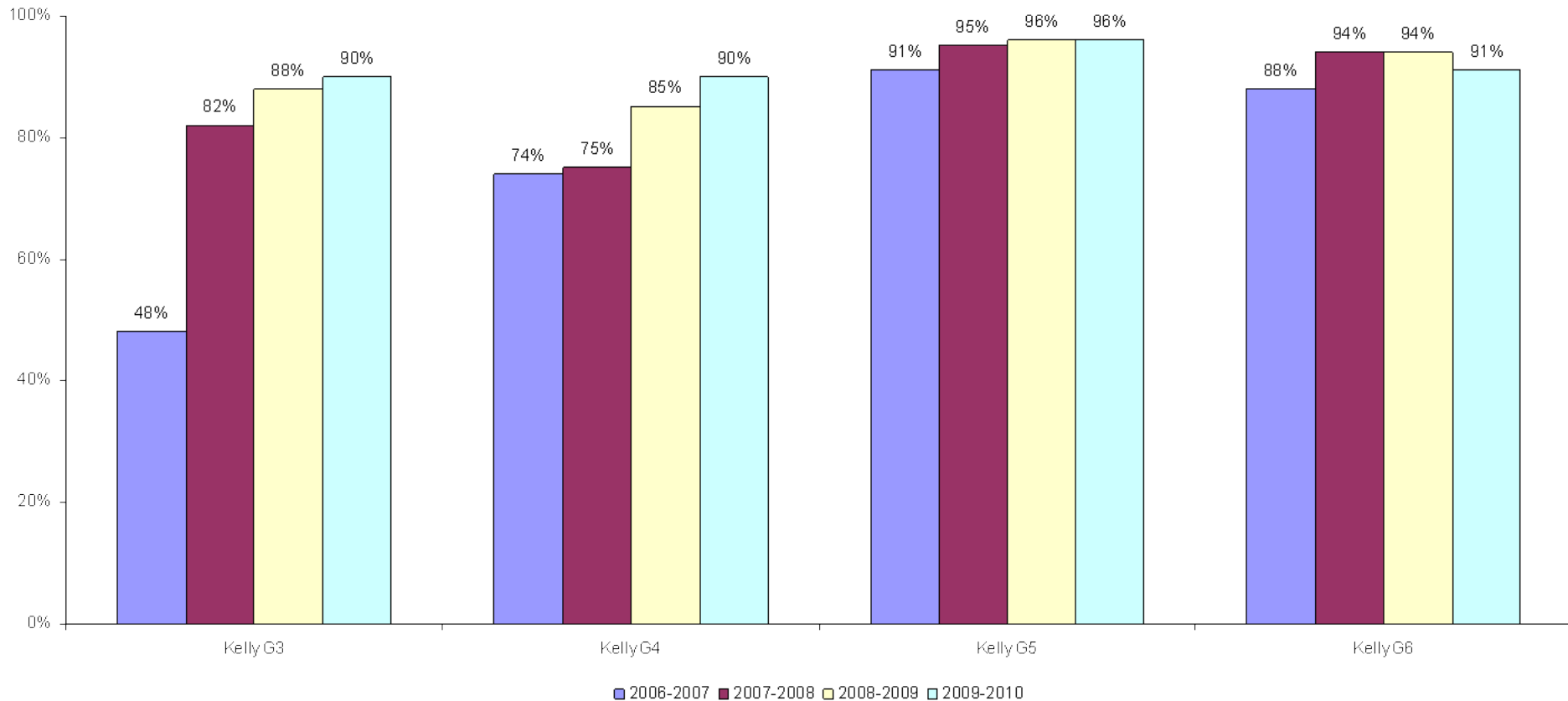
District Achievement Goal – Our Reality

Making Reader/Text Connections: % Students @ Goal



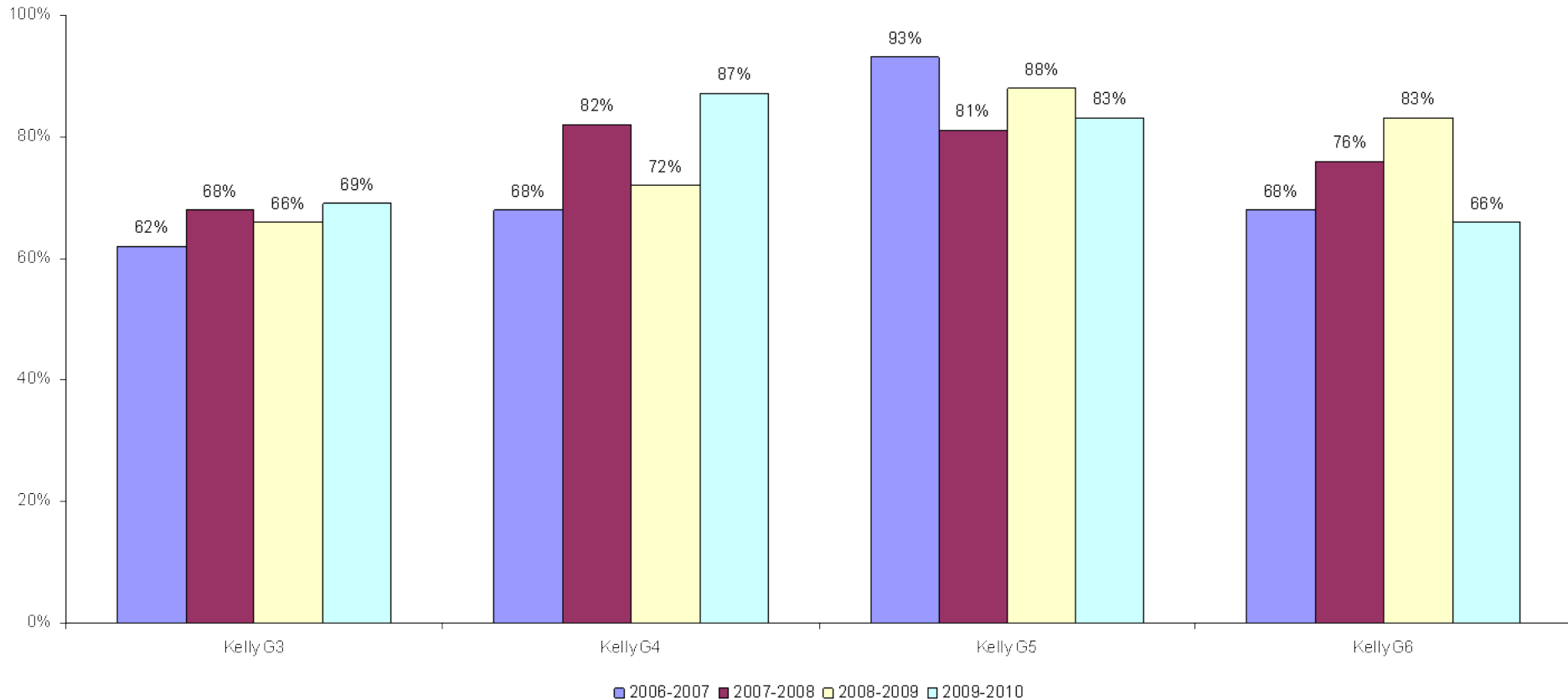
District Achievement Goal – Our Reality

Examining Content and Structure: % Students @ Goal



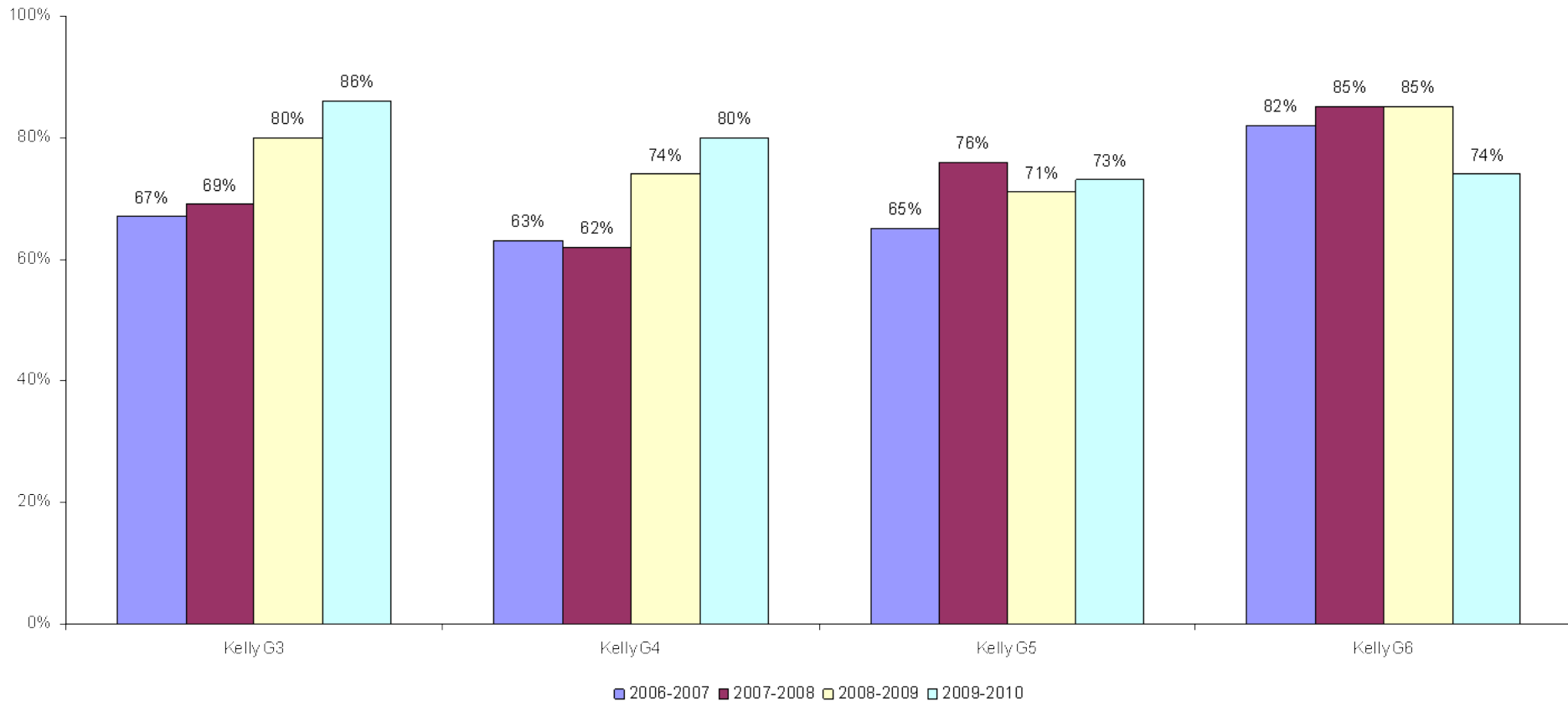
District Achievement Goal – Our Reality

Mathematical Applications: % Students @ Goal



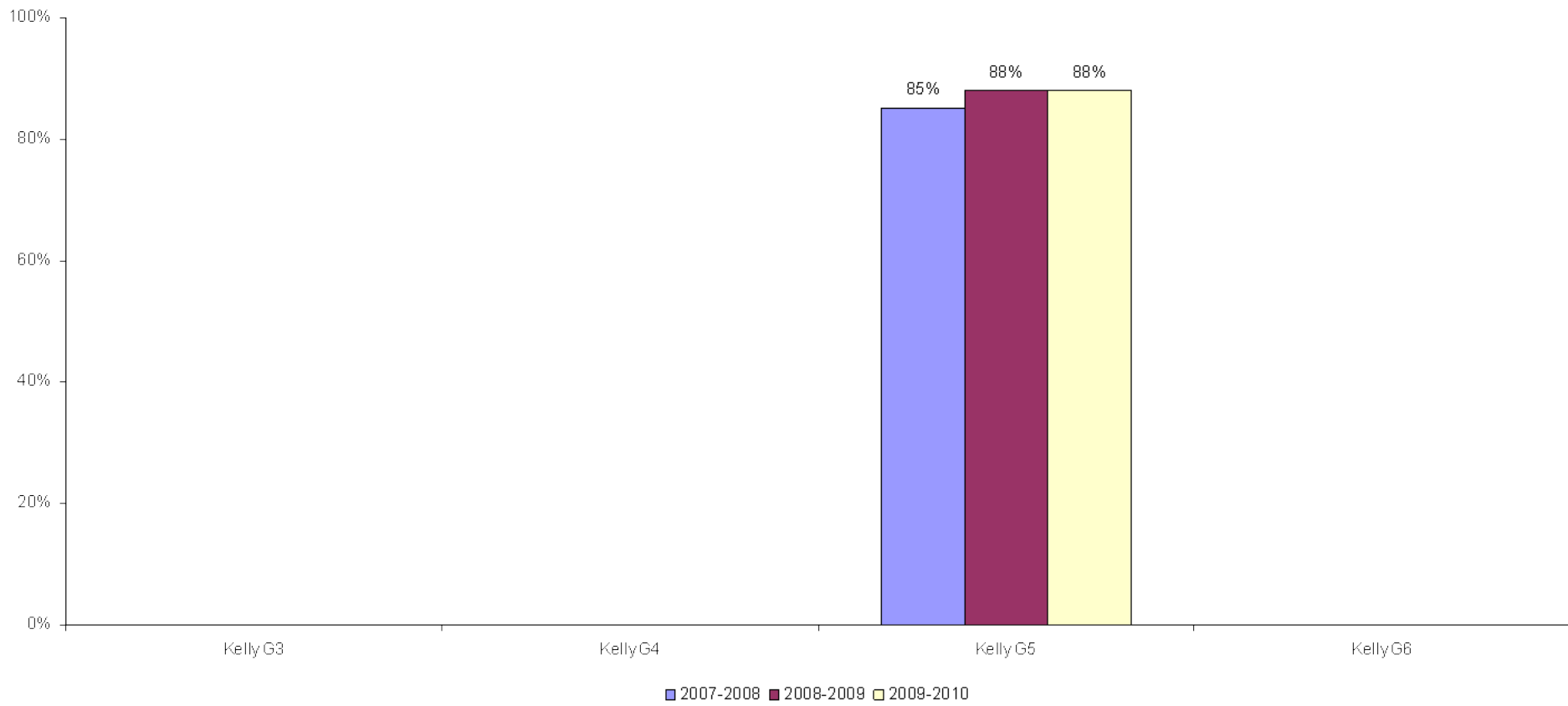
District Achievement Goal – Our Reality

Estimating Solutions to Problems: % Students @ Goal



District Achievement Goal – Our Reality

Scientific Inquiry: % Students Scoring 12 or Above
(Max Score = 18)



5 Year District Student Achievement Goal

*By 2015, enable students to demonstrate **powerful thinking** by systemically solving problems through analyzing and synthesizing information and articulating/defending a position*

As measured by:

Standardize Achievement Data

District Designed Assessments

2009-2010 Kelly Lane School Improvement Plan

Based on the 2009 C.M.T. results and data analysis, the following goals are set:

1. Increase the number of students at/above proficient in reading to 98% and in math to 100% on the 2010 C.M.T., as reported by NCLB.
2. Increase the number of students at/above goal in reading by 3% and writing by 5% on the 2010 C.M.T.

Progress Made Toward Goal #1

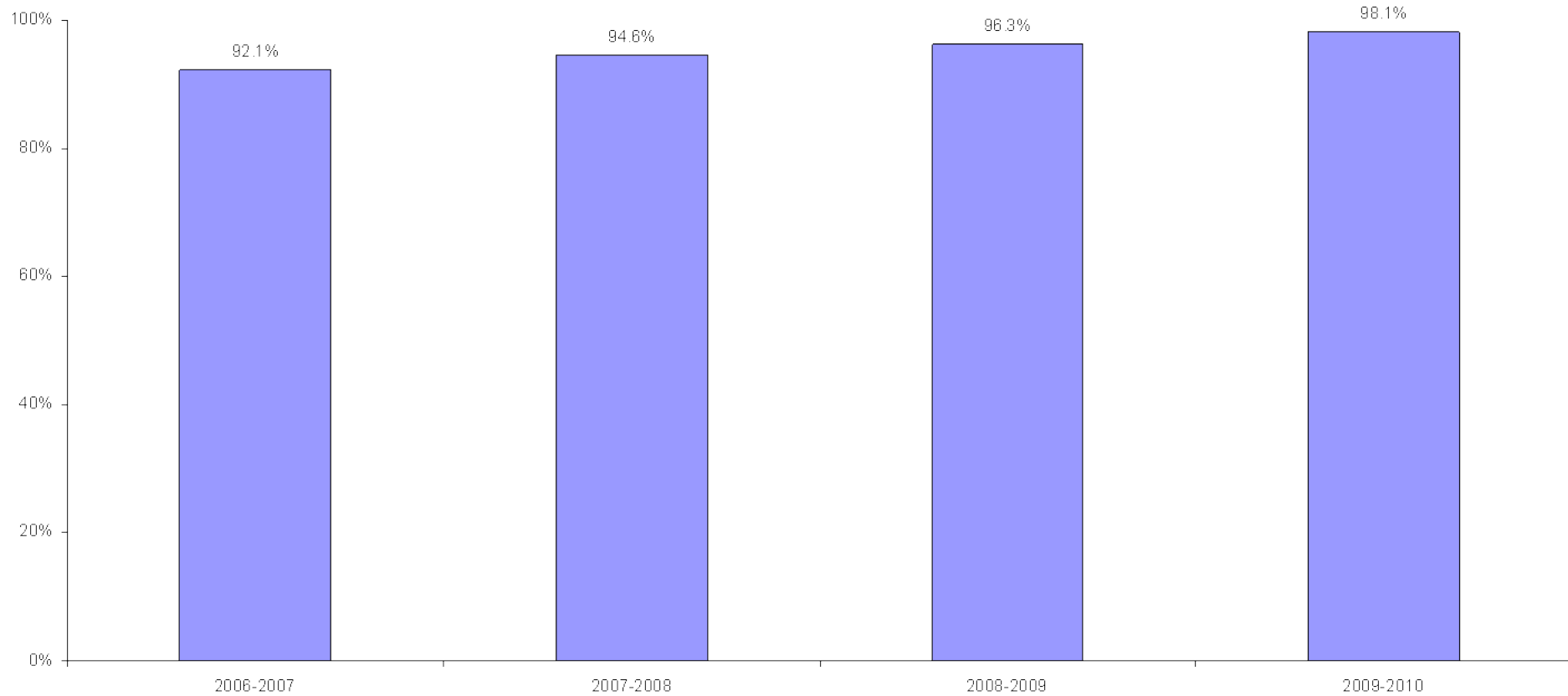
Reading: 98% Proficiency as Reported by NCLB

Math: 100% Proficiency as Reported by NCLB

	2006- 2007	2007- 2008	2008- 2009	2009- 2010
Reading	92.1%	94.6%	96.3%	98.1%
Math	98.4%	99.8%	99.7%	100.0%

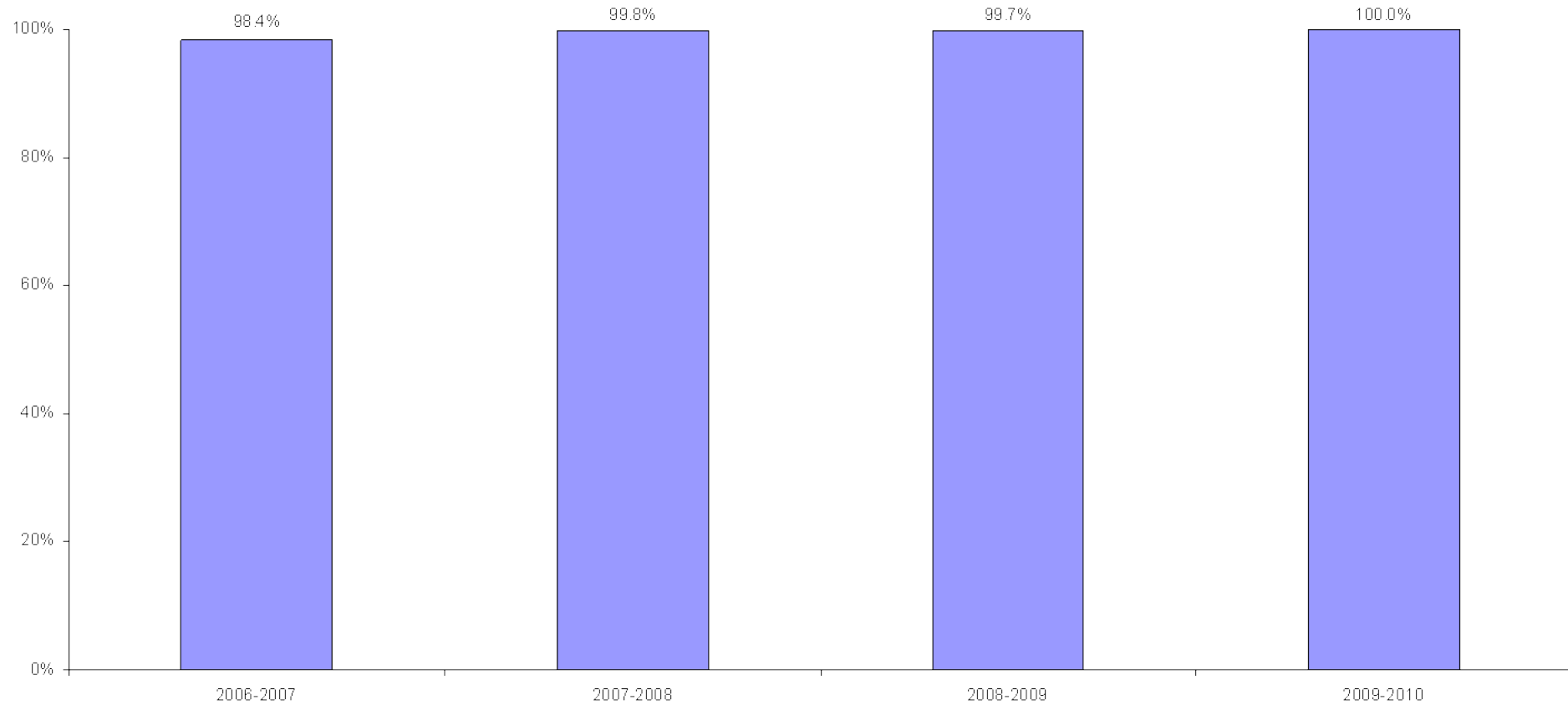
Progress Made Toward Goal #1

Reading: 98% Proficiency as Reported by NCLB



Progress Made Toward Goal #1

Math: 100% Proficiency as Reported by NCLB



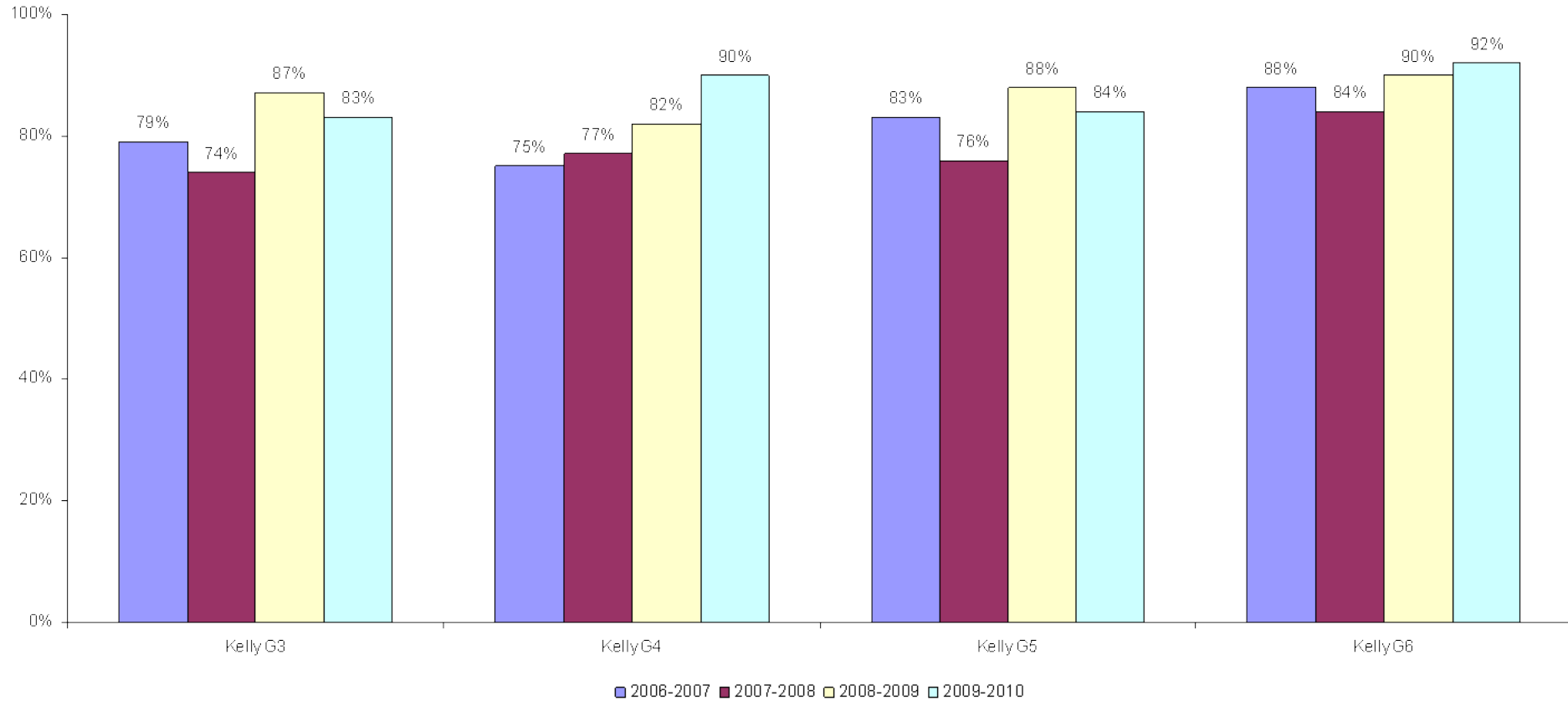
Progress Made Toward Goal #2

Reading: Increase 3% At/Above Goal

Reading	2006-2007	2007-2008	2008-2009	2009-2010	SIP
Grade 3	79%	74%	87%	83%	90%
Grade 4	75%	77%	82%	90%	85%
Grade 5	83%	76%	88%	84%	91%
Grade 6	88%	84%	90%	92%	93%

Progress Made Toward Goal #2

Reading: Increase 3% At/Above Goal



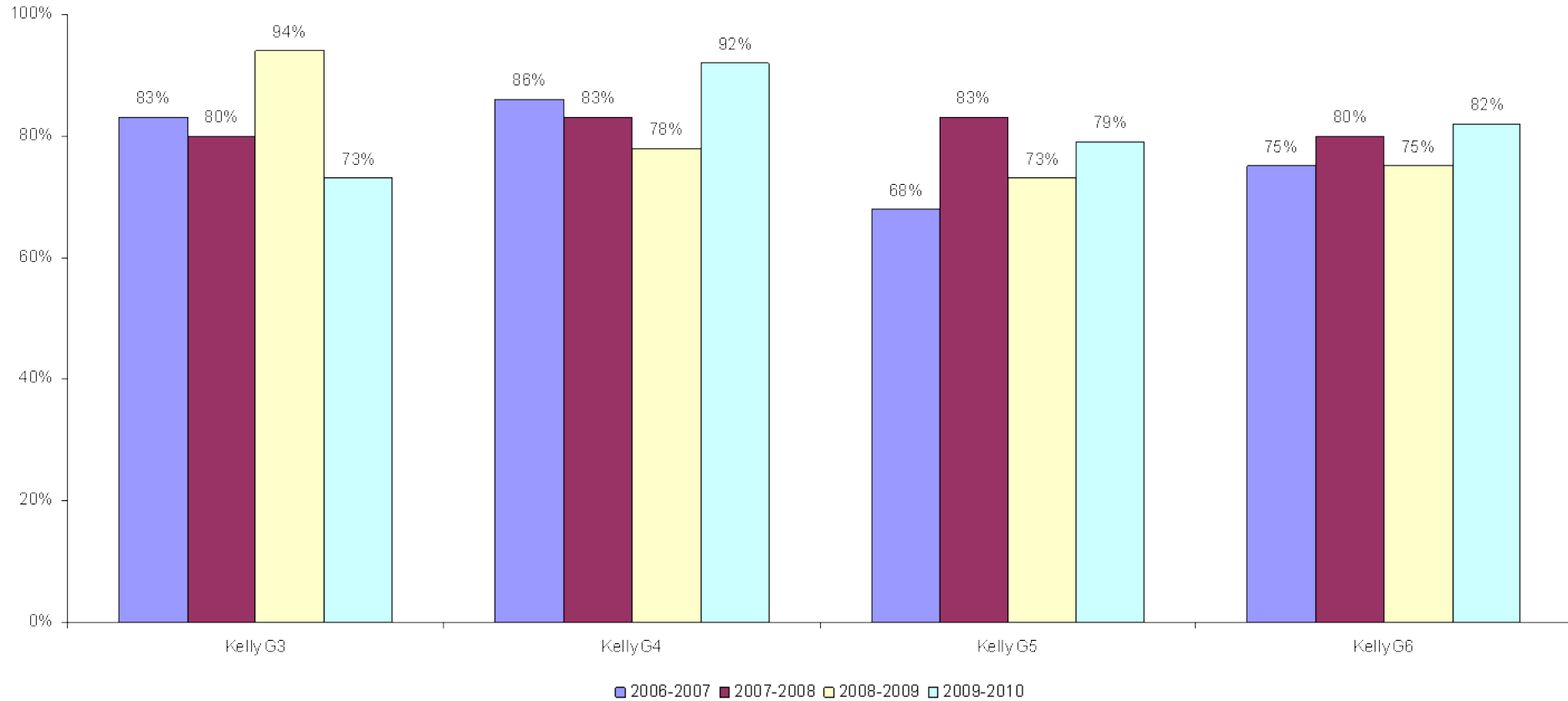
Progress Made Toward Goal #2

Writing: Increase 5% At/Above Goal

Writing	2006-2007	2007-2008	2008-2009	2009-2010	SIP
Kelly G3	83%	80%	94%	73%	99%
Kelly G4	86%	83%	78%	92%	83%
Kelly G5	68%	83%	73%	79%	78%
Kelly G6	75%	80%	75%	82%	80%

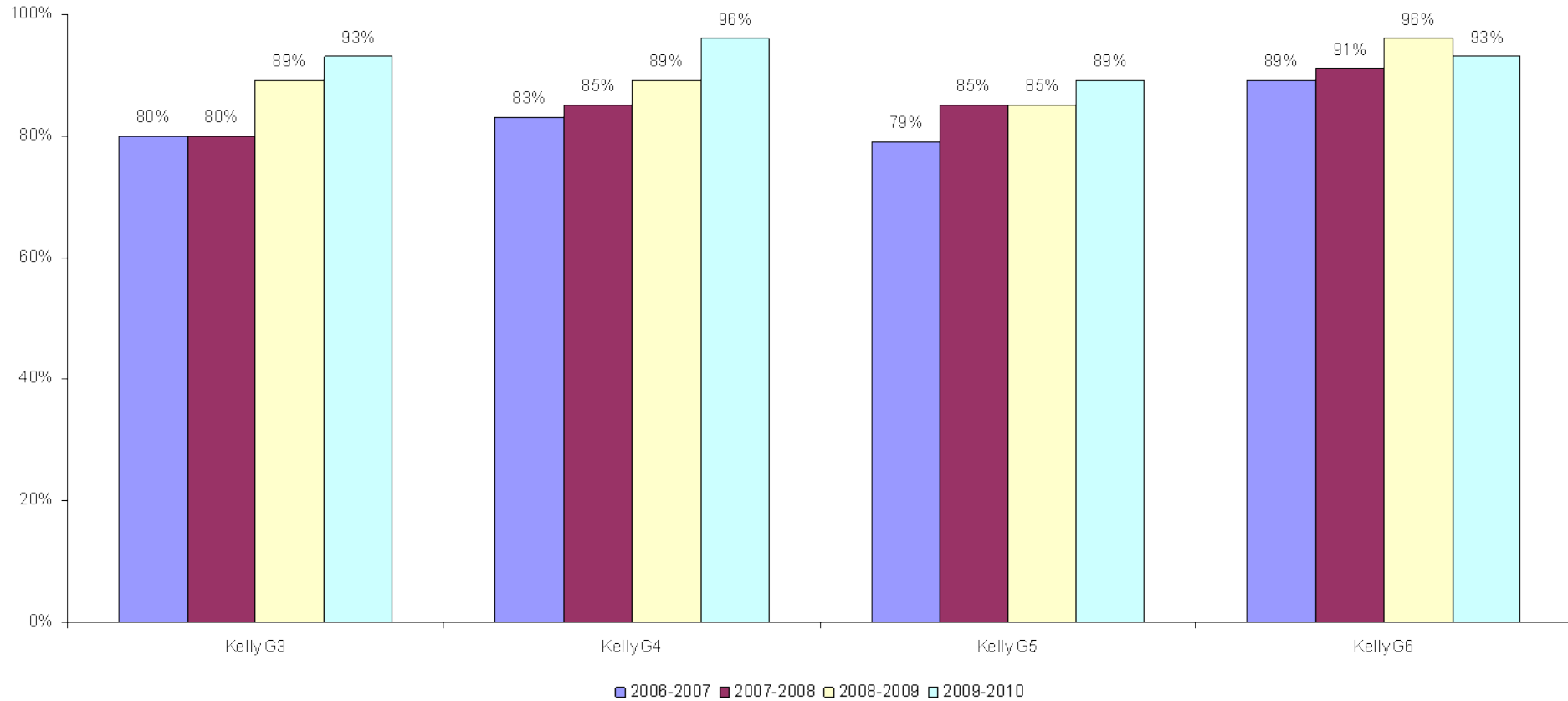
Progress Made Toward Goal #2

Writing: Increase 5% At/Above Goal



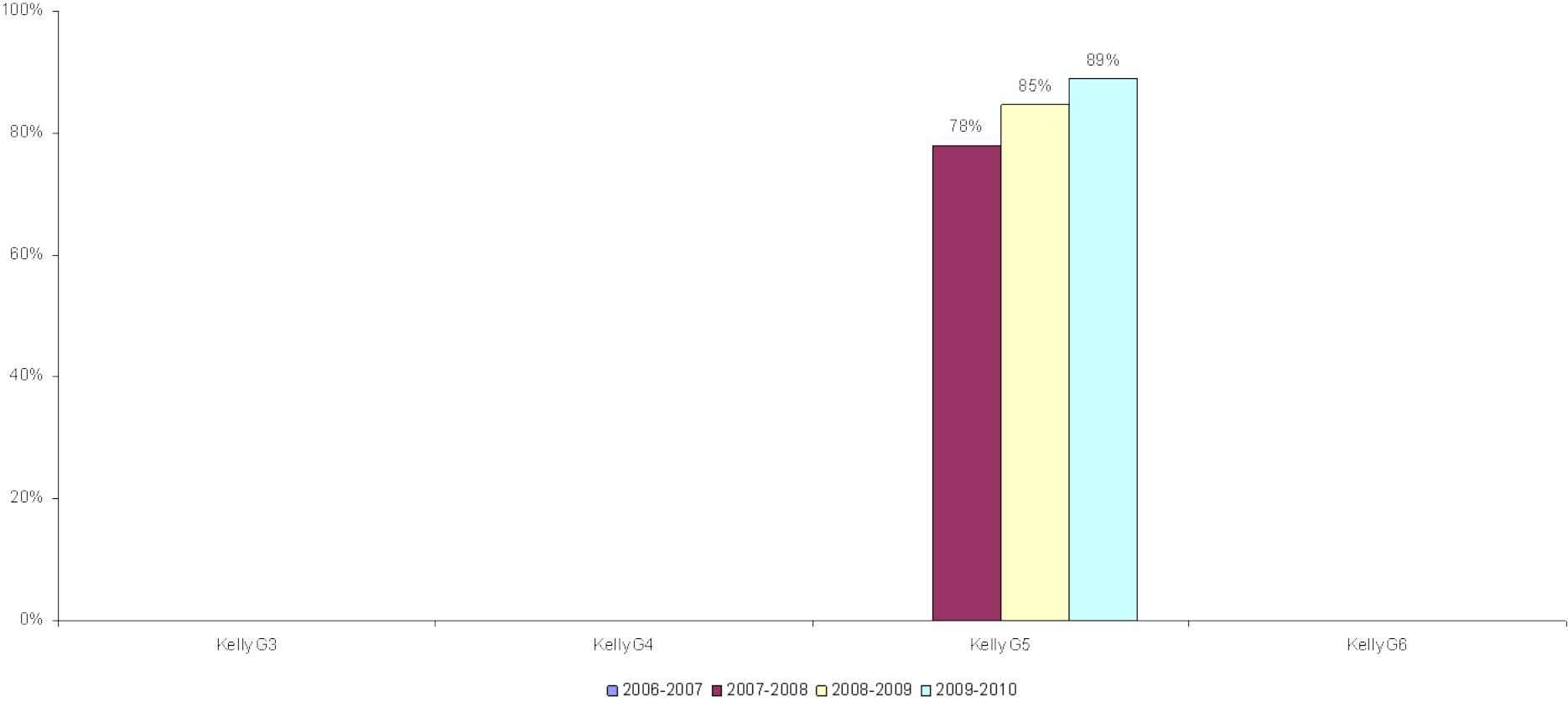
Our School's Current Math Reality

% At/Above Goal



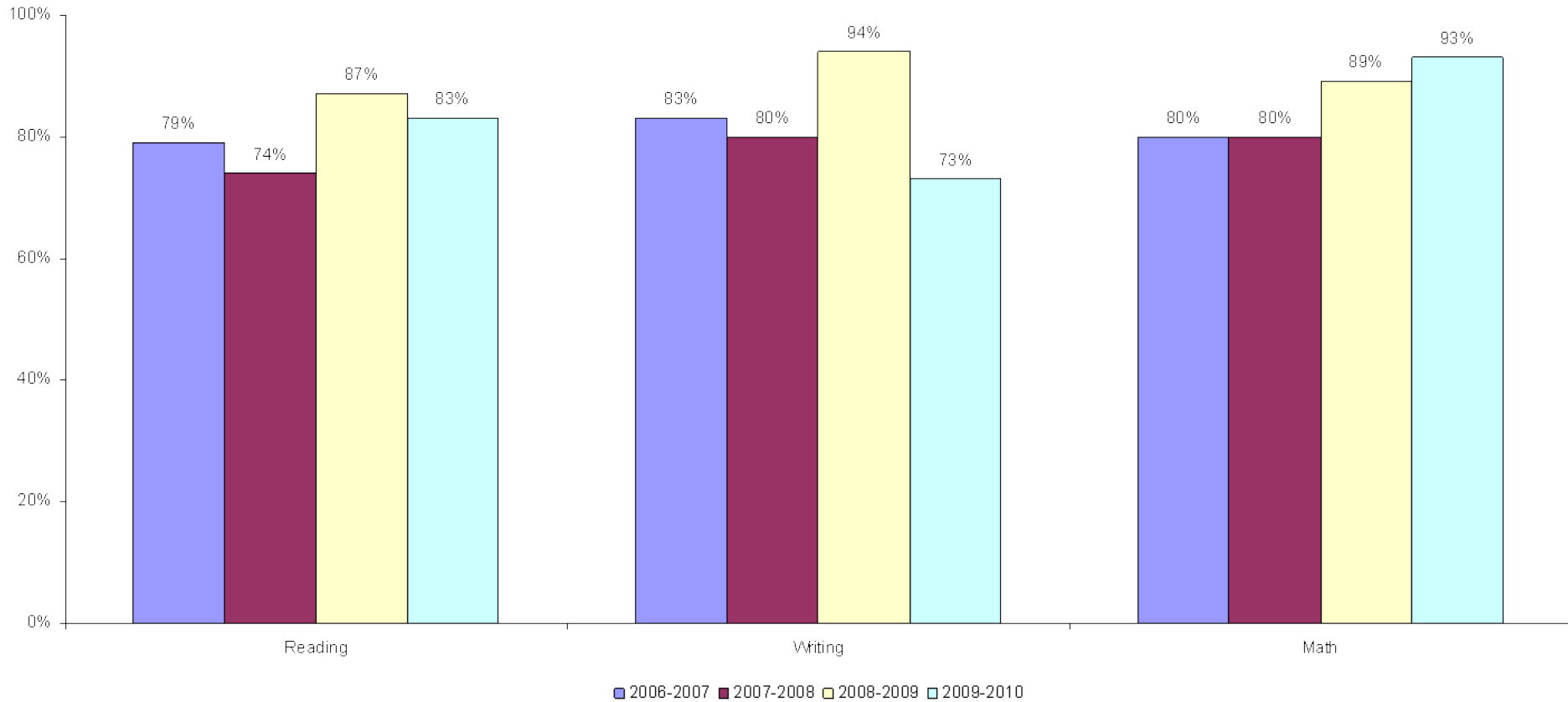
Our School's Current Science Reality

% At/Above Goal



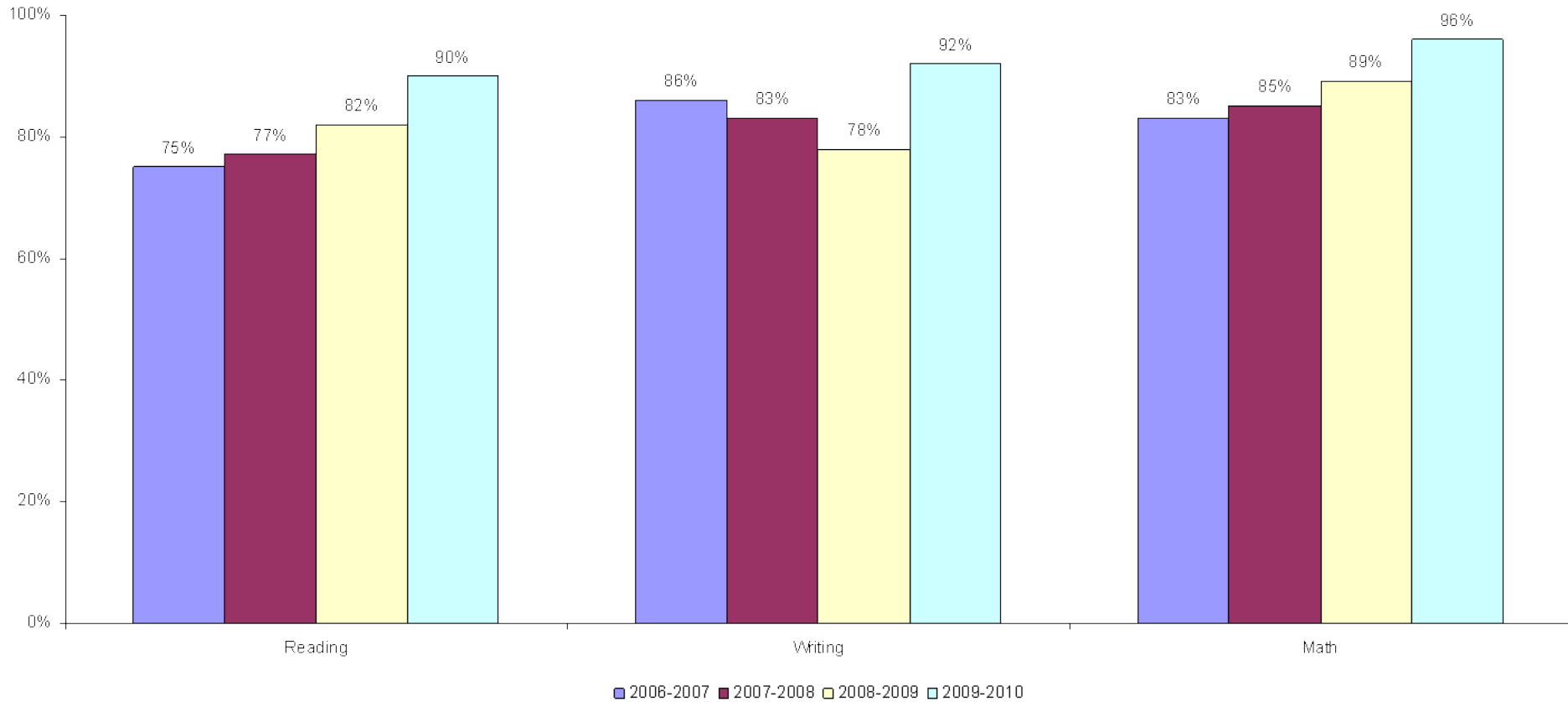
Our School's Reality

Grade 3: % At/Above Goal



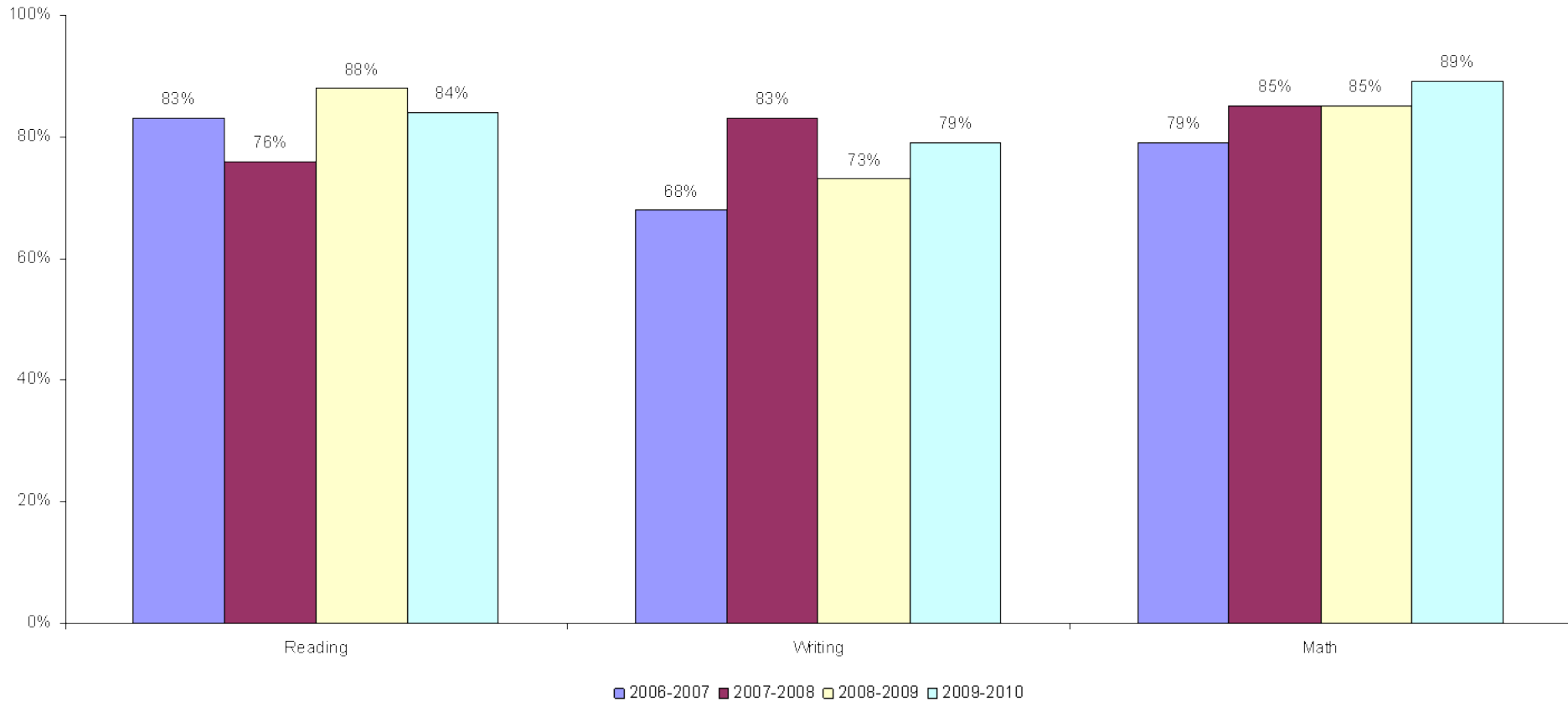
Our School's Reality

Grade 4: % At/Above Goal



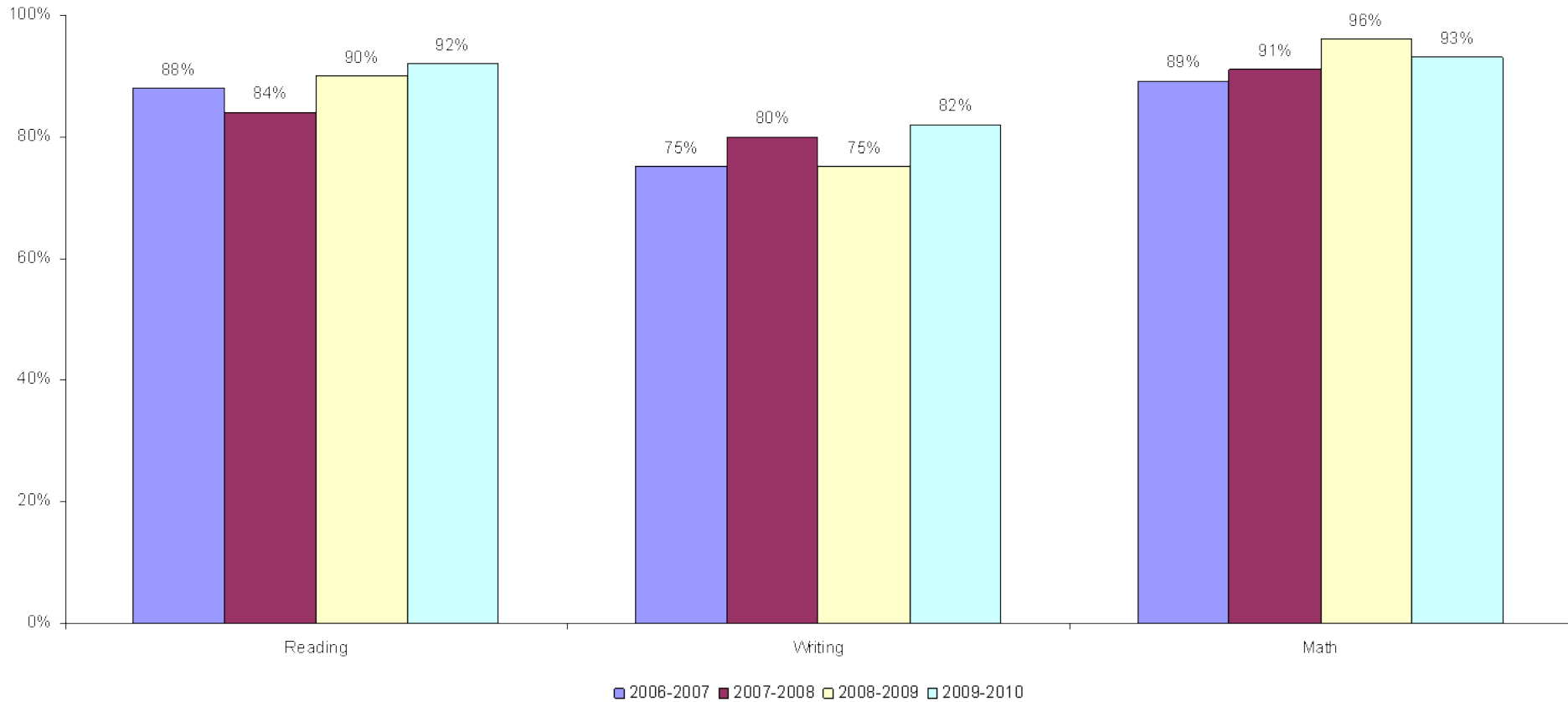
Our School's Reality

Grade 5: % At/Above Goal



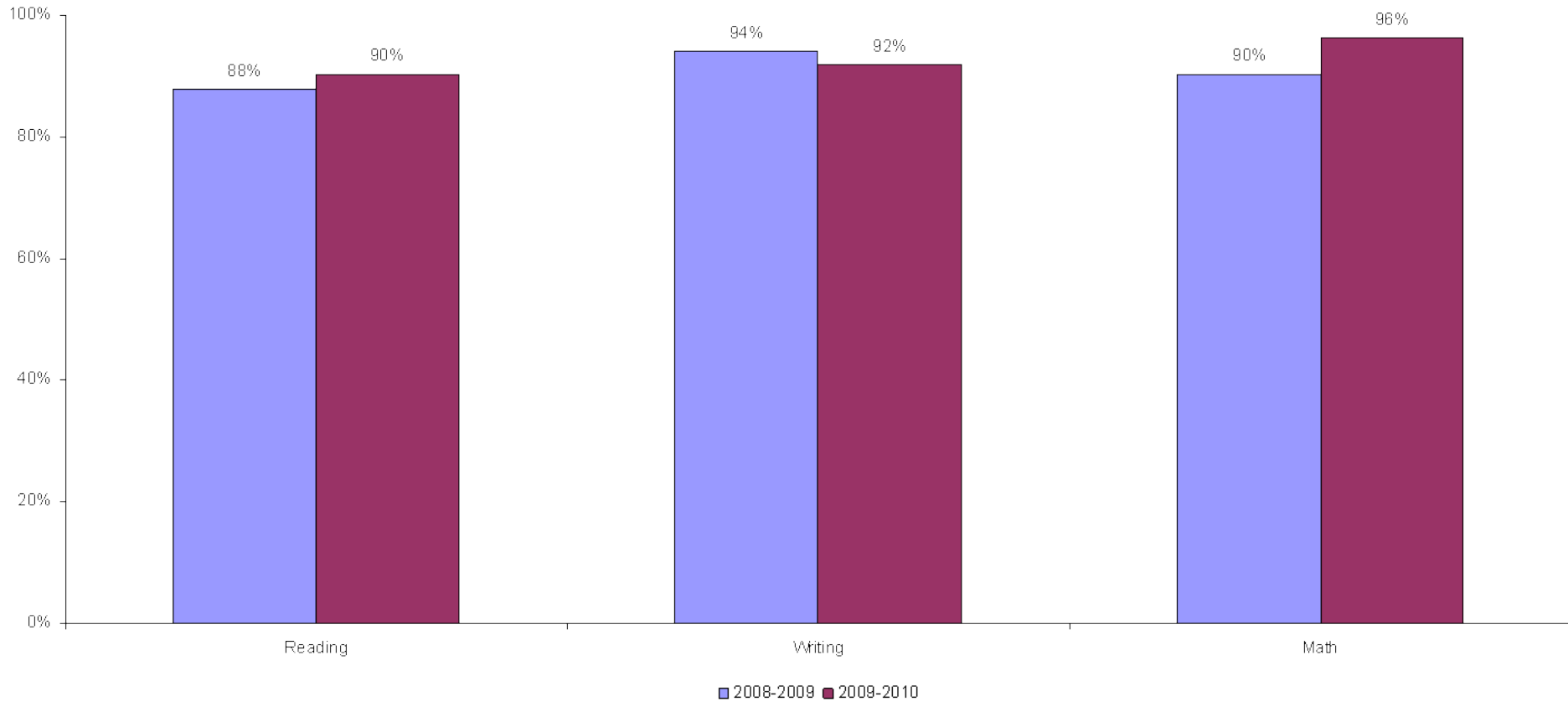
Our School's Reality

Grade 6: % At/Above Goal



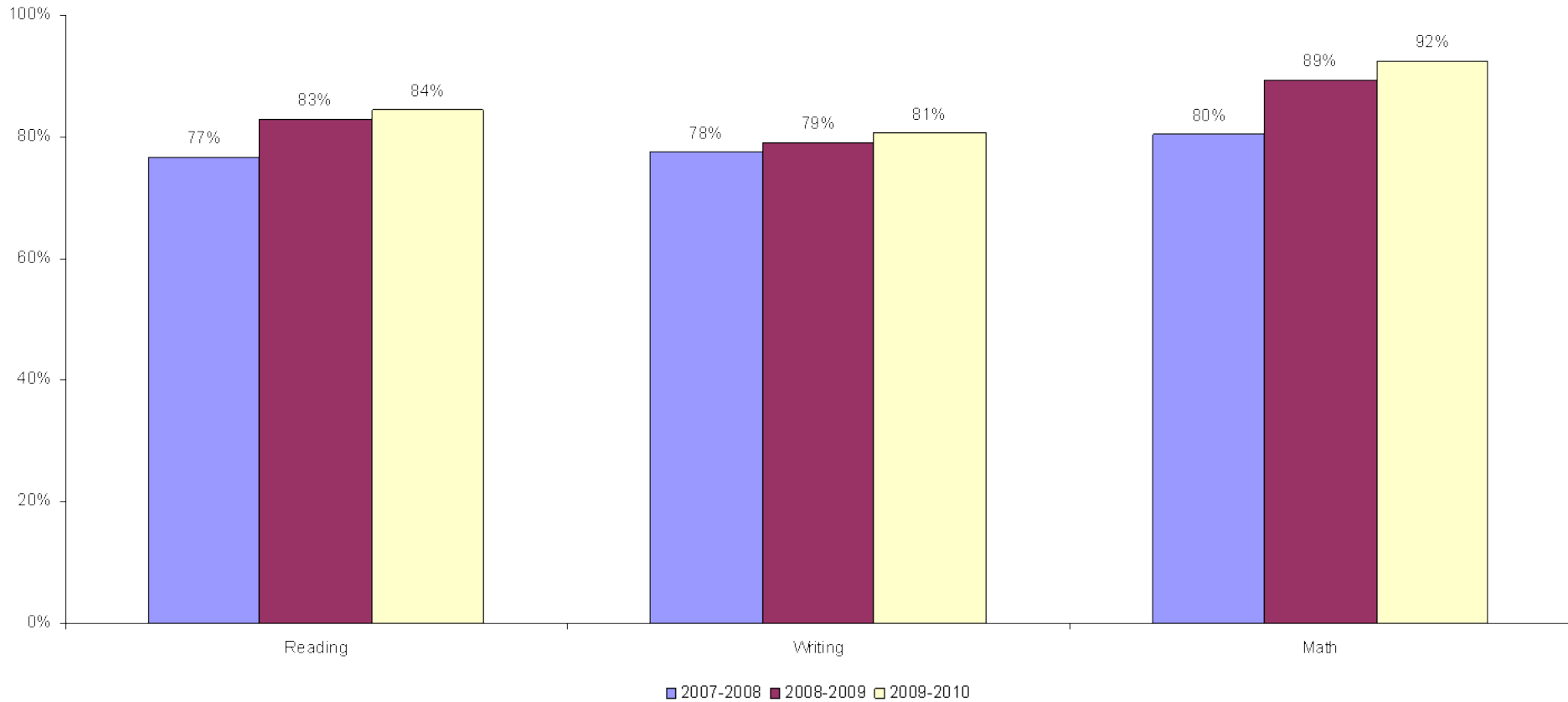
Our School's Reality

2010 Grade 4 Matched Cohort Data



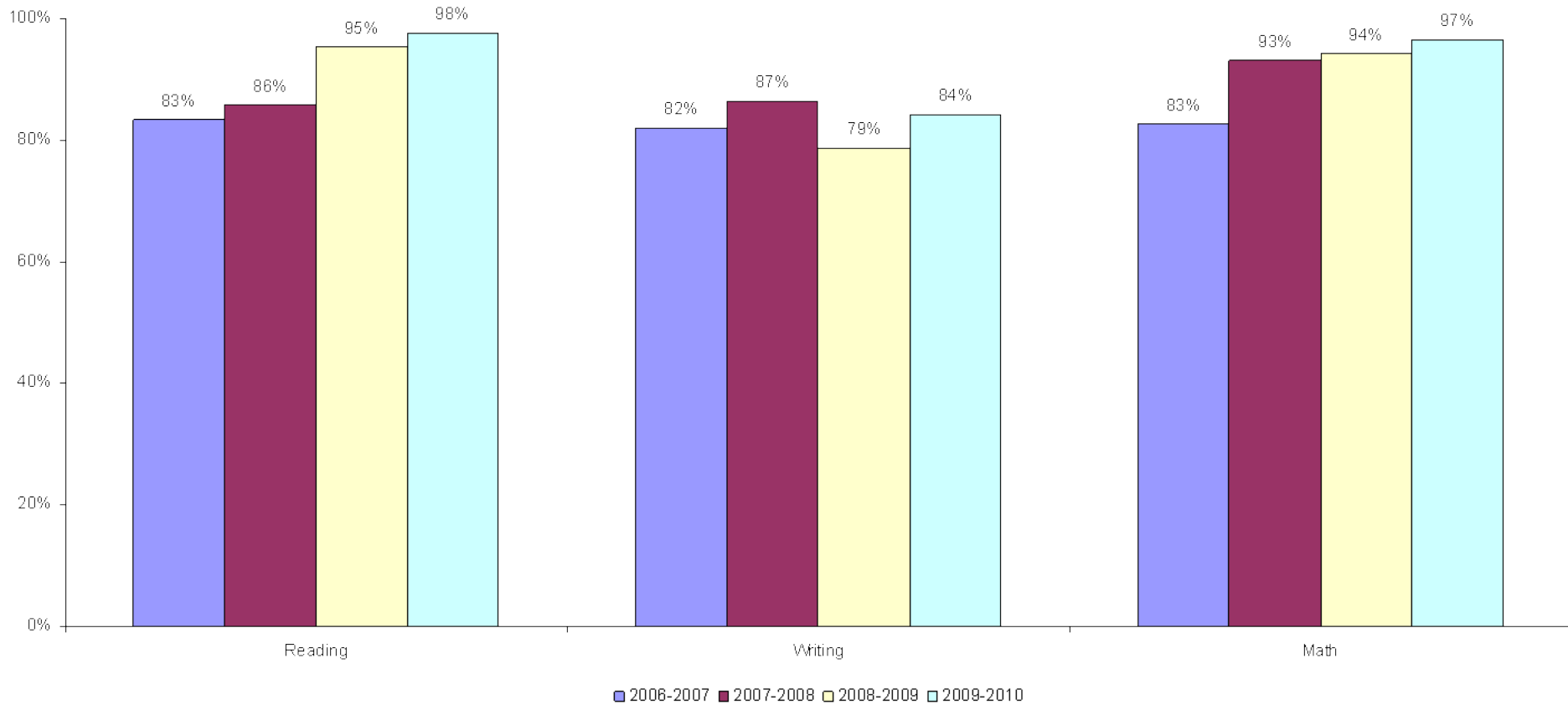
Our School's Reality

2010 Grade 5 Matched Cohort Data



Our School's Reality

2010 Grade 6 Matched Cohort Data



Action Plan

- *Examine CMT strand data to identify areas of low performance*
- *Examine CMT data to identify areas which target skills measured by District Student Achievement Goal*
- *PLC teams set SMART goals to address identified areas of low performance*
- *Develop common formative assessments to provide on-going feedback about student progress in identified areas*
- *Continued work towards a Viable Language Arts Curriculum*
- *Focus and align district and building staff resources on L.A. targets*
- *Infusion of writing into team SMART goals*
- *Utilize SRBI/RTI process to meet the needs of struggling students*

Monitoring and evaluation

- *District and classroom assessments in reading, writing, math and science*
- *SMART goal common formative assessments in reading, writing, math and science*
- *Monitor effectiveness of SRBI/RTI interventions*
- *Regular, ongoing attendance at SRBI, Team and PLC meetings by administration, with feedback to teachers*
- *Formal and informal observations*
- *Annual sharing of PLC team data with faculty*

Effective Collaborator

- Meaningful classroom work emphasizing partners, “pair-share”, collaborative groups, and student teaming
- Link and Learn partnership with Hartford and Holcomb Farm
- School wide events such as Visiting Author, Family Activity Night and Triathlon
- Student clubs and activities

Compassionate Contributor

- Utilize existing clubs and programs to promote a climate of respect, cultural competence and compassion.

Kelly Kids Care

Kelly Lane Characters

Fundraising/Food Drives/Letters to Soldiers

- Enhanced Community Connections

Granby Seniors

Veterans Day

Meadowbrook

Other important school initiatives

- *Professional Learning Community work*
- *Increased parent involvement*
- *Develop processes to address the Achievement Gap*
- *Expand collaborative culture of PLCs through peer sharing, faculty presentations, and celebrations*
- *Develop systematic responses for struggling students – SRBI/RTI*
- *Peer Visits/Sharing among teachers*

Wells Road Intermediate School

5 Year School Improvement Plan

2010-2015

5 Year District Student Achievement Goal

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powerful thinking by systemically solving
problems through analyzing and
synthesizing information and
articulating/defending a position*

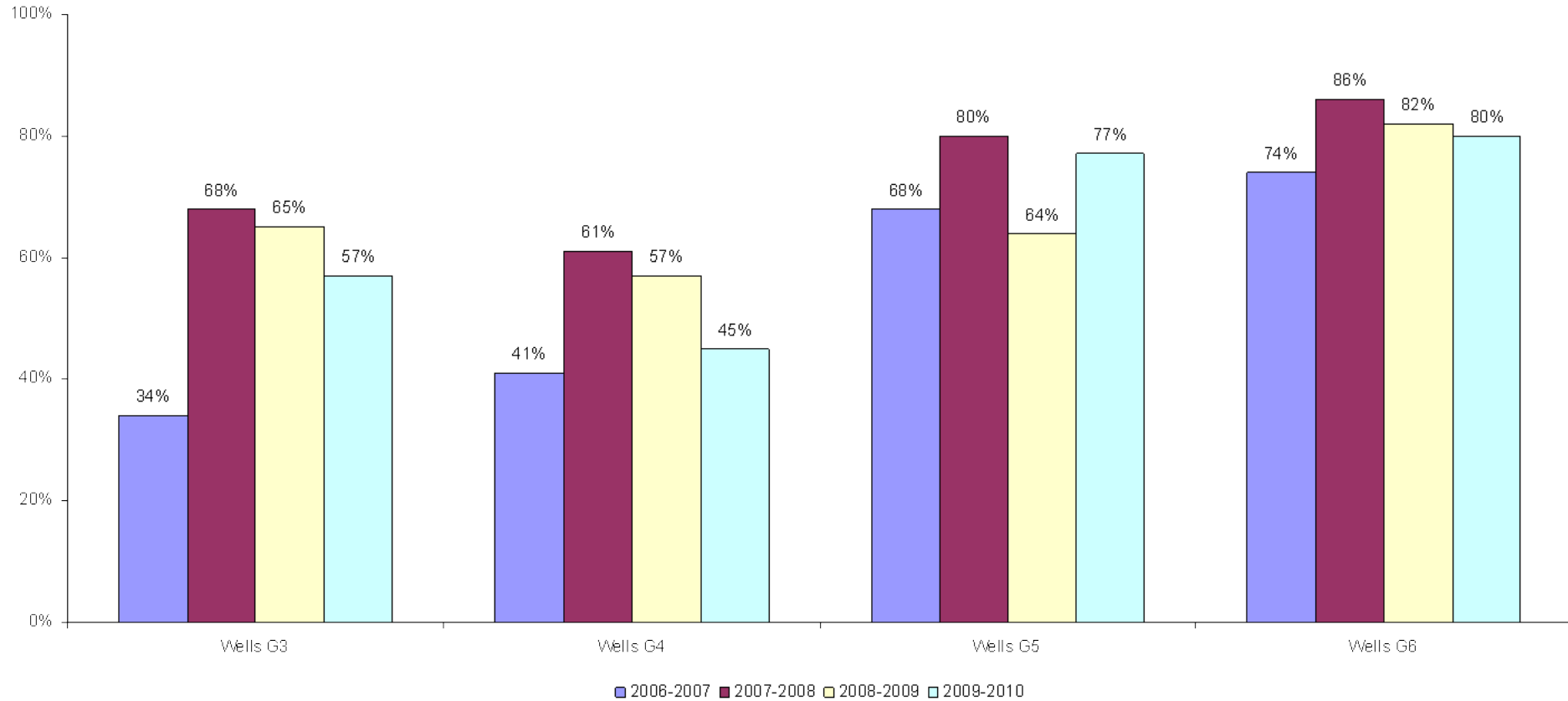
*As measured by:
Standardize Achievement Data
District Designed Assessments*

Connections Between CMT Data, District Based Measures and District Student Achievement Goal

		Our Reality				Our Goal (by 2015)
		Grade 3	Grade 4	Grade 5	Grade 6	
CMT Strands	Reader/ Text Connection	57%	45%	77%	80%	100% at goal
	Content and Structure	91%	78%	90%	96%	100% at goal
	Math Application	64%	72%	82%	71%	100% at goal
	Estimating Solutions to Problems	76%	74%	59%	62%	100% at goal
	Scientific Inquiry			84%		100% at 12+ grade 5
Other District Measures		No district measures currently identified or developed				Year 1: Rubrics Year 2: Gap analysis Year 3: Develop Assessments Year 4: Pilot Assessments Year 5: Report data

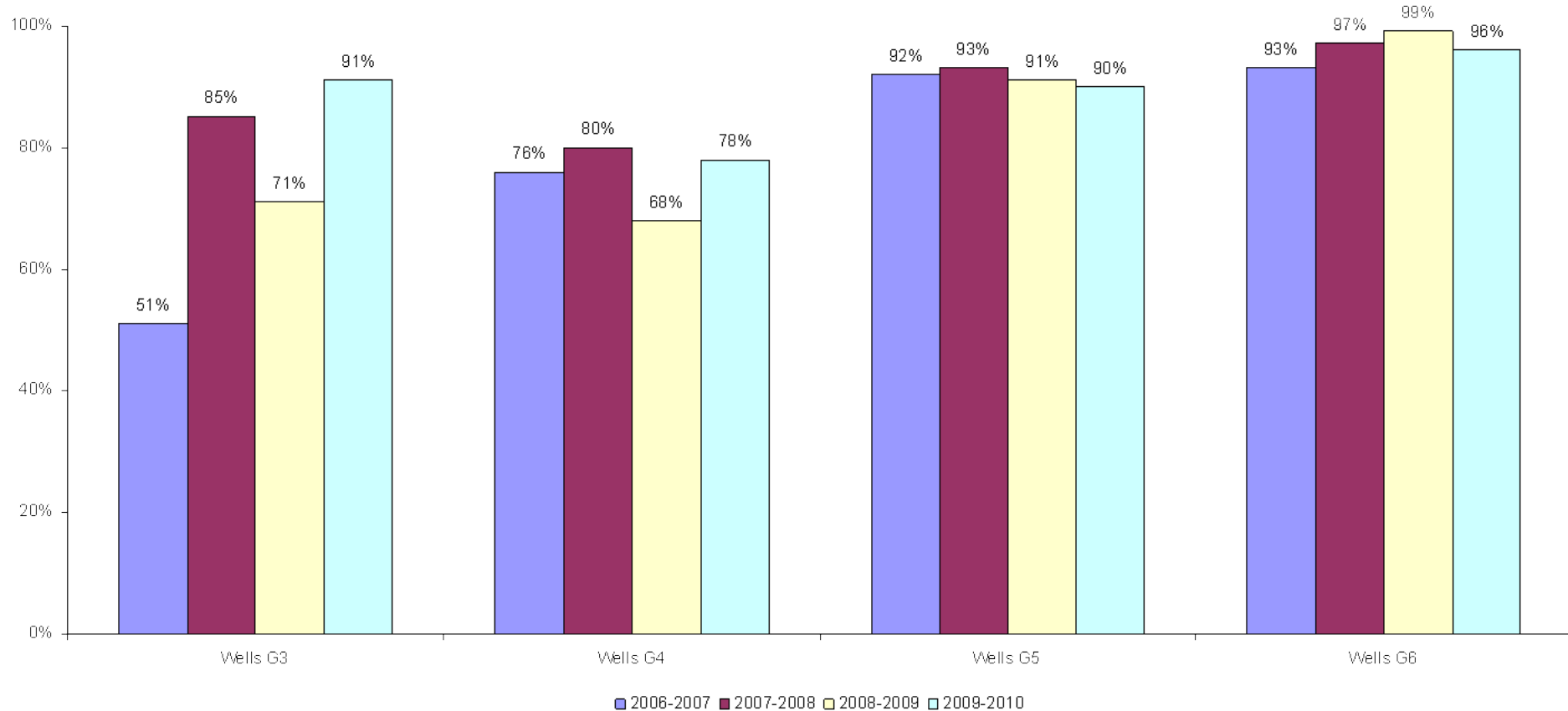
District Achievement Goal – Our Reality

Making Reader/Text Connections: % Students @ Goal



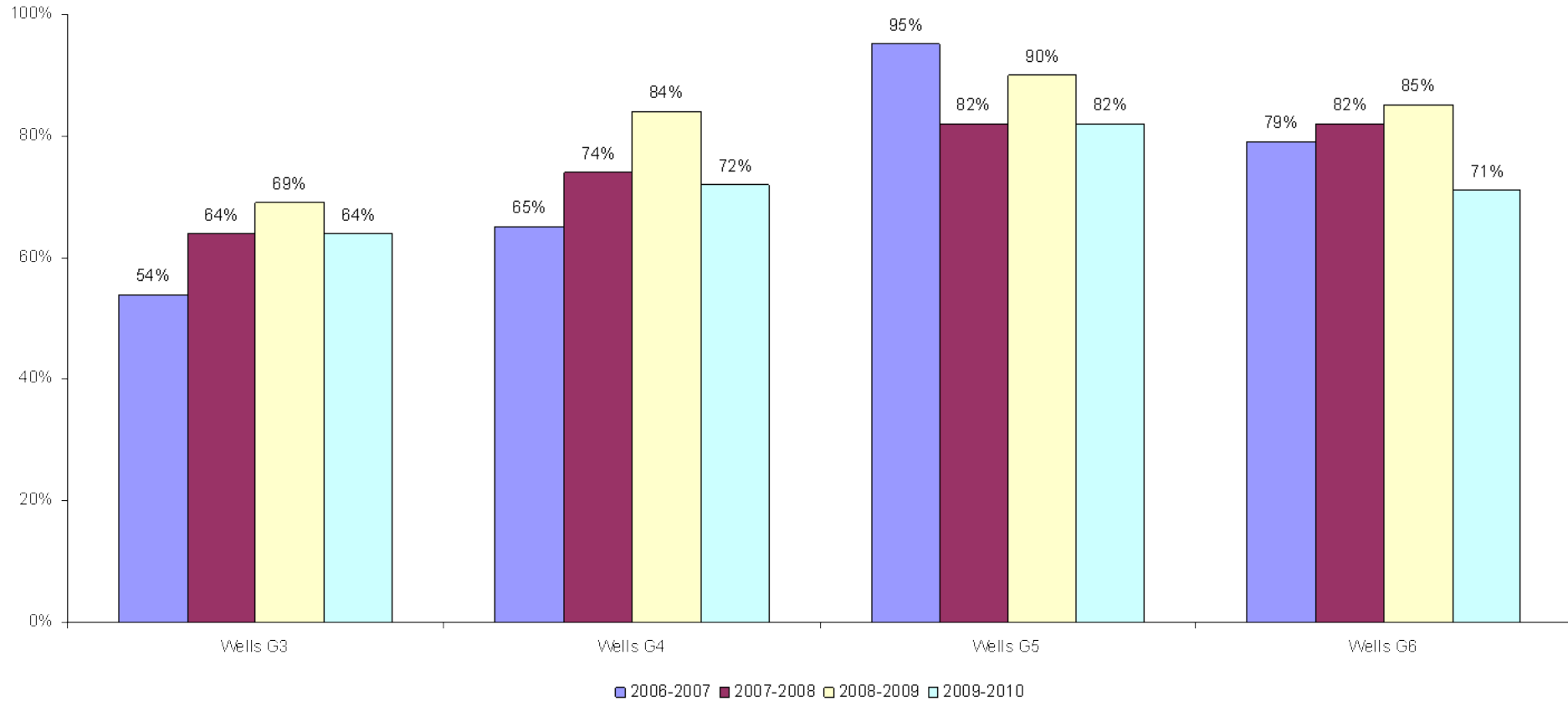
District Achievement Goal – Our Reality

Examining Content and Structure: % Students @ Goal



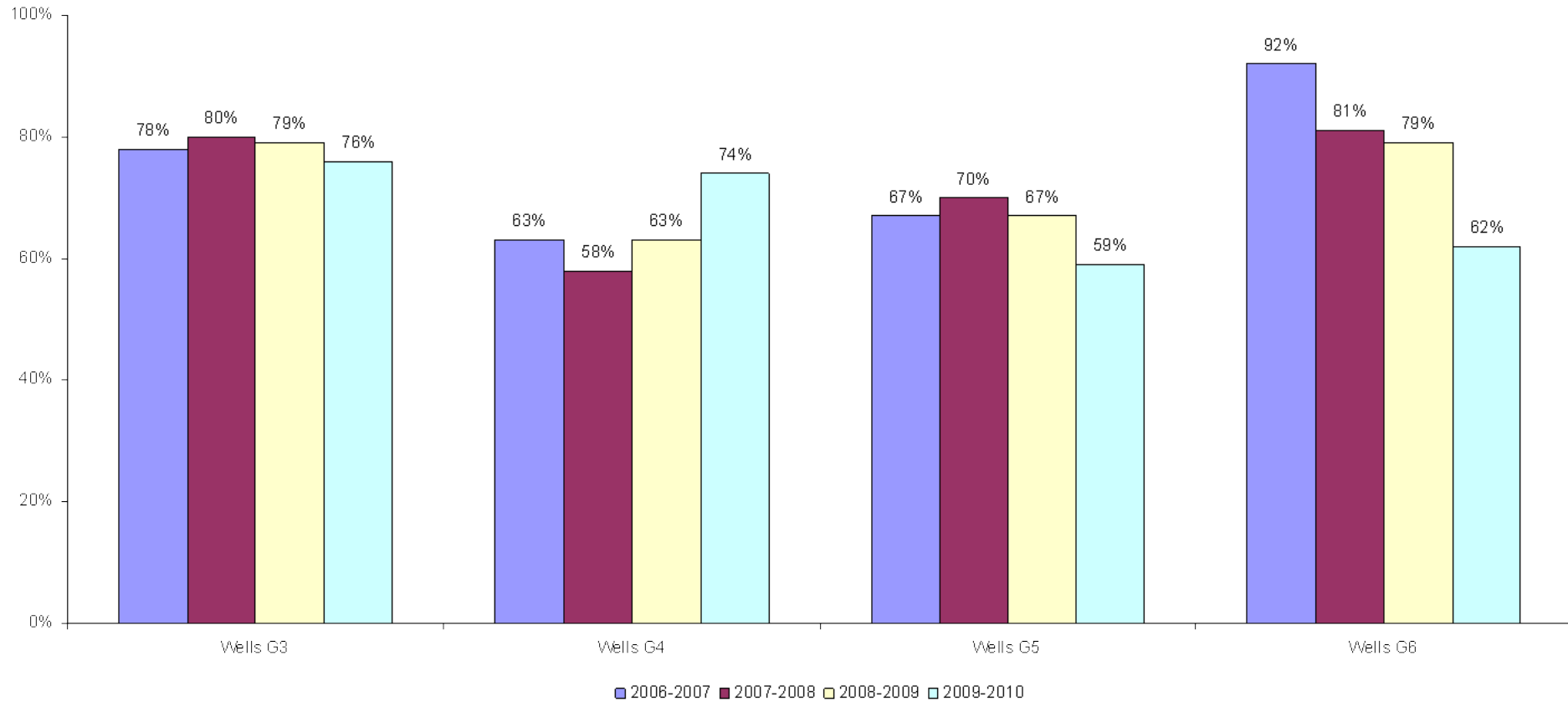
District Achievement Goal – Our Reality

Mathematical Applications: % Students @ Goal



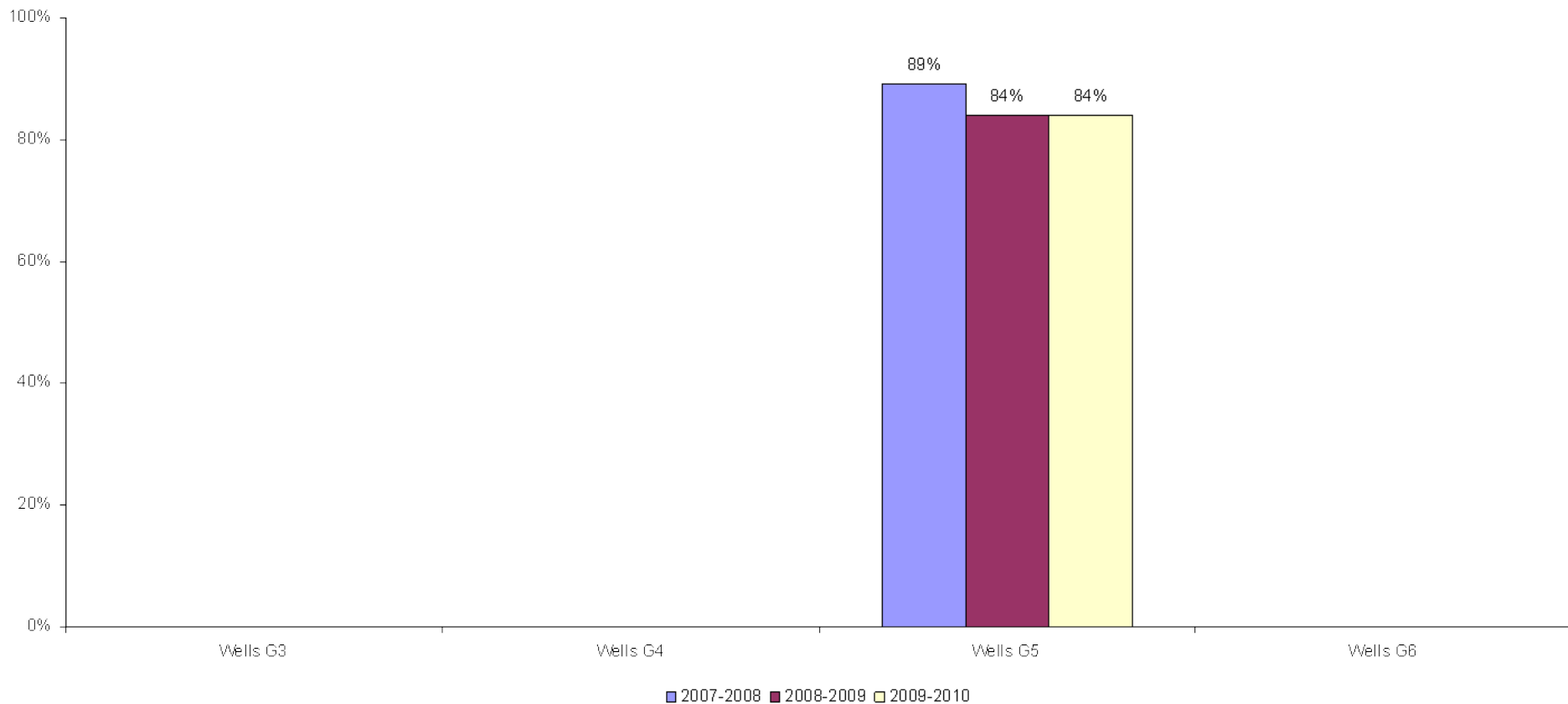
District Achievement Goal – Our Reality

Estimating Solutions to Problems: % Students @ Goal



District Achievement Goal – Our Reality

Scientific Inquiry: % Students Scoring 12 or Above
(Max Score = 18)



5 Year District Student Achievement Goal

*By 2015, enable students to demonstrate **powerful thinking** by systemically solving problems through analyzing and synthesizing information and articulating/defending a position*

*As measured by:
Standardize Achievement Data
District Designed Assessments*

2009-2010 School Improvement Plan Wells Road

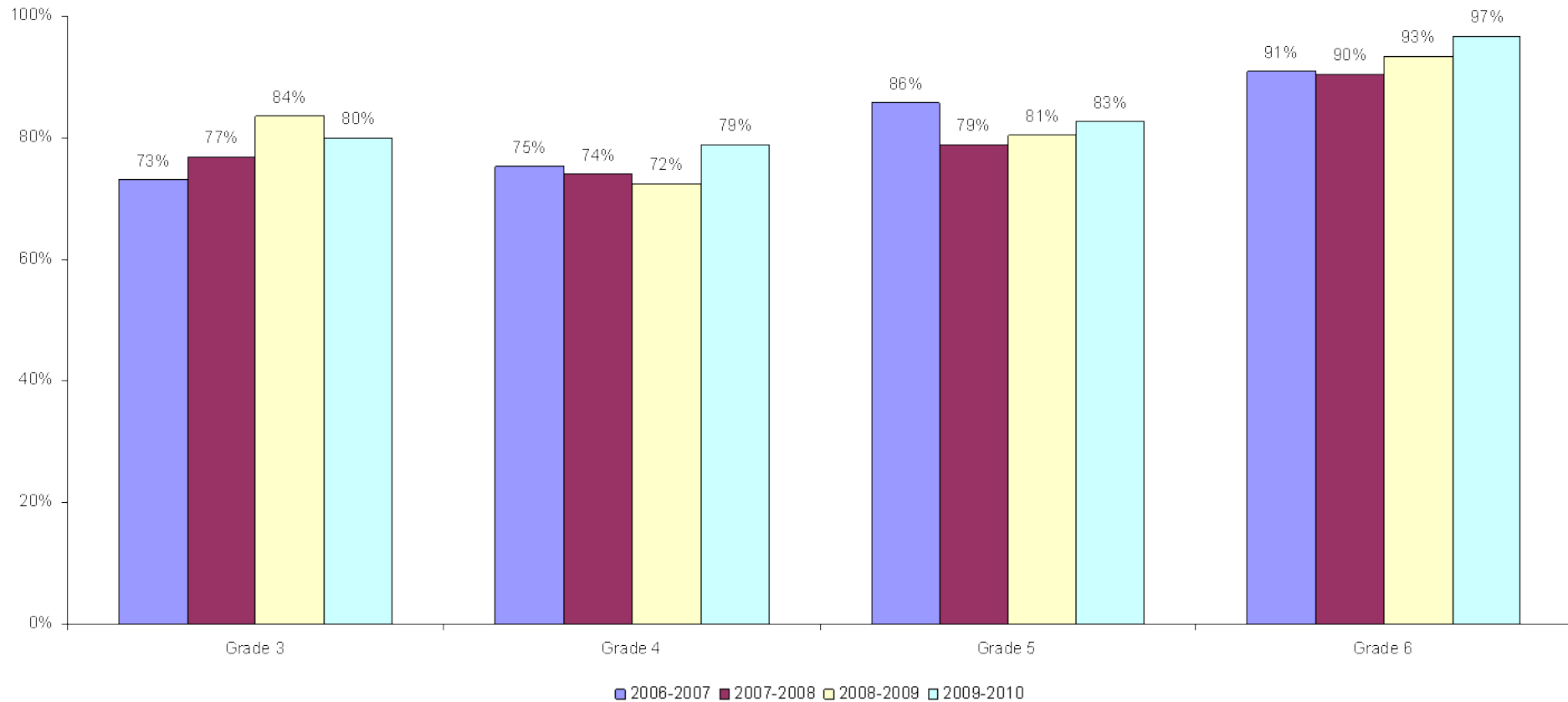
Based on the 2009 CMT results and data analysis, the following goal was set:

**To increase student achievement
school wide in reading and writing by
3% on the 2010 CMT**

Progress Made Toward School Goal Reading (% At or Above goal)

	2006-2007	2007-2008	2008-2009	2009-2010	SIP
Grade 3	73%	77%	84%	80%	87%
Grade 4	75%	74%	72%	79%	75%
Grade 5	86%	79%	81%	83%	84%
Grade 6	91%	90%	93%	97%	96%

Progress Made Toward School Goal Reading (% At or Above Goal)

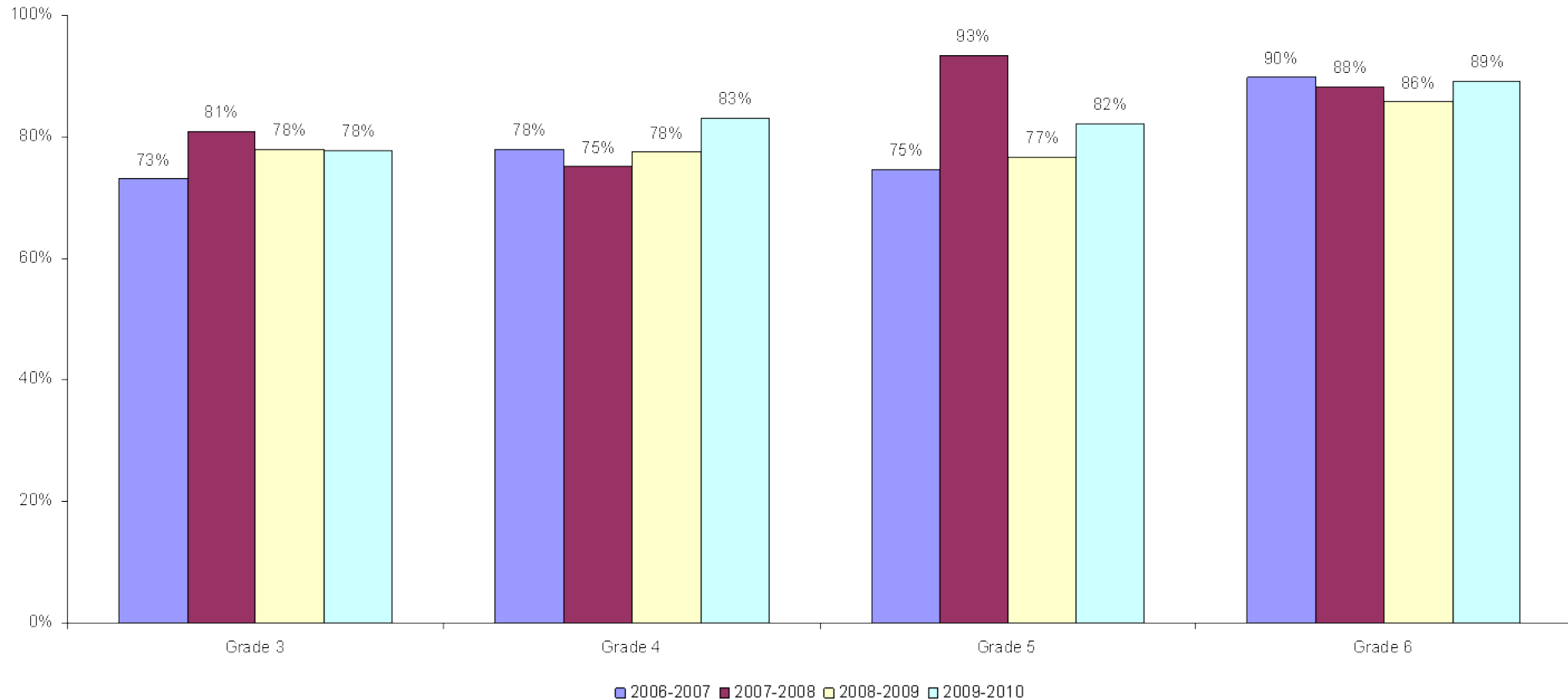


Progress Made Toward School Goal

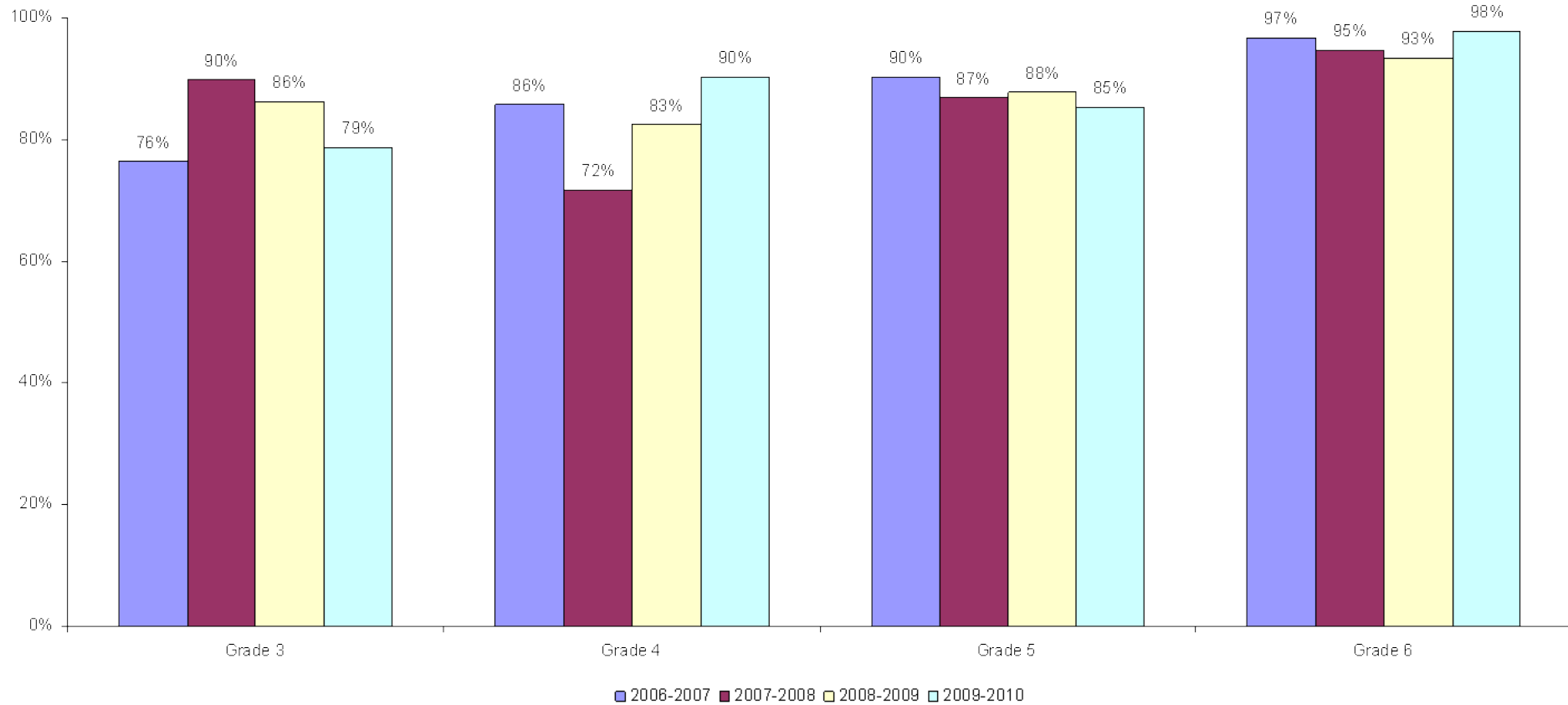
Writing (% At or Above Goal)

Writing	2006-2007	2007-2008	2008-2009	2009-2010	SIP
Grade 3	73%	81%	78%	78%	81%
Grade 4	78%	75%	78%	83%	81%
Grade 5	75%	93%	77%	82%	80%
Grade 6	90%	88%	86%	89%	89%

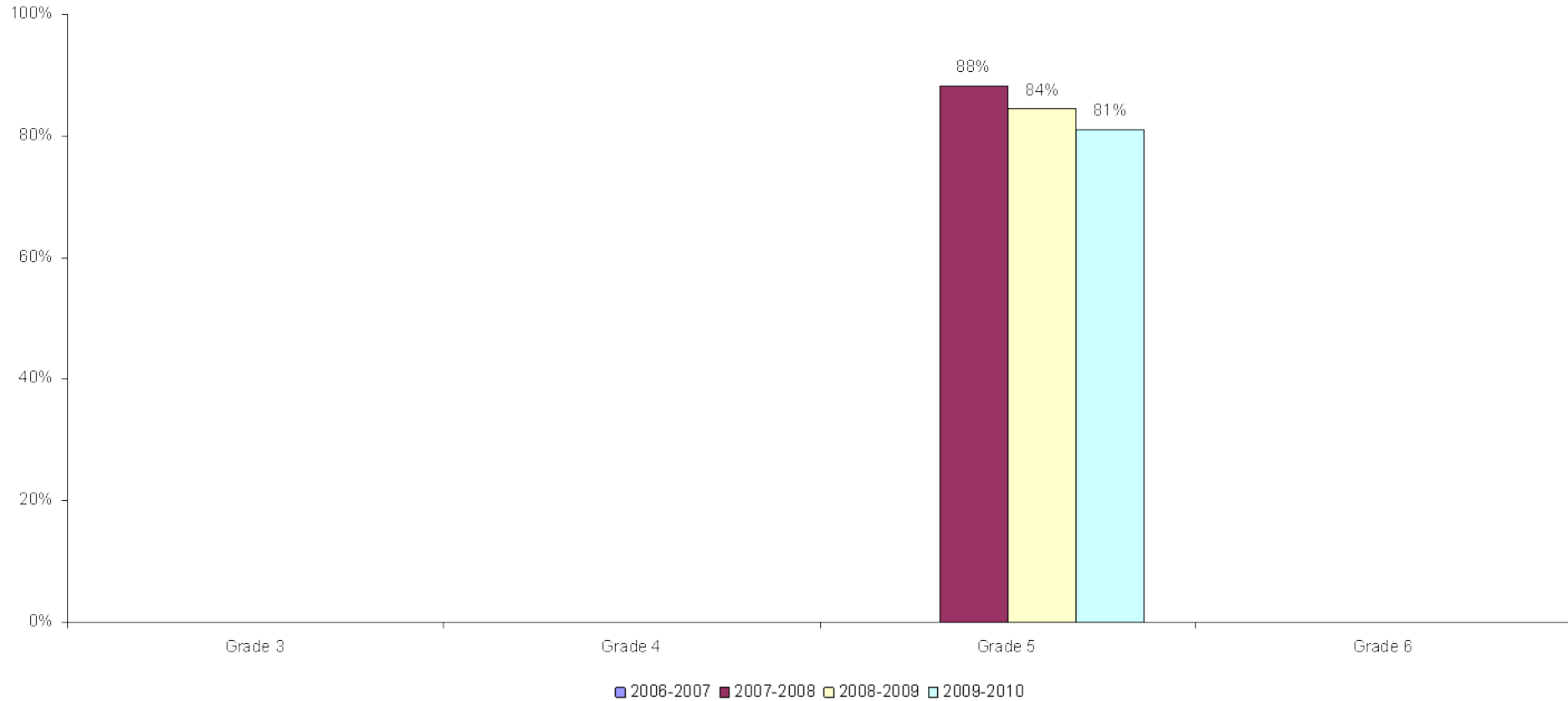
Progress Made Toward School Goal Writing (% At or Above Goal)



Our School's Current Math Reality (% At/Above Goal)

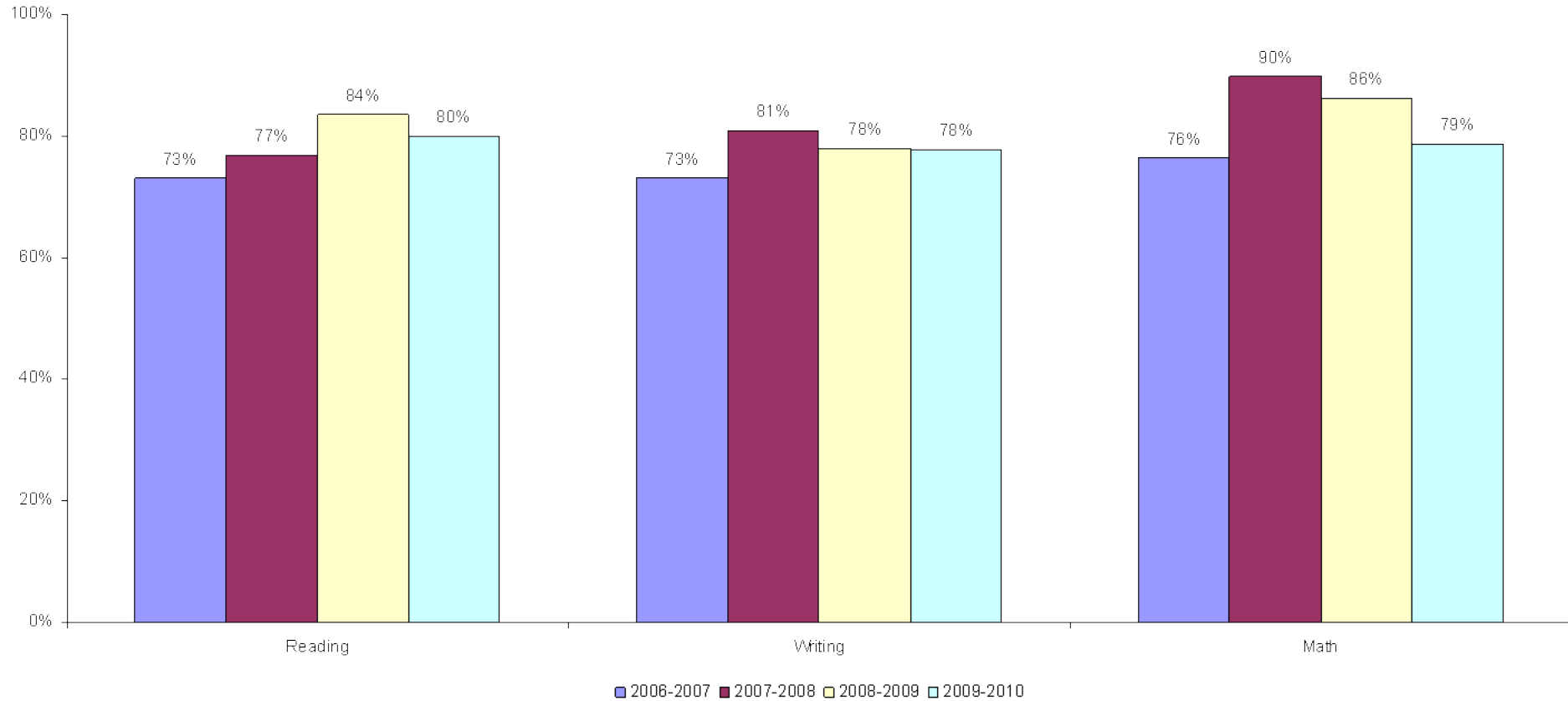


Our School's Current Science Reality (% At/Above Goal)



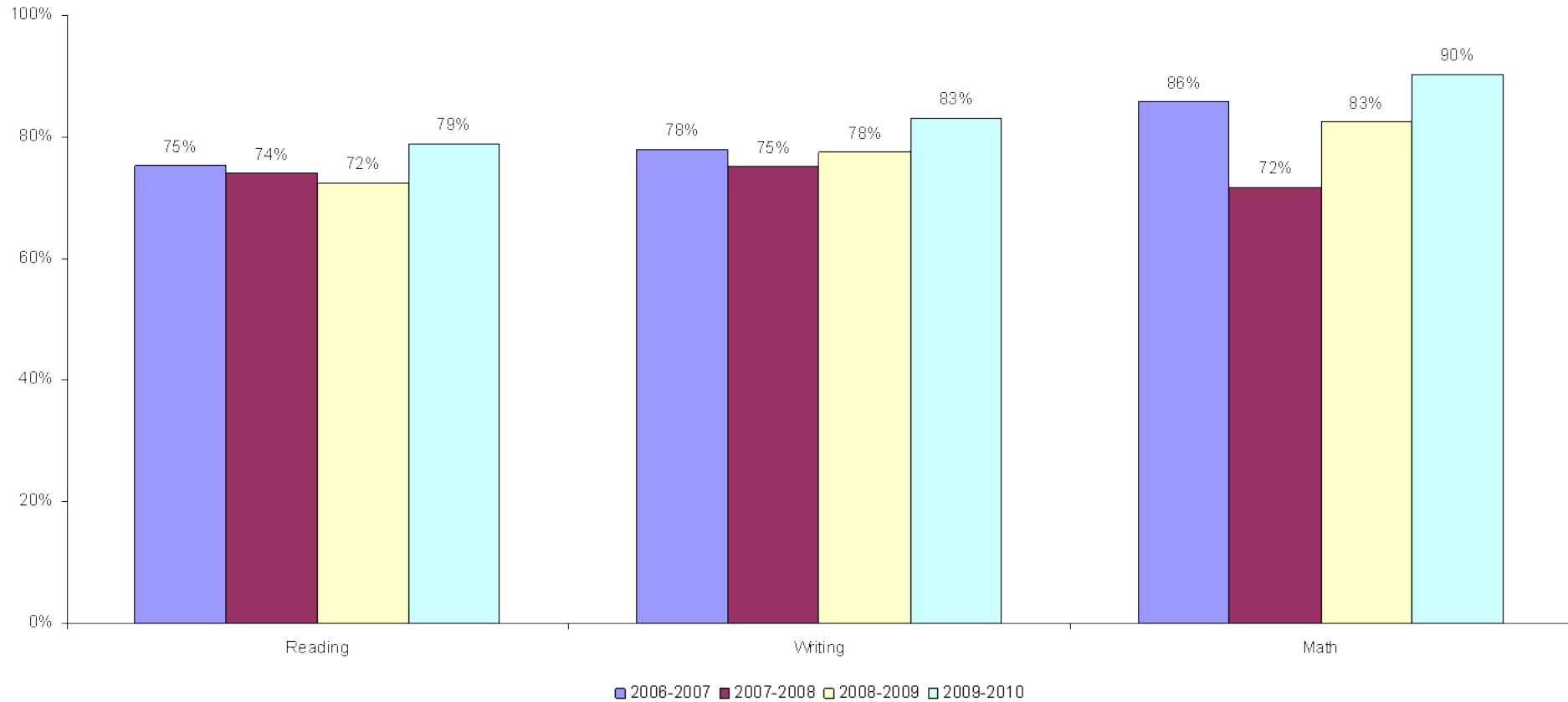
Our School's Reality

Grade 3: % At/Above Goal



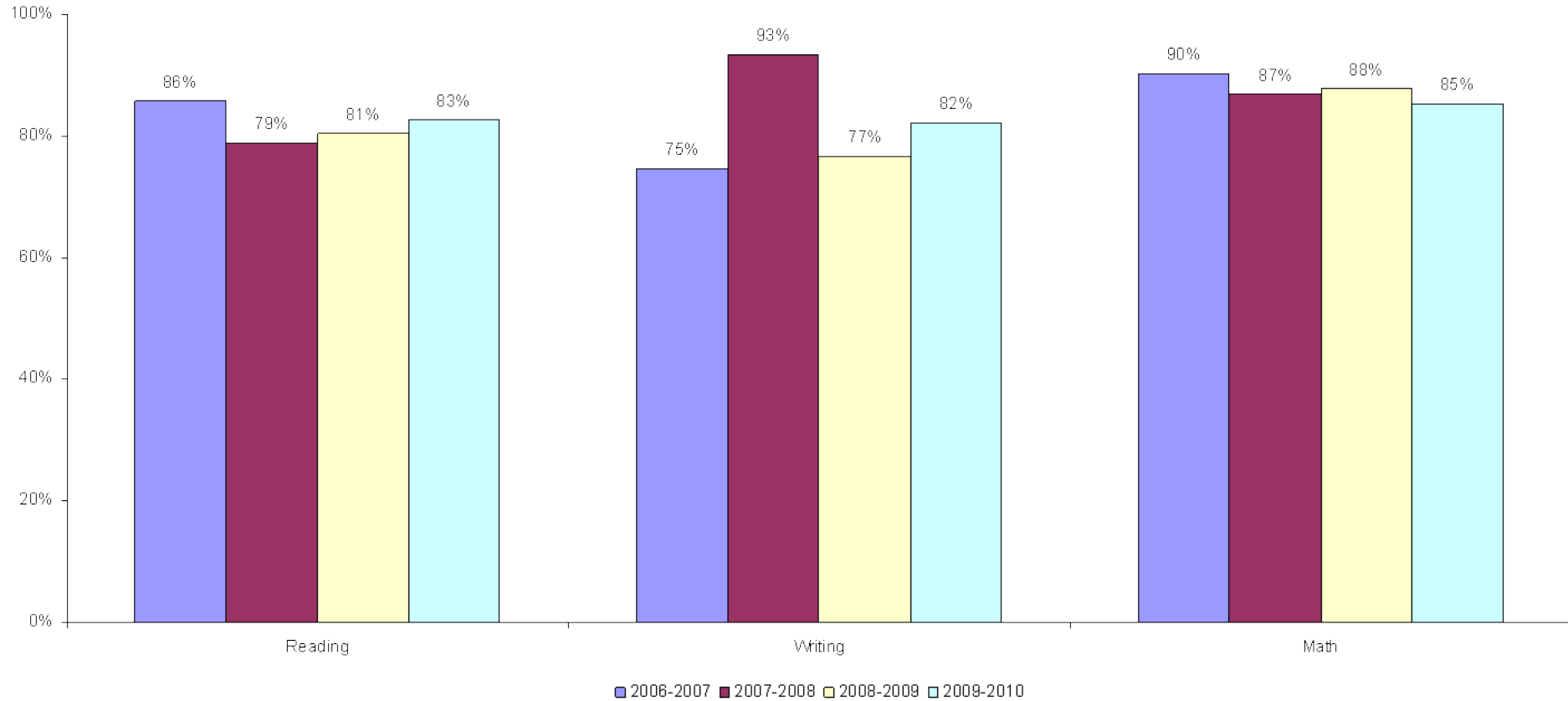
Our School's Reality

Grade 4: % At/Above Goal



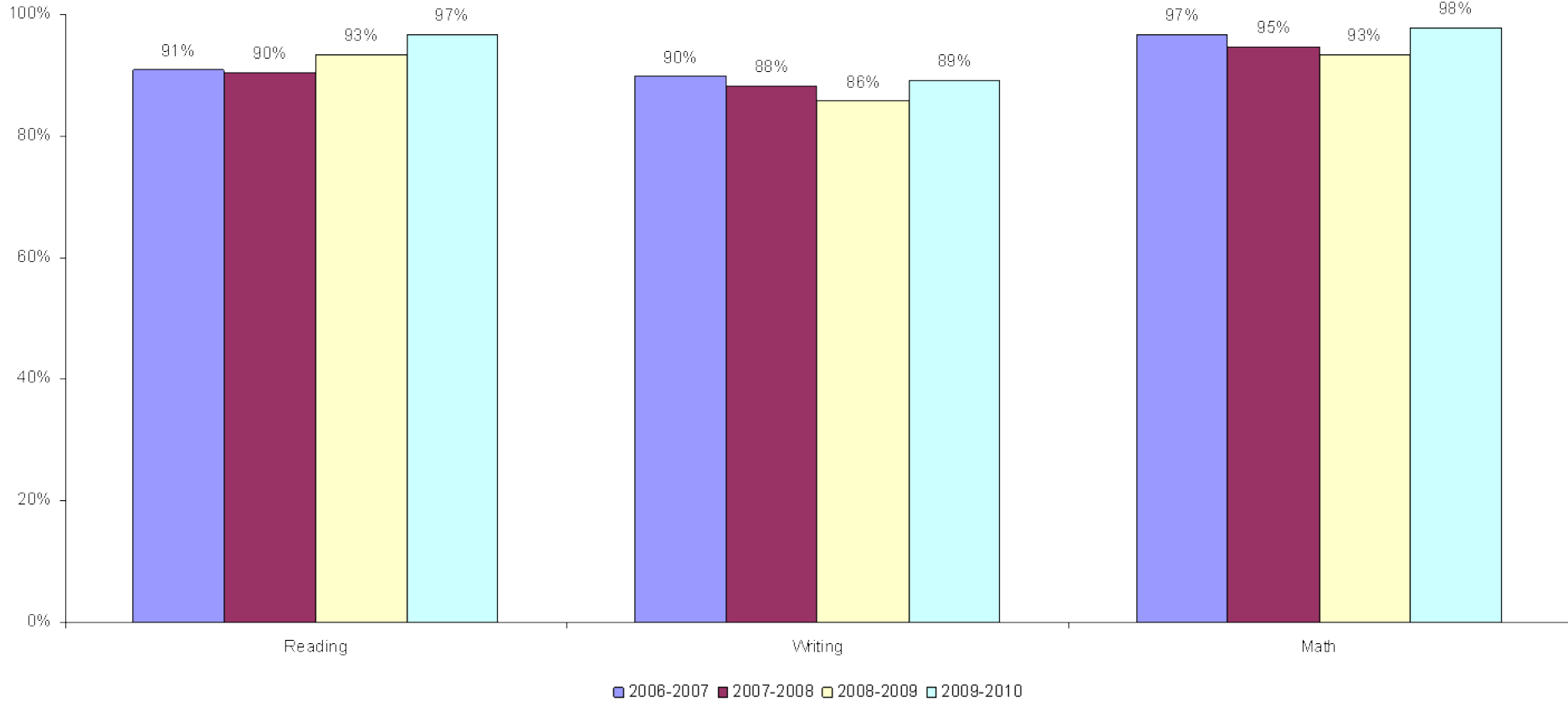
Our School's Reality

Grade 5: % At/Above Goal



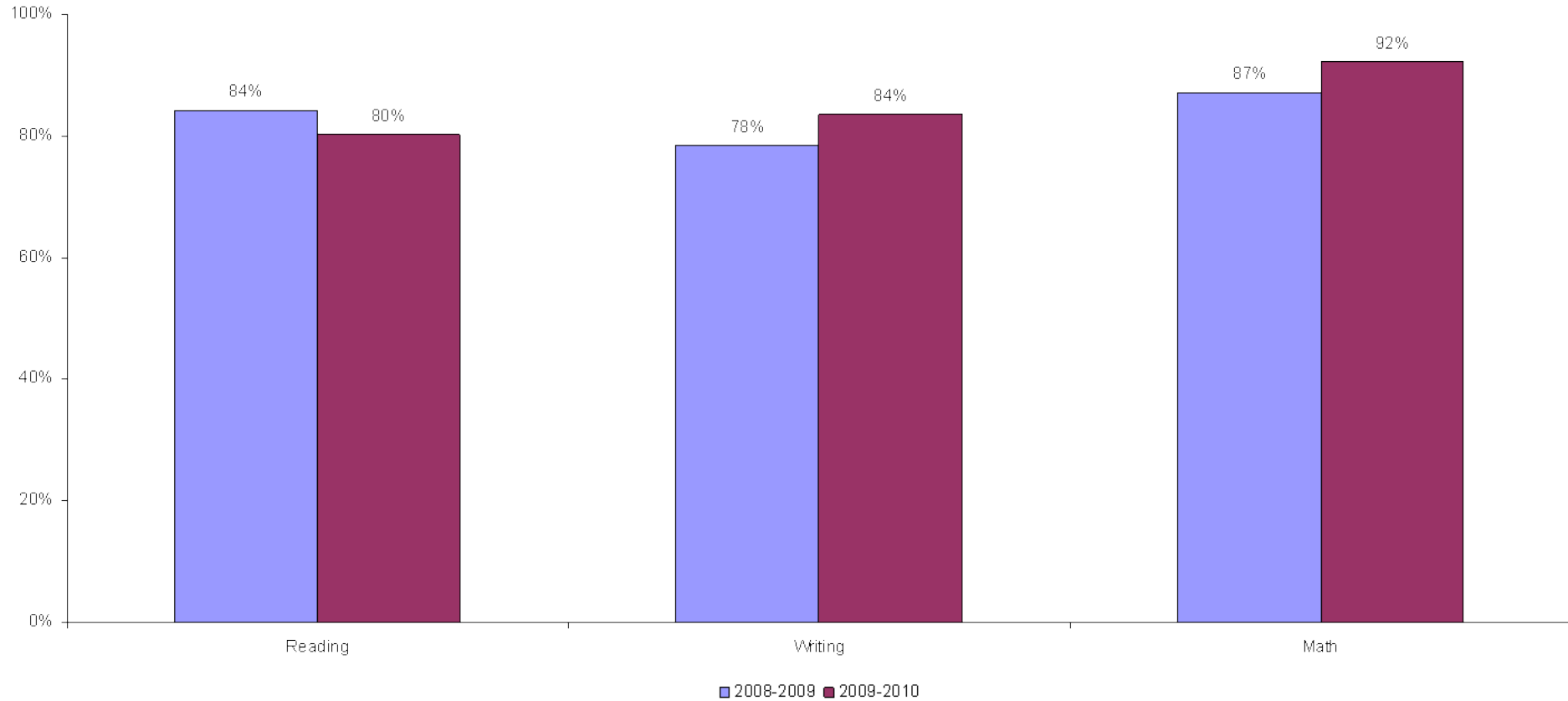
Our School's Reality

Grade 6: % At/Above Goal



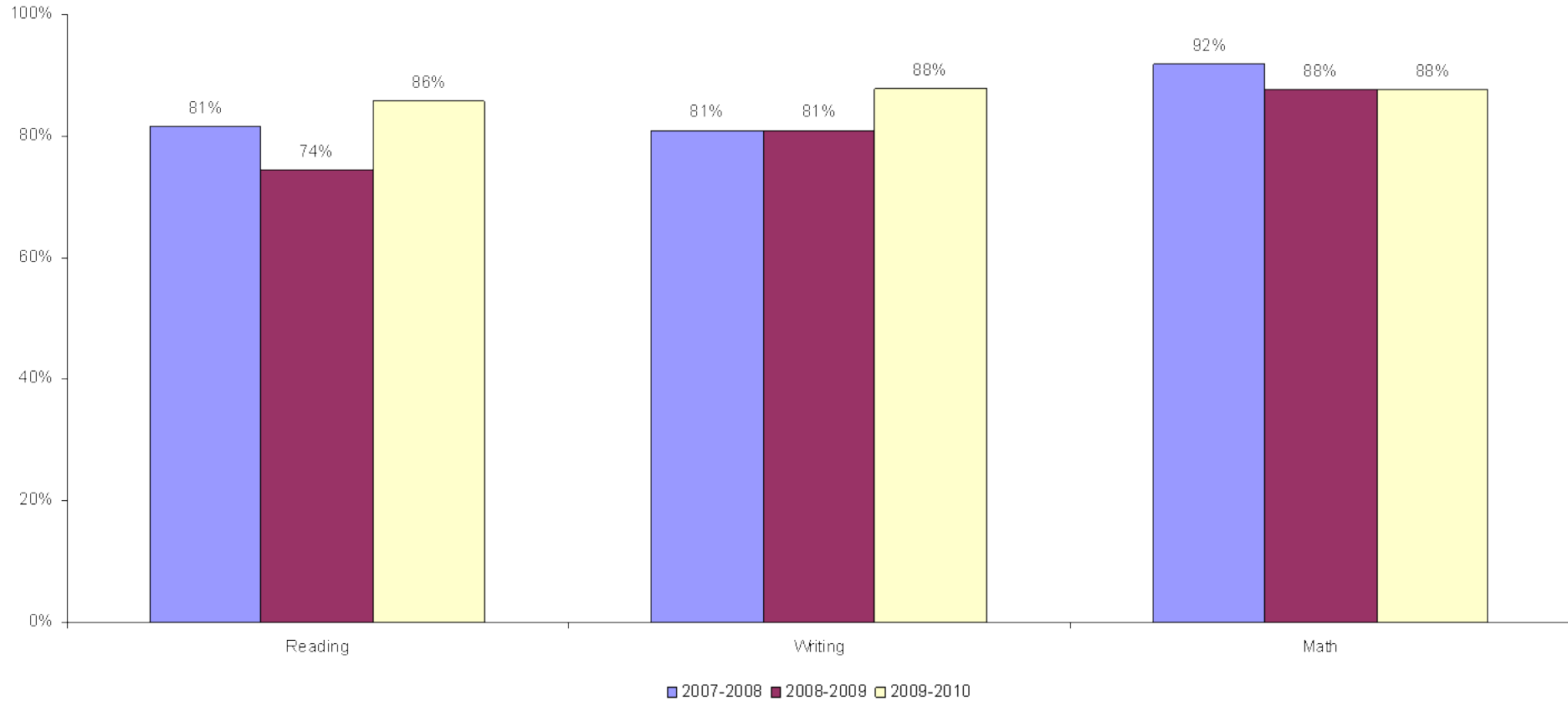
Our School's Reality

2010 Grade 4 Matched Cohort Data



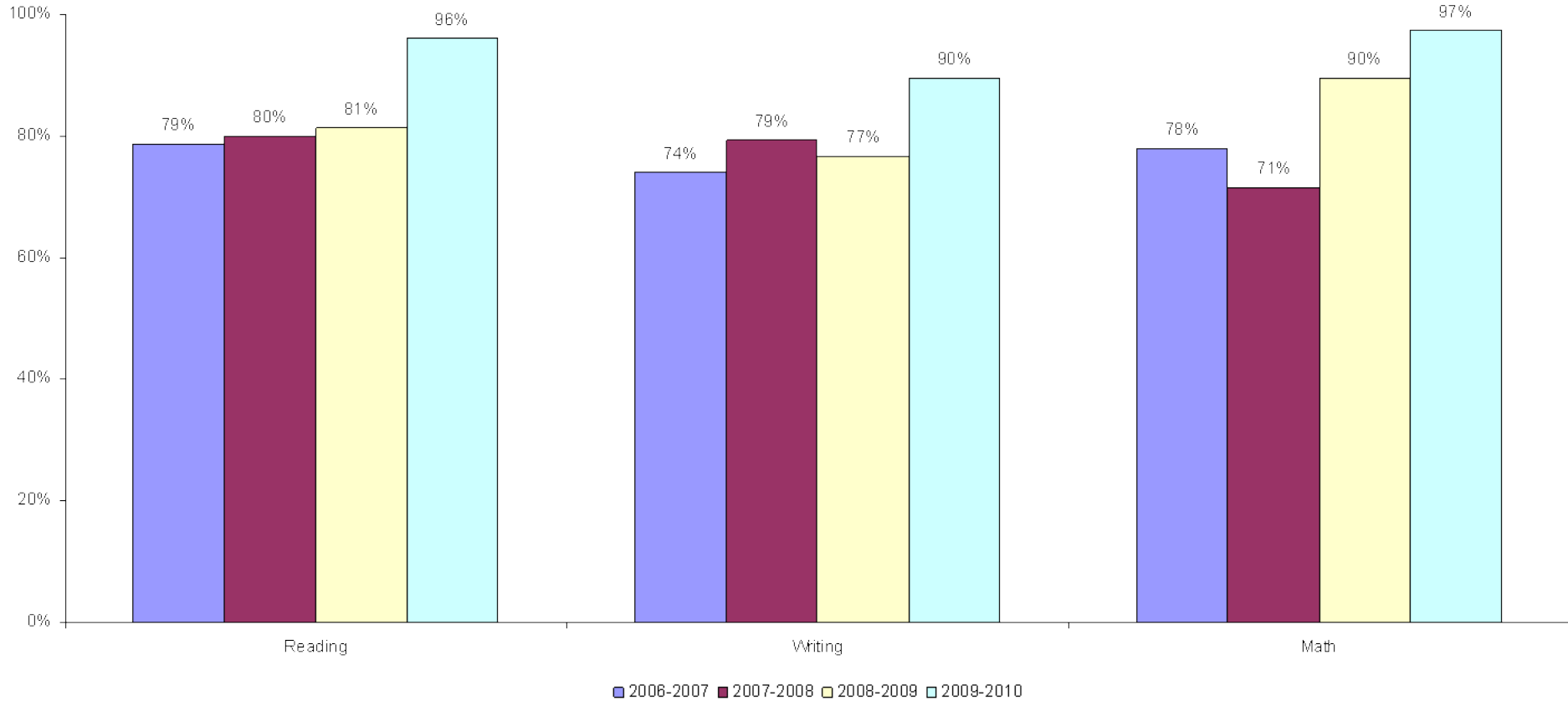
Our School's Reality

2010 Grade 5 Matched Cohort Data



Our School's Reality

2010 Grade 6 Matched Cohort Data



Action Plan

- ***Examine CMT and district assessments to identify instructional targets***
- ***Continue work with PLC groups and development of SMART goals.***
- ***Develop formative assessments to provide on-going feedback***
- ***Include writing across all curriculum areas***
- ***Develop and implement math problem solving rubric for math applications***
- ***Participate in development of Reading curriculum.***

Monitoring and evaluation

- *District benchmark reading and writing assessments*
- *Math assessments to monitor progress*
- *On-going common formative assessments in reading, writing and math linked to SMART goals*
- *Using PLC benchmarks to self assess their progress as a working group.*
- *Administrator attendance at team meetings to monitor and provide feedback*

Effective Collaborator

- Cooperative Classroom work, Team Work and Morning Partner Reading
- Student Council - School event planning
- Morning News Broadcast – prepared and presented as a team
- Peer Editing
- Partner with High School Students for reading and homework help

Compassionate Contributor

- **Student Union**
 - Fundraising (local and global)
 - Building climate of respect and value of diversity (adults model expected behavior, compliment chains, etc.)
 - Community connections/responding to current events and social issues (Hats for Haiti, Ties for Tom, Bandanas for Barb, etc.)
- **Character Education** – self-control, respect, compassion, optimism, caring, and honesty.
- **Wells Road Pledge** – having a positive attitude, respecting opinions, being honest and trustworthy.

Other important school initiatives

- *Continue with current initiatives and explore new opportunities to address diversity, i.e., Link and Learn and the Host Family Program*
- *Expand collaborative culture of PLCs through peer sharing, faculty presentations, and celebrations*
- *Utilize SRBI process to meet the needs of students with differentiated interventions and enrichments.*

**Regular Board of Education Meeting – Approved Minutes
September 15, 2010 7:00PM
Central Services**

Attendance Taken at 6:50 PM:

Present Board Members:

Cal Heminway
John O'Connor
Edward Ohannessian
Ronald Walther
Matthew Wutka

Absent Board Members:

Marie Nicholls
Deborah Torgersen

Mr. Heminway called the meeting to order at 7:00 p.m.

I. Public Comment

Mr. Heminway welcomed Jennifer Lengvarsky as a Board of Education student representative. Mr. Heminway stated that he had received a few inquiries as to how the Board handles public comment. He explained that the Board has a set of by-laws they and are also governed by state statutes in certain areas but as far as general governance, i.e., financial matters, curriculum, buildings, bus schedules, etc. that do not have any kind of individual or personnel aspect to it is handled in open session in the public arena. Negotiations or personnel matters are discussed privately in a non-meeting. He stated that a meeting of Board of Education is meeting of the Board and, as such, we publish an agenda and attempt to adhere to the agenda. Public comment is for items that are not on agenda to raise issues, complaints, etc. The Board will normally not comment on whatever is being stated because a) we are not warned in advanced and have not studied it and, b) it's not on the agenda so we take the comment and take it into advisement. Mr. Heminway stated that it gets a little more intricate when it comes to personnel – school employees, students and sometimes parents. If it is a happy event normally there is no problem; however it if involves issues of an employee for example there are rules of privacy some of which are governed by statute and some by negotiated agreements that we may have. He stated that issues with a staff member private could be held in public at the employee's request. He stated that there are confidential rules and there are often times a requirement that the Board operate as impartial referee on behalf of employee and the public; likewise with respect to students. He stated that student matters that do not normally come to the Board, i.e., discipline, are handled by statute by the administration. The Board does not know the names of students because the Board is essentially sitting as a jury listening to the student's case and the administration's case. In summary, Mr. Heminway stated that if it doesn't relate to people then the Board would want to hear about it and if it does relate to people, especially if it's a parent, the Board would like to meet with the parent to discuss the situation. Otherwise, it is not possible for the Board to deal with it in any kind of a responsible fashion.

Terry Wright, 83 Northwoods Road. Mr. Wright stated that he is still waiting for that report. Mr. Wright stated that he became aware of a very troubling expenditure by the Board. A meeting was held on July 13th at the Simsbury Inn. He stated that looking at the minutes of the meeting and listening to the proceedings of the Board, he keeps hearing how tight the budgets are and that we may have to lose

teachers. Mr. Wright stated that almost \$2,000 was spent for this meeting -- \$50 a plate meals for 18 people. Mr. Wright stated that taxpayers have sent a clear message that they do not want to pay higher taxes and that the least the Board could do is spend the money in town with some business that pays taxes here. Mr. Wright stated that he will call Mr. Heminway to discuss the other issue and that Mr. Heminway knows what issue he is talking about. Mr. Heminway stated that a request was made as early as last January to meet. Mr. Wright stated that if Mr. Heminway assures him that he will get the information that he requested, he will meet with him. Mr. Heminway extended another invitation to meet to discuss the issue but stated that he will make no commitments in advance.

II. Administrative Reports

II.A. Superintendent's Announcements

- Additional packets are available this evening and are also posted on the website.
- We extend a warm welcome to middle school and high school administration and also to Greg O'Neil and a few students to the meeting for Schools in the Spotlight.
- Also welcome Donna Hayward, intern and executive leadership program student at UConn as well as Principal of Suffield High School. She will attend various meetings and activities throughout the year.
- Enrollment has maintained and is 4 students below projected at 2,235.
- First round interviews for the K-12 Language Arts Supervisor position begin on Thursday evening and another first round on Monday the 20th.
- Open houses have been going extremely well and well participated by parents.
- Awards assembly for the Middle School of the year.
- Sr. parents night Sept. 30th in the high school auditorium.
- Fall parents night moved from October 8th to 1st.

II.B. Student Representative Reports

- Sara Miltenberger, student representative, introduced the Board's new student representative, Jenn Lengvarsky. Jenn stated that she is a junior, plays lacrosse, runs cross country, is a member of the school newspaper and LEO club, and stated that she is very excited to be here.
- Students have slipped into routine very well.
- summer reading rates highest they have ever been - huge increase in participation
- Sports - girls v soccer 4 to 1 boys soccer 5-0 field hockey 7-0 great start to the season for fall sports
- Advisories will present goals on community day –Each advisory is working on becoming a compassionate contributors. There will be a special day where students will run coat drives, penny drives, etc. The Bridges group also showed a video and received a very positive response. This video will be shown at the next board meeting.
- All survived heat wave – students and teachers very good-natured about it.
- Senior parent night on the 30th – seniors are getting ready to apply to college
- New student new student luncheon
- Open house 23rd
- Blood drive on the Sept. 23rd
- Many new ways to take courses. Students are trying to take the resources that they have and branch out and take on-line courses and courses not offered at high school
- New debate team will be starting up and Model UN meeting for first time tomorrow. A lot of new sign-ups.

II.C. Business Manager's Report

Mr. Harry Traver, Business Manager, stated that the year-end report for fiscal year 10 is \$2,600 above forecast from May. He stated that there are two sets of reports, one with and without the budget transfers. He stated that the one without the budget transfers reads a surplus \$338,000 and that the reason for this discrepancy is due to ARRA grant funds. If all ARRA charges are excluded, we had a favorable balance of \$200,000 being generated by \$135,000 in energy savings and \$25,000 in communication, advertising and postage. Mr. Traver stated that we made progress on our costs this year as well. Mr. Traver stated that \$769,000 for an education stabilization fund to help replenish the ECS funds given to towns by the state.

II.D. Schools in the Spotlight

Dr. Law introduced Greg O'Neil and Jennifer Phillips to spotlight the Cooperative Work Education Program. Mr. O'Neil spoke about the different elements of this program: job shadowing, mentoring, internships, and school-to-career (STC). STC receives a 1/2 credit classroom experience and 1/2 credit paid work experience. Mr. O'Neil also spoke about a new thing last year – student-to-student peer mentoring – and that he would like to see more of this. He then spoke about the mentor program during the school day which last approximately 1-1/2 hours. Students Alison Lovkay and Ryan O'Neil said they will be doing an internship with Indigo Images. Ryan said that she is still exploring and interested in arts. Both students are excited to be doing this internship. Indigo Images is working with the high school exclusively for senior pictures. Students and a few others will work with her. Mr. O'Neil said that they will also be working with Meadowbrook and the Hartford in Windsor as well. Mr. O'Neil introduced Jennifer Phillips, the College Career Center (CCC) Coordinator. She stated that the CCC is an exciting addition to the high school this year. She stated that the Center has been paid for by a grant and that there are 8 computers in an informal atmosphere. Students can come to the CCC during classes or are sent from guidance. She stated that students use the Naviance program for college and career searches. The career center will also help students to work on resumes. Ms. Phillips told the Board that 23 colleges will be coming to visit the CCC for about a 1/2 hour visit from now until the end of November and that visits will begin again in the spring.

II.E. High School CAPT/SAT/AP Report

Ms. Diane Dugas, Director of Curriculum, Teaching & Learning, presented the high school CAPT/SAT/AP/ACT report. Ms. Dugas congratulated the high school on being the fourth ranking high school in Hartford county. First, Ms. Dugas spoke about CAPT scores and state and DERG comparisons. Mr. Wutka inquired about the proficient range and where does it stop, i.e., 60% or 70%, and asked how a score is divided. Ms. Dugas stated that they are scaled scores that we are provided with and there are scores for each. Mr. Wutka also asked if 60% or below is basic? Ms. Dugas stated that below basic is the lowest level, then basic, then proficiency range and would be happy to get those range scores and that the range scores change from year to year. Mr. Wutka inquired if the percentages move year to year as well. Ms. Dugas stated that, yes, they do. Mr. Ohannessian inquired what happens if a student does not score proficiency. Ms. Dugas stated that specific interventions are determined and they can receive additional support from a classroom teacher or tutor in a targeted skill and that progress is monitored in a timely way. Mr. Ohannessian asked if the test can be taken again. Ms. Dugas stated that, yes, that students who are sophomores must re-take the test if they do not meet proficiency. Ms. Dugas then reported on the SAT. Mr. Ohannessian inquired about DRG information with regard to SAT. Mr. Addley stated that we would have to contact schools directly to get that information but it can be done. Mr. Ohannessian commented that the state and national percentages seem to not move at all and inquired if it is because the test is dynamic. Ms. Dugas stated that, yes, it is flat and that there is a concern nationally about that. Mr. Walther inquired about data for SATs, specifically, how many students scored at certain levels. Ms. Dugas stated that this is something we can certainly provide. Mr. O'Connor inquired if we can look at the

participation rate trend. Mr. Addley stated that Avon has 100% participation and that Granby would like to see 100% participation as well. Mr. Traver inquired what happens if students do not take the test due to cost. Dr. Law, High School Principal, stated that there are processes in place for both the PSAT and SAT in the guidance department. Ms. Dugas went on to report on the ACT test. She stated that in 2010, 15 students took the test. Mr. O'Connor inquired if it was a more common test because students feel they can do better with this test over the SAT. Dr. Law stated that students who have not done well with the SAT are encouraged to try a different test. Finally, Ms. Dugas presented the AP test results. She stated that 17 courses were offered in a variety of disciplines and that there has been a steady increase in enrollment in AP classes. Mr. Ohannessian inquired about the breakout of 3, 4 and 5 grades and the percentage of each over the years. Ms. Dugas stated that, yes, we can get that information to you.

II.F. High School School Improvement Plan

Dr. Patricia Law, High School Principal, presented the 5-year school improvement plan. Dr. Law spoke about measuring CAPT data for the district student achievement goal. She stated that CAPT is only one measure and that, as a district, there is a 5-year plan to develop other measures to develop those skills. The school improvement school goal is the same as the district goal. Dr. Law stated that the focus of this year's goal is the overall CAPT scores. She stated that beyond academics, we need to focus on the full mission of students also being effective collaborators and compassionate contributors. Additionally, students need to be effective collaborators collaborating with each other and the community. Dr. Law stated that the high school is trying to model a collaborative culture in the school. Mr. Wutka commented that we are tracking the CAPT over the last 5 years. He stated that we are turning out a much better product than 5 years ago. He inquired what other measurements can be used - perhaps colleges where students are accepted. Mr. Wutka said he believes it is important that we put a value on that and is not sure how we measure that. Dr. Law stated that she agrees these are important factors to measure and be aware of but that this plan is a very small part of what he is asking for. She stated that we will be figuring out what else should we be measuring and how are we going to measure how students are doing toward our mission which involves a lot more of what Mr. Wutka is talking about. She stated that this is a first step and that over time you will see more of those measurements, goals and information be part of this process. Mr. O'Connor inquired if we have already been externally measured by outside sources and perhaps we should incorporate some of those measurements. Dr. Law stated that this has been talked about with faculty as to how else we are going to be measured. Mr. Walther inquired if the guidance department can do a presentation to the Board this year. Dr. Law stated, yes, they would be happy to do that. Mr. Walther inquired if PLCs are active and have data in hand, specifically, data to address shortfalls this year. Dr. Law stated that, yes, absolutely and that this is ongoing process. Mr. Addley stated that he honestly believes that there is tremendous power in the board handing down a charge to the district, superintendent and principal around a district achievement and the discourse and discipline around that.

II.G. Middle School School Improvement Plan

Paul Osypuk, Middle School Principal, presented the school improvement plan for the middle school. Mr. Osypuk spoke about the CMT test and the strands that will be measured for indicators for powerful thinkers. Mr. Osypuk spoke about the progress that was made toward the school goal. The goal was increased from 3% improvement to 5% on the CMT test strands and the goal was attained in two of the six areas. He stated that the middle school has already given students a writing prompt which has already been scored in order to give students help if necessary before taking the test in March. Mr. O'Connor inquired if the data is tracked and passed along as students move through the system. Dr. Patricia Law stated that there are interventions in K-12 and that tracking data is a work in progress to collect and pass along so we are not always working with a clean slate. Mr. Wutka commented that something happened to 7th graders in 6th grade (2 years ago) as that the whole group of students dropped significantly in

writing. Mr. Osypuk stated that a careful analysis was completed of the CMT data class by class, student by student and have targeted the editing and revising area. He stated that other interventions with regard to this area are currently in place and new this year. Mr. Wutka inquired if we can we specifically target that grade to improve. Mr. Addley stated that, honestly, we do not have a solid viable language arts curriculum and that is a big part of the issue.

III. Consent Agenda

III.A. Minutes

III.B. International Field Trips

A motion was made to approve the consent agenda by Ron Walther and seconded by Matt Wutka at 9:17 p.m. (John O'Connor abstained from the minutes only).

IV. Old Business

IV.A. Second Reading of Policy 4212.42, Drug & Alcohol Testing for School Bus Drivers

Mr. Walther stated that this is a policy that was missing and is required by statute. This policy is really specifying language that is in the bus contract. He stated that we rely on the bus company to enforce the policy. There were no changes made to the policy. This policy will be voted on at the next board meeting.

IV.B. CABE Board Recognition Awards

Mr. Heminway asked the Board if they want to try to meet the criteria for the CABE Board Recognition Awards. He stated that he believes there are two areas that come to mind: 1) some commitment as a Board outside the borders of Granby to mobilize with other boards to put positive pressure on the legislature as they deal with budget challenges; and, 2) participation in professional development (Bruce Douglas in the spring, Patrice McCarthy and Tom Mooney at the retreat). Mr. Heminway stated that there was a CREC Council meeting today where a number of professional development opportunities would meet anyone's calendar. He also mentioned a willingness/commitment to attend the CABE/CAPPS Convention in November. Mr. Heminway asked if the Board thinks that they can meet the criteria in these two areas and follow through on it. Mr. O'Connor stated that he would be more likely to engage in professional development if those opportunities exist in the Hartford area. He stated that the CABE convention is hard for him to commit to. Mr. Heminway inquired if there was a commitment on behalf of board members to do something. Mr. Ohannessian requested a copy of the opportunities Mr. Heminway spoke about. The Board agreed to take a look at some professional development opportunities.

V. New Business

V.A. Budget Transfers

Mr. Heminway added this item to the agenda. Mr. Traver stated that the budget transfers address covering all of the negative line items with movement from positive line items. A motion was made by Matt Wutka and seconded by Ed Ohannessian to approve the budget transfers. The motion was passed unanimously at 9:25 p.m.

V.B. First Reading of Policy 1330, Use of Facilities

Mr. Walther stated that the intent of the Curriculum/Policy/Technology Subcommittee was to update the rates and tighten up the administrative regulations to allow Mr. Addley and Mr. Camarotti to better manage the use of facilities. Mr. Walther stated that the policy was updated to reflect the fact that the administrative regulations would be approved by the Board. Mrs. Joanne Desrosiers, a member of the

Solid Oak Band, stated that the band has been playing in the middle school band room on Monday nights from 7:30-9:00 for almost 20 years. Mrs. Desrosiers stated that she went through the member list and of the 20 members 8 are Granby residents. The remaining members are residents of surrounding towns. Mrs. Desrosiers stated that no one in the band gets paid and that they are a nonprofit organization and cannot pay the \$65 per hour to use the facilities. She stated that the band has played a number of venues in Granby for free (i.e., Senior Center, Stand Up to Cancer, Salmon Brook Park Band Shell, Meadowbrook, Granby Talent Show, and will perform at the 225 celebrate Granby). Mrs. Desrosiers stated that the band needs a place to rehearse so they practiced in Simsbury this past Monday night. She stated that the band would love to continue to play in Granby. She also stated that they do not use the heat - just some electricity. Mrs. Desrosiers stated that she would like to see the band stay in Granby. Mr. Heminway stated that the Board would take a look at this matter.

V.C. Middle School HVAC Motor Bid Award

Mr. Traver, Business Manager, gave a summary of the bids to the board. Mr. Traver stated that he had estimated a cost of \$40,000 to replace HVAC motors at the middle school. It was recommended by the Finance Subcommittee to award the bid to Conn-Serv, the low bidder on the list at \$24,000. A motion was made by Matt Wutka and seconded by Ed Ohannessian to award the HVAC motor bid to Conn-Serv. The motion was passed unanimously at 9:35 p.m. Mr. Wutka stated that this item was discussed this evening and that there would be a payback in a 3-4 year period with an annual savings of \$6-7K per year.

V.D. Board of Education Goals

Mr. Ohannessian stated that he thinks the goals are very good and he likes them; however, asked if a goal with regard to communications should be added. Mr. O'Connor stated that he considers that more to be one of Mr. Addley's goals and Mr. Addley stated that it was in fact one of his. Mr. Ohannessian said that is fine. Mr. Addley also stated with regard to the feasibility study, that it would probably be an Early Childhood Feasibility Study involving community and board members. Mr. Walther asked Mr. Addley to explain the first goal (develop student values) and Mr. Addley stated that the values we have been learning in the district to do the work and that the values articulate how do we get there and they are non-negotiable. Mr. Walther asked about it being specific to the makeup of the Board. Mr. Addey stated that if the board decides to take individual positions on it yes – but if it's what the Board wants the district to represent then he thinks that the Board would want some input from teachers and administration about what are those values are. Mr. Wutka suggested that the Board highlight realized energy savings. Mr. Heminway stated that he would rather see district efficiencies as opposed to energy savings. This was agreed to by the Board and will be added. A motion was made by John O'Connor and seconded by Ron Walther to approve the Board of Education goals as amended. The motion was passed unanimously at 9:45 p.m.

V.E. Superintendent's Goals

Match categories to align with document that board uses for superintendent's evaluation. Mr. O'Connor inquired under the educational leadership heading, what the difference is between a 5-year vs. 1-year curriculum plan. Mr. Addley state that they are trying to look at the curriculum more systematically - 5 years in scope and sequence. A motion was made by Ed Ohannessian and seconded by John O'Connor to approve the superintendent's goals. The motion was passed unanimously at 9:53 p.m.

VI. Miscellaneous

VI.A. Board Standing Committee Reports

VI.A.1. Curriculum/Policy/Technology/Communication

This committee has not met.

VI.A.2. Finance/Personnel/Facilities

This committee met this evening. The June statement of accounts was reviewed; the HVAC motor bid; on track, on time and on budget with civil rights compliance review; the high school sidewalk on Route 189 is complete and Route 10 is to be completed in the next two weeks; reviewed cash flow and timing of funds with Frank Lucca, President of the Granby Football Supporters. Frank stated that the program is proceeding and doing very well in both JV and varsity. Mr. O'Connor inquired if they are still fully funded by themselves. Mr. Wutka stated that, yes, they are.

VI.B. Other Board-Related Reports

VI.B.1. CPPAC

VI.B.2. CREC/CABE

Mr. Heminway stated that CREC council met today and that he will get the professional development material to the Board. Lobbyists from Smith and Rome were in attendance at the meeting and stated that it was going to be an extremely difficult year. Mr. Heminway stated that he did not hear a lot of how they will meet the funding problems they have and how they will meet ECS funding. With regard to CABE, Mr. Heminway stated that there is a meeting with the State Board this evening and that there is a lot of talk as to why we did not get RTTT money as a state. He said there is a PowerPoint by the Commissioner and he would be happy to forward this to the Board if they are interested. Mr. Heminway stated that there are six areas of concern regardless of any money or not - common core standards, early childhood, implementation of TEAM, CALI and SRBI, and high school reform package. Commissioner looks at it as a road map and a set of goals - how do we find the resources to make it happen?

VI.B.3. Granby Education Foundation

Mr. Heminway stated that he would get information out to the board on the writer's workshops scheduled for this fall. Granby's own Steve Rushin is one of the authors.

VI.B.4. Energy-Saving Initiatives

Mr. Traver stated that the bid approved tonight will go to Board of Selectmen and Board of Finance. He stated that at next month's meeting, we will need to get new initiatives for this school year.

VI.C. Calendar of Events

The calendar of events is as presented.

VI.D. Board Member Announcements

Mr. Wutka inquired if there could be a coordination of class pictures in order to get family discounts. Mr. Addley stated that this was looked at this previously.

Mr. Heminway stated that he met with John Kissel who is more than willing to participate in one of our board meetings as well as Bill Simanski, Annie Hornish, and Kevin Witkos. Mr. Heminway asked the Board if they would like all of the legislators to visit all at once. The Board agreed to have them visit all at once and this will be set up for a regular meeting in the near future.

VII. Executive Session/Non-Meeting

A motion was made by Ron Walther and seconded by John O'Connor to adjourn to non-meeting. The motion was passed unanimously at 10:05 p.m.

The non-meeting adjourned at 10:15.

Respectfully submitted,

Linda Powell
Board Recorder

Personnel -- Non-Certified

Drug and Alcohol Testing for School Bus Drivers

The Granby Public School district is committed to the establishment of a drug use and alcohol misuse prevention program that meets all applicable requirements of the Omnibus Transportation Employee Testing Act of 1991 (OTETA) and C.G.S.14-276a and any other applicable state statutes pertaining to pre-employment and random drug testing of school bus drivers. The District shall adhere to federal and state law and regulations requiring a school bus driver's drug and alcohol testing program.

Contracts for transportation approved by this District shall contain assurance that the contractor will establish a drug and alcohol-testing program that meets the requirements of federal regulations, state statutes and this policy and will actively enforce the regulations of this policy as well as federal and state requirements.

This policy applies to all drivers and applicants for driver positions for the District who must have a Commercial Drivers License (CDL) to operate school vehicles.

Legal Reference: United States Code, Title 49

2717 Alcohol and controlled substances testing (Omnibus Transportation Employee Testing Act of 1991)

Code of Federal Regulations, Title 49

40 Procedures for Transportation Workplace Drug and Alcohol Testing Programs

382 Controlled Substance and Alcohol Use and Testing

395 Hours of Service Drivers

Holiday v. City of Modesto (1991) 229 Cal. App. 3d. 528, 540

International Brotherhood of Teamsters v. Department of Transportation

932 F. 2d 1292 (1991)

American Trucking Association, Inc. v. Federal Highway Administration, (1995) WL 136022 (4th circuit)

Personnel -- Non-Certified

Drug and Alcohol Testing For School Bus Drivers

Connecticut General Statutes

14-261b Drug and alcohol testing of drivers of certain vehicles, mechanics and forklift operators

14-276a Regulations re school bus operators and operators of student transportation vehicles; qualifications; training. Pre-employment drug test required for operators

Policy adopted:

GRANBY PUBLIC SCHOOLS
Granby, CT

Community Relations

Use of School Facilities by Outside Organizations

The Board of Education shall grant the use of school facilities for activities of educational, cultural, civic, and other non-commercial uses consistent with the public interest when such use does not interfere with the school program or school sponsored activities as permitted under law. The use of school facilities for school purposes has precedent over all other purposes.

The Superintendent shall draw up rules, rates, and procedures for event-based building use. These shall be submitted to the Board for approval and upon such approval becomes part of the administrative regulations. Designation of areas to which any group is assigned is at the discretion of the Superintendent of Schools, who will consider the needs of the group and the interests of the public schools.

The Board of Education may enter into long-term building use agreements with outside organizations. Long-term agreements will be governed by an individual written agreement between the Board and the organization rather than administrative regulations for this policy. Long-term agreements will be at the discretion of the Board based on prior experience with the organization, amount of income, and compatibility with school activities.

Types of Activities Which Will Not be Permitted

1. Any purpose in conflict with school activities.
2. Commercial advertising.
3. Fund-raising campaigns except as permitted by Board of Education policy or by special action of the Board of Education.
4. Any activity which may be injurious to the buildings, grounds or equipment of the schools.

Consistent with this policy the Superintendent shall approve and schedule the use of school facilities by individuals or groups and shall develop guidelines for community use of the schools.

Legal Reference: Connecticut General Statutes

10-239 Use of school facilities for other purposes.
P.A. 97-270 an Act Enhancing Educational Choices and Opportunities
Equal Access Act, 20 U.S.C.ss 4071-4074
Good News Club v. Milford Central School, Sup.Ct, 6-11-01

Policy adopted: October 15, 1997
Revisions – First reading: May 1, 2002
Adopted: May 15, 2002
Revision: First reading: July 21, 2004
Adopted: September 1, 2004

GRANBY PUBLIC SCHOOLS
Granby, Connecticut

Use of School Facilities by Outside Organizations

Eligibility

1. At the discretion of the Superintendent, use of school facilities is open to all local organizations and organizations operating in the local interest subject to listed rates and regulations except as noted herein.
2. The following types of organizations are permitted use of school facilities without rental charges:
 - A. Granby School Organizations
 - B. Granby Town government functions
 - C. Granby Parent-Teacher Organizations
 - D. Granby Non-Profit Seeking Organizations

In order to qualify for the free rental use of school facilities, at least fifty (50) percent of the participants of a Granby non-profit seeking organization must reside in Granby.

3. Outside group use initiated by the district will not require separate facility use charges. The Superintendent will ensure that any charges made by the user to its members or clients will be net of any facility use consideration.
4. Outside group planned facility use for a consideration (e.g. admission fee, collection or donation, barter) will incur charges as described in the administrative regulations.
5. Groups that plan to use facilities for no consideration may be liable for the cost of event custodial services as described in the administrative regulations.

Scheduling

1. The Superintendent of Schools is responsible for scheduling the use of all school facilities.
2. All applications for use of school facilities shall be submitted to the Building Principal and forwarded to the Superintendent of Schools at least ten (10) days in advance of the date covered by the application. The application will be signed by a qualified adult who will accept responsibility for supervising the group submitting the request. The person responsible for supervision shall see to it that all persons in the building observe proper rules of conduct and shall take the necessary precautions to prevent damage to persons or property.
3. No reservation shall be considered complete until the applicant shall have received written notice from the office of the Superintendent of Schools. All applicants will be provided with a copy of the policy and administrative regulations annually or upon request.

Use of School Facilities by Outside Organizations

Scheduling (Cont'd)

4. No outside use of school facilities shall commence until written notification has been received by all parties concerned from the office of the Superintendent of Schools. Priority for use of school facilities shall be in the following order:
 - A. School Function
 - B. Government Function (In an emergency declared by the First Selectman, government function can supersede school functions)
 - C. Other local groups on a "first come, first served basis."
5. The Board will not make buildings or other facilities available to individuals, nor shall the Board lend portable equipment to organizations for out-of-town use or to individuals for use anywhere.
6. The Superintendent shall have the right to refuse to approve any application and to revoke any application, and further reserves the right to require a bond or bonds to cover the repair of any damages to the premises.
7. The assignment of the facility to be used is at the discretion of the Superintendent of Schools.
9. Outside security may be required for outside and inside use of school facilities at the discretion of the Superintendent of Schools. If required, principal approval of security arrangements must be obtained in advance.
10. The scheduling of facilities shall take into consideration capacities of the various auditoriums, gymnasiums and Commons.
11. The Superintendent will make every attempt to accommodate requests for periodic or regular use of facilities. However, groups headquartered within Granby will be given priority over non-Granby groups in cases where requests for access may conflict.

Use of School Facilities by Outside Organizations

Charges – Building Use (three hour minimum)

1. The following rates will be charged for building use. There will be a three-hour minimum for all charges. Rates will be evaluated and adjusted annually.

High School Auditorium	\$175.00 per hour
High School Gymnasium	\$150.00 per hour
High School Community Gymnasium	\$150.00 per hour
High School Commons	\$75.00 per hour
High School Media Center	\$70.00 per hour
Elementary & Middle School Gymnasium	\$100.00 per hour
Elementary & Middle School Cafeteria	\$50.00 per hour
Elementary & Middle School Kitchen	\$60.00 per hour
Kearns All-Purpose Rooms	\$40.00 per hour
Non-academic classrooms	\$25.00 per hour
Chorus/Band Rooms	\$75.00 per hour

2. The Superintendent has the discretion to accept in-kind services in lieu of partial payment of these fees.

Charges - Personnel

1. Event monitors are required for recreational use of school facilities. If a monitor fails to appear, the event will be cancelled. Please note that all monitors must be at least eighteen years of age. Monitors are expected to regularly patrol the hallways as well as the gymnasium. Expectations for monitors and event custodians are clearly outlined on the Building Condition Checklist. Rules for building use will be posted in the schools as well as on the building condition checklist. It is essential that these rules are consistently enforced by the event monitor and that problems are immediately reported.
2. Use of the kitchen for cooking requires the service and payment of Food Service Personnel. The charge will be established annually.
3. Use of the auditorium requires the service and payment of a school stage/lighting manager. The charge will be \$30.00 per hour.
4. Custodial Fees will be charged at a two hour minimum as follows:

Custodial Charges @ \$45.00 per hour
Sundays/Holidays @ \$65.00 per hour
Custodial services after 10 p.m. will be charged a two hour minimum at the applicable rate.

**Administrative Regulations
1330(d)**

Use of School Facilities by Outside Organizations

5. An event custodian is a school employee who is hired by the district to cover a specific event. The charges will be established annually based on Board contractual obligations. Event custodians are required as follows:

*** WHEN SCHOOL IS NOT IN SESSION (E.G. VACATIONS, HOLIDAYS, WEEKENDS, SNOW DAYS) CUSTODIAL FEES WILL BE CHARGED.**

School Events		
Monday – Friday (before 10 p.m.)	Unpaid events Paid events – students only Paid events – open to public	Not required - no charge* Not required – no charge* Required – no charge
Monday – Friday (after 10 p.m.)	All events after 10 p.m.	Minimum - 2 hours at overtime rate charged to activity
Saturdays	Practice/rehearsal Public event	Not required for authorized users Required two hour minimum at overtime rate
Sundays and holidays	Practice/rehearsal Public event	Not required Required two hour minimum at double time rate
Town & local non-profit organization		
Monday – Friday (before 10 p.m.)	Regular events Special events	Not required - no charge* Required – overtime rate
Monday – Friday (after 10 p.m.)	All events after 10 p.m.	Minimum charge - 2 hours at overtime rate
Saturdays		Required 2 hour minimum at overtime rate
Sundays and holidays		Required – minimum of 2 hours at double time rate
Outside Events –Profit		
Monday – Friday	Building Use Fee	Required 2 hour minimum at overtime rate
Saturdays	Building Use Fee	Required 2 hour minimum at overtime rate
Sundays and holidays	Building Use Fee	Required – minimum of 2 hours at double time rate

Administrative Regulations 1330(e)

Use of School Facilities by Outside Organizations

Building Use Guidelines

When a custodian is required for an event:

- ◆ Complete application for building use through facilities department
- ◆ Identify monitor by name on application.
- ◆ Monitor and event custodian meet at main entry fifteen minutes prior to the start of the event.
- ◆ Both the monitor and the event custodian complete the building condition checklist at the beginning and end of the event.

When a custodian is not required for an event (Town & outside organizations):

- ◆ Complete application for building use through facilities department
- ◆ Identify monitor by name on application.
- ◆ Evening custodian will check condition at end of shift

Procedures for non-compliance

Every attempt will be made to resolve differences at the time of the event. If building conditions are not in acceptable condition at the close of the event or if building use rules are not enforced, the following procedures will be followed:

1. Documentation on Building Condition Checklist signed by custodian and monitor
2. Verification by Building Administrator or supervisory personnel
3. Implementation of Penalty System:
 - ◆ First Offense: Written warning to organization sponsoring event
 - ◆ Second Offense: Meeting with officials/ Boards from sponsoring organization and school department. The BOE may require an additional adult monitor.
 - ◆ Third Offense: Loss of facilities use for one calendar year

Use of School Facilities by Outside Organizations

Payments

1. The Superintendent is responsible for the collection of all fees in connection with the rental of school facilities.
 - A. A statement will be mailed from the office of the Superintendent of Schools to the sponsoring organization.
 - B. Checks should be made payable to: GRANBY PUBLIC SCHOOLS, 15-B North Granby Road, Granby, Connecticut 06035.
 - C. Payment must be made within thirty (30) days of receipt of statement. Total or partial payment of fees may be required in advance at the discretion of the Superintendent of Schools.
2. Failure to comply with the above provisions may result in an organization being deprived use of school facilities.
3. Payment of Federal and State Amusement Taxes and other applicable fees is the responsibility of the sponsoring organization.
4. Funds received for building use and custodial fees shall be deposited into the Granby Public Schools account. This account is reported to the Town and subject to an annual outside audit.

Services Rendered

1. The event monitor must contact the custodian when entering building and also on leaving. Access to authorized areas is permitted 15 minutes prior to the event. Adult supervision is required at all activities. The event monitor will ensure the group vacates property within 30 minutes of the conclusion of the event.
2. The group granted the use of any school property shall assume full liability for any torts resulting from their activity. Liability insurance is required.
3. Gymnasium and auditoriums may be used by groups only under the direct management of persons qualified to use and care for any equipment of apparatus contained therein. No unsupervised participants are allowed in the balcony area of the high school gymnasium.
4. Participants in athletic games on gymnasium floors shall wear sneakers. Regular outdoor balls (baseball, softball, lacrosse, field hockey, soccer) and bats (metal and wood) are not permitted in gymnasiums. Substitutions must be approved in advance by the Athletic Director. No hockey pucks are allowed in gymnasiums. Hockey sticks must have protective covers.

Use of School Facilities by Outside Organizations

Service Rendered (Cont'd)

6. All events and meetings shall be confined to the part of the building reserved.
7. There shall be no alcoholic beverages brought to or consumed in the buildings or on the grounds. No smoking is permitted in any school building or on any school property.
8. The use of foul or abusive language will not be tolerated.
9. Putting up decorations or scenery or moving furniture is prohibited without permission of the school principal.
10. Under no circumstances shall property and equipment of outside organizations be stored in the school building without permission of the school principal.
11. The reserving organization is responsible for the preservation of order at all times.
12. Any damage must be reported to the event monitor or school representative immediately.
13. The facility used will be examined carefully after use and the reserving party will make good promptly any loss or damage occurring during applicant's use of said facility. The decision as to responsibility shall rest with the Superintendent of Schools.
14. No remuneration shall pass directly from the reserving organization to school employees.
15. No food, gum, candy or beverages other than bottled water will be allowed in gymnasiums. Bottled water may be consumed on sidelines or bleachers areas only. A designated area will be established for refreshments.
16. Equipment used must be left in good order and returned to proper place.
17. Changing of clothes in gymnasiums or all-purpose rooms is prohibited.
18. Violation of any of the regulations may deprive any organization of use of school facilities.
19. School phones shall not be used except in an emergency.
20. No school equipment or material shall be disturbed except that essential to the activity taking place and reserved.
21. Facilities shall be left in the same condition in which they were found.
22. Blackboards shall be cleared of any material placed there by the using organization. Material left on the boards by the regular classroom teacher shall not be disturbed.

**Administrative Regulations
1330(h)**

Use of School Facilities by Outside Organizations

General Rules (Cont'd)

23. Reservations of a regular, recurring basis shall not exceed one year in length from initial function. Organizations must reapply each using year, at which time the Board will review the application.

Rules for Use of Auditorium

1. The sound room is off-limits without a trained representative designated by the High School Principal or his/her designee.
2. No one is allowed on the catwalk unless accompanied by personnel designated by the High School Principal or his/her designee.
3. No one will be allowed to use the auditorium lift without prior training.
4. The High School Principal or his/her designee will schedule periodic training session for use of auditorium equipment.

Regulation approved: October 15, 1997

Regulations Adopted: May 15, 2002

Regulations Revised: May 14, 2008

GRANBY PUBLIC SCHOOLS
Granby, Connecticut

**Finance/Personnel/Facilities Subcommittee Meeting Minutes – September 15, 2010,
5:30 p.m.**

Attendance:

Matt Wutka	Present	Alan Addley	Present	Donna Hayward	Present
Marie Nicholls	Absent	Harry Traver	Present	Suffield HS Principal	
Ed Ohannessian	Present	Santi Camarotti	Present		

Meeting commenced at: 5:42 p.m. Meeting adjourned at: 6:55 p.m.

1. June Statement of Accounts – Overall \$204K to wrap up 2010.
2. Civil Rights Compliance Update – On track and within budget. State OK for now.
3. Hanover Research Technology Report – Report reviews our IT favorably. We will get some direction for improvement from the report.
4. Status on High School Sidewalk – Sidewalk on Route 189 is complete; Route 10/202 will be complete within 2 week; and Route 189 to the town hall corner early 2011.
5. Middle School HVAC Motor Bid Award – Payback of 3-4 years. Annual savings of \$6-7K per year.
6. Other – Football. Mr. Frank Lucca attended the meeting to review cash flow.

October 1	GEF Event – Steve Rushin (Author)	7:00 p.m.	HS Auditorium
October 2	Kelly Kids Care Triathlon/Fun Day		Kelly Lane
October 5	Early Release All Schools – Prof Dev		
October 6	Curriculum Subcommittee Meeting BOE Meeting	5:30 p.m. 7:00 p.m.	Central Services
October 11	Columbus Day – No School		Offices Closed
October 14	Tony Abbott (Author) to visit Kelly Lane, Wells Road & MS	During the day	
October 14	Book signing by Tony Abbott	3:00 p.m.	Senior/Youth Ctr.
October 20	Finance Subcommittee Meeting BOE Meeting	5:30 p.m. 7:00 p.m.	Central Services
October 26	Superintendent’s Forum	7:00 p.m.	HS Chorus Room
October 29	GEF Event – David Grann (Author)	7:00 p.m.	HS Auditorium
November 2	Professional Dev. – No School		Offices Open
November 3	Curriculum Subcommittee Meeting BOE Meeting	5:30 p.m. 7:00 p.m.	Central Services
November 5	Are You Smarter Than a 5 th Grader?	6:00 p.m.	HS Auditorium
November 17	Early Release – Secondary Only		
November 17	Finance Subcommittee Meeting BOE Meeting	5:30 p.m. 7:00 p.m.	Central Services
November 19	Early Release – Elementary Only		
November 22-23	Early Release – Elementary Only		