

**Regular Board of Education Meeting
Wednesday, August 24, 2011 7:00 PM
Central Services**

I. Public Comment

II. Administrative Reports

A. Superintendent's Announcements

Rationale: Mr. Addley will provide district updates.

B. Business Manager's Report

Rationale: Mr. Harry Traver, Business Manager, will present the June statement of accounts.

III. Consent Agenda

A. Minutes

Attachments:

Approved Minutes 6-21-11

3

Approved Minutes 8-10-11

8

Rationale: The Board will approve/amend the minutes of the June 21, 2011 Board of Education meeting and minutes from the August 10, 2011 summer retreat.

IV. Old Business

A. Early Childhood Report

Rationale: Mr. Addley/administration will discuss the recommendations of the Early Childhood Feasibility Study Committee with the Board.

V. New Business

A. Board of Education Goals

Attachments:

Draft BOE Goals 2011-2012

9

Rationale: The Board will discuss the goals for the upcoming year.

B. Superintendent's Evaluation

Attachments:

Annual Performance Evaluation Worksheet

10

Superintendent Annual Report on 10-11 Goals

14

Rationale: The Board will discuss the Superintendent's evaluation for the 2010-2011 school year.

VI. Miscellaneous

A. Board Standing Committee Reports

1. Curriculum/Policy/Technology/Communication

2. Finance/Personnel/Facilities

Attachments:

Finance Subcommittee Minutes 6-21-11

17

B. Other Board-Related Reports

1. CPPAC

2. CREC/CABE

3. Granby Education Foundation

4. District Efficiency Initiatives

C. Calendar of Events

Attachments:

Calendar of Events

18

D. Board Member Announcements

VII. Executive Session/Non-Meeting

Regular Board of Education Meeting – Draft Minutes
June 21, 2011, 7:00 p.m.
Central Services

Attendance Taken at 6:52 p.m.:

Present Board Members:

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

Absent Board Members:

Marie Nicholls

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

I. Public Comment

There were no public comments this evening.

II. Administrative Reports

Mr. Heminway spoke about the memorial service and said it was a very appropriate and moving ceremony. He also stated that it was well attended and well received.

II.A. Superintendent's Announcements

- The moving up and graduation ceremonies were very well attended and wonderful community events.
- Summer school started today for the Global Learning Academy - 62 students enrolled. Regular summer school enrollment is at approximately 150 students.
- Kindergarten enrollment numbers are below expectation at the moment just at the 110 mark with 123 expected.
- A proposal from the Chinese teacher at the high school will be presented at a future board meeting -- they are looking at doing a student exchange program with China.
- Hiring has been completed with one outstanding position for an Athletic Activities' Coordinator.
- District & Community Partners, special education consultants, met with us yesterday to work with us and are looking forward to continuing that work.
- There will be no BOE meeting on July 6th.
- August 10th will be the date for the board retreat - the site will be in Granby but is undetermined at this point. Please send items to be discussed to Alan and Cal.
- Happy summer vacation to everyone. Look forward to welcoming students back in the fall.

II.B. Student Representative Reports

There were no student representative reports this evening.

II.C. Suffield Regional Agriscience Center

Mr. Addley introduced Mr. Richard Jensen, teacher at the Suffield High School Agriscience Center in Suffield, and Casey Ryan a Granby student at the Agriscience Center and FFA Chapter President. Mr. Jensen and Ms. Ryan shared information about the program. Mr. Jensen stated that he is requesting that the Board advance two Granby representatives, Lois Neumann and Rebecca Clark, to the Suffield

Agriscience Consulting Committee. He stated that these names are only suggestions and are open to the Board's final suggestions and action. The nominations are for the Consulting Committee and every participating town has two individuals to represent the town. These representatives would present a status report to the Board at the end of every year. The two individuals have already attended some of the consulting committee meetings. The committee has to meet at least three times per year. Mr. Heminway stated that the Board would vote on this matter later in the evening under "New Business".

II.D. Business Manager's Report

Mr. Traver stated that there has been a change in the forecast which has improved since last month's return of \$20,000 to the town to the sum of \$86,000 but questions as to how much will go back to the town. He stated that the increase was due to favorable salaries and that the D&CP study expenses were accounted for as well as significant maintenance costs due to snow removal. Additionally, Mr. Traver stated that we are \$60,000 favorable for utilities, \$25,000 favorable in insurance costs and \$76,000 favorable in employee benefits. He stated that there was considerable discussion regarding this report this evening with the Finance Subcommittee. Mr. Wutka stated that this statement of accounts was reviewed tonight and that with regard to the \$86,000 balance, Mr. Addley was asked to check with Santi to see if there were any other outstanding maintenance items that needed to be done.

II.E. Annual Curriculum Report

Ms. Diane Dugas, Director of Teaching and Learning, presented the annual curriculum report. The annual focus this year was on the district vision, mission, student achievement goal, and school improvement planning in addition to deepening the practice of professional learning communities K-12. Emphasis this year was placed on continued alignment with the mission, vision, student achievement goal; the instructional plan; equity for all students; and technology/data. Training was held for all building level staff this year in cultural competence. Professional development focus has been on PLC, cultural competence, technology, SRBI, and K-8 Reader/Writer Workshops. Teachers participated in the Teacher Leadership Academy; District Leadership Team; K-12 Language Arts Supervisor, Consulting Teachers and Literacy Specialists focused on reader/writer workshops, coaching model and data-driven decision making; Monthly Administrative Walkthroughs; Principal's Seminar; and TEAM which had 23 mentees/mentors this year.

II.F. Superintendent's Annual Report

Mr. Addley presented his annual report to the Board. He stated that back in September goals were set and he used these goals as a template. Any accomplished goals presented this evening are shared accomplishments with his administrative team, Central Service administrators as well as efforts by teachers, staff and the community. Mr. Addley thanked the Board for their support in completing his third year and that he is extremely proud of Granby Public Schools and its staff. He stated that it has been a year of change and challenges and that we are in the 3rd year and a majority of the framework is there and he will now try to deepen the work and stay the course. Mr. Addley stated that we have a direction and the framework and will try to stay the course. He said that it is very exciting to work in that capacity and they are uncharted territories to some degree. Mr. Addley stated he feels the direction the Board has given is working.

Mr. Cal Heminway asked to add an item to new business this evening. This motion was made by Ron Walther and seconded by Deb Torgersen and passed unanimously at 8:10 p.m.

III. Consent Agenda

III.A. Minutes

III.B. Electrical Generation Contract

Mr. Wutka inquired if Item B can be taken off the agenda this evening as it has been tabled for discussion until September. A Motion was made by Ed Ohannessian and seconded by Matt Wutka to adopt the consent agenda. This Motion passed unanimously at 8:12 p.m. with one abstention (Deb Torgersen).

IV. Old Business

IV.A. Third Reading of Policy 6120, Objectives of the Instructional Program; Policy 9240, Board Member Development; and Policy 9400, Self-Evaluation

Mr. Walther stated that there were no changes to these policies. A Motion was made by Ron Walther and seconded by Deb Torgersen to adopt these policies as recommended by the Curriculum/Policy/Technology/ Communication Subcommittee. This Motion passed unanimously at 8:13 p.m.

IV.B. High School Electronics Lab Update

Mr. Addley stated that the original price of the electronics lab was \$164,000 and that it came in under budget at \$144,920. He stated that the room is designed for 24 students and that the current computer lab located in Room 1211 will be moved to Room 1214 across the hall requiring additional electrical circuits and conditioning. Mr. Heminway inquired if we are still waiting for CPPAC at this point. Mr. Addley stated, yes, we are. Mr. Heminway inquired about the timing perspective and said he assumes that we would like to see CPPAC move as quickly as possible. Mr. Addley stated, yes, that was correct.

IV.C. Early Childhood Feasibility Study Report

Mr. Addley inquired if the Board had any reactions or if there was anything they would like followed up on for the Board retreat. Mr. Heminway inquired about the potential impact on class sizes with and without the early childhood situation. He also stated that the Board should try to read some of the comments from the questionnaire as they are very interesting. Mr. Addley stated that the group's recommendation to offset the class size can be looked at. Mr. Walther stated that he would like to commend the committee on a very well done report. Ms. Torgersen stated that the committee was very well facilitated and encompassed a great group of people. Mr. Addley thanked Ms. Torgersen and Mr. O'Connor who were the Board liaisons on the committee. Mr. Addley said that the Board should forward any questions to him for the Board Retreat discussion.

V. New Business

With regard to the item that Mr. Heminway added to New Business earlier, a Motion was made by Ron Walther and seconded by Matt Wutka to name Lois Neumann and Rebecca Clark to the Suffield Agriscience Consulting Committee as Granby Representatives. This Motion passed unanimously at 8:18 p.m.

V.A. Superintendent's Contract

Mr. Heminway stated that the superintendent's contract represented a 2% wage increase and that all other funds remain unchanged except funds for doctoral fees which will be less. A Motion was made by Matt Wutka and seconded by John O'Connor. This Motion passed unanimously at 8:19 p.m. with one abstention (Deb Torgersen).

V.B. Zippslip Software

Mr. Heminway stated that this is permission slip software with the capability to send forms to parents and was piloted at Wells Road for a field trip which apparently was successful. He stated that the cost is essentially zero to start in the fall with the intermediate schools. Mr. Addley stated that the trial run

went very well and that we are a trial site and would probably have to work through some things but felt the intermediate schools would be a good starting place and will be rolled out in the fall. With regard to paying for things online, Mr. Addley stated that we may have to revisit policies at some point with the full version of this software. He stated that we are breaking new ground as this is not being used anywhere in Connecticut at this point. He also stated that our attorney looked at it for us and found it to be favorable but that a contract will be reviewed by Harry Traver and our attorney to make sure it is clear. Mr. Traver stated that this is an early stage company and that the price is right to give it a try.

V.C. Tuition Payments to Magnet Schools & Pre-Schools

Mr. Heminway stated that there was a move afoot by Region 10 (Harwinton/Burlington) to sue the State of Connecticut for the reason that it is not legal to force districts to pay for the arts academy and preschools. Region 10 is now looking for other districts to join them. Mr. Heminway stated that without looking at the merits, he is not sure it is a wise idea to sue the state as a way to try to force their hand but that whether we agree or not is something else. He stated that he would rather use the power of persuasion. Mr. Addley stated that there are a couple of districts who are considering joining them. He stated they have an issue with the \$4,000 for a half-day program and \$4,400 for full-day program as well as being charged for pre-school students who go over to Avon, etc. and up to this point that was not meant to be a responsibility for public education. Mr. Addley stated that choice funding is moving ahead and that we will get the same grant – the academic and support grant - which is \$280,000 plus an additional \$3,500 per student. He stated that he shares this information because those amounts might mean revisiting this again this summer.

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

Mr. Wutka stated that this committee met tonight. The committee went over the statement of accounts; increasing fee in all schools in the fall by \$.25 per meal but with significantly improved nutritional value (salad bars at the elementary); reviewed the balance in the equipment fund from the food service and after this year we will have \$49,000 balance and identified \$31,750 in purchases that are required - \$25,750 going to the middle school and \$6,000 to the high school leaving a balance after this year of \$18,000; added \$45,000 to year-end severance balances which is now up to \$170,000 in the rolling account; deferred contract on utilities until September.

VI.B. Other Board-Related Reports

VI.B.1. CPPAC

This committee has not met.

VI.B.2. CREC/CABE

Mr. Heminway stated that there have been a couple of meetings but there was nothing to report.

VI.B.3. Granby Education Foundation

Mr. Heminway stated that the Granby Education foundation met last night but he was not sure what transpired due to the fact that he and Mr. Addley attended the memorial service.

VI.B.4. District Efficiency Initiatives

Mr. Traver gave the Board an update on the solar project and stated that the people who are working on this reviewed our bills and told us that there was an opportunity to save money at the high school by lowering the power factor. He stated that he received three different proposals and has a finalist that he wishes to pursue which is a \$7,800 investment with an \$8,000 return on investment in one year.

VI.C. Calendar of Events

The calendar of events is as you see it; however, the July 6th Board Meeting has been cancelled.

VI.D. Board Member Announcements

Ms. Torgersen made an announcement that she was resigning her position from the Board of Education effective today and that this was her last meeting. She stated that she was elected in November 2005 and that both of her children have gone through the system more than a year ago. She thanked the Republican Town Committee for nominating and supporting her, thanked the faculty and staff of Granby Public Schools and also said a special thank you to Cal and Board Members for volunteering their continued commitment to education.

VII. Executive Session/Non-Meeting

A motion was made by Ed Ohannessian and seconded by Matt Wutka to go into Executive Session. This motion passed unanimously at 8:40 p.m.

The Executive Session ended at approximately 8:55 p.m.

Respectfully submitted,

Linda M. Powell
Board Recorder

Board Retreat – Approved Minutes
August 10, 2011, 8:30 a.m.
Wells Road Intermediate School

Present Board Members:

Cal Heminway
John O'Connor
Edward Ohannessian
Matthew Wutka

The meeting was called to order at 8:30 a.m. by Cal Heminway.

Superintendent's Evaluation – The Board discussed the Superintendent's annual performance review for 2010-2011. The superintendent shared his vision for the district and made a request of the Board to be open to providing alternative times for teachers to meet for PLC meetings. It was decided to move the superintendent's evaluation to the August 24th meeting when a full Board would be present.

Summer Updates – Mr. Addley provided summer updates to the Board. Enrollment is a little under projections (approx. 30 students). Kindergarten class size was lower than anticipated (110 v 123). Other updates included the administrative retreat, district and community partners, summer schools, Zippslip software, progress on the civil rights compliance, a preliminary review of the student achievement data, hiring (including the Director of Facilities and Director of Guidance) and preparations for the opening of school.

Early Childhood/Languages – The Superintendent and Board discussed the recommendations of the Early Childhood Committee to offer full day kindergarten and integrated pre-school. No action was taken. The Superintendent will discuss next steps in this process at the August Board meeting. The Board reviewed the World Languages initiative to move languages into the elementary schools. Given recent budgets, no action has been taken by the Board. Any recommendation to implement this strategic plan would need to be revisited by the Board and come as part of the budget process.

FY13 Budget – The Board reviewed some of the challenges and major issues posed by the FY13 budget. Mr. Addley approximated a deficit of \$365K. The district anticipates increased revenues (\$276,500) from Choice funds.

Large Capital Projects – This item was not discussed.

High School Reform – This item was not discussed.

Board/Superintendent Governance – This item was not discussed.

Legislative Updates – Attorney Tom Mooney, Shipman & Goodwin, provided legislative updates from the 2011 session of the General Assembly. The legislation reviewed included bullying, secondary school reform and teacher tenure.

The Board moved into an Executive Session at 12:00 p.m. to discuss contract issues. The Executive Session adjourned at 12:30 p.m.

Round Table with Administration – District administrators discussed site-based priorities and how they might be accomplished with tight budgets. Topics discussed included high school reform (student success plans), pre-school, full-day kindergarten, PLC work, and providing time for PLC meetings.

Board Reflections & Wrap Up

It was decided that many of the strategic initiatives would need to be revisited when new Board members were elected.

A motion was made by Cal Heminway to adjourn the meeting at 4:30 p.m.

TO: Granby Board of Education
FR: Alan Addley, Superintendent
DT: August 24, 2011
RE: FY12 BOE Goals

Each year the Board of Education adopts goals to guide its work throughout the year. The following draft goals are for consideration for 2011-2012:

- Support the vision, mission and district achievement goal;
- Provide resources and support for professional learning communities across the district;
- Increase Board member effectiveness through participation in additional professional development activities;
- Develop district values;
- Complete a final design of the athletic fields and storage facility;
- Consider the recommendations from the Early Childhood Feasibility Study; and,
- Develop a budget incorporating district efficiencies that meets the essential needs of the district and/or major Board initiatives in a difficult economy.

Granby Public Schools

**Superintendent of Schools
Annual Performance Evaluation Worksheet**

Name: _____

Rating Scale

5 Excellent

4 Good

Date: _____

3 Satisfactory

2 Needs Improvement

1 Unsatisfactory

BOARD/SUPERINTENDENT RELATIONS

Rating:_____

Criteria:

1. Informs and advised the Board of Education about the issues, needs, programs, problems, and operation of the school system.
2. Makes appropriate recommendations to the Board based on thorough study and analysis.
3. Understands, interprets, and executes the intent of Board policies and decisions.
4. Seeks and accepts constructive criticism of his/her work
5. Maintains a harmonious working relationship with the Board
6. Accepts responsibility as liaison between the Board and staff
7. Treats all Board members with respect.

Comments:

COMMUNITY RELATIONS:

Rating:_____

Criteria

1. Gains the respect and support of the community at large.
2. Respects the problems and opinions of all groups and individuals in the community.
3. Maintains cooperative relationships with the news media.
4. Works effectively with other public officials, and public and private agencies.
5. Keeps the public informed

Comments:

PERSONNEL RELATIONS

Rating:_____

Criteria:

1. Employs sound personnel procedures and practices.
2. Fosters positive staff morale
3. Treats people fairly
4. Encourages participation of appropriate staff members in decision-making
5. Systematically and objectively evaluates performance of direct reports and supervises all other staff evaluations
6. Recruits the best available personnel and makes assignments in terms of their competencies.

Comments:

EDUCATIONAL PROGRAMS

Rating:_____

Criteria:

1. Implements the district's philosophy of education.
2. Understands and stays well informed about all aspects of the instructional program.
3. Leads other in continuous improvement efforts
4. Inspires high professional standards and performance from others
5. Demonstrates creativity in program development

Comments:

BUSINESS MATTERS

Rating:_____

Criteria:

1. Stays well informed about the operations of the school district, facilities, transportation, food service, etc.
2. Encourages sound financial practices.
3. Evaluates financial needs and competently prepares the annual budget.
4. Ensures maintenance of adequate records for the schools.

Comments:

PROFESSIONAL LEADERSHIP

Rating:_____

Criteria:

1. Earns respect and good standing among professional colleagues.
2. Actively pursues professional development activities.
3. Communicates clearly and concisely.
4. Works well with individuals as well as groups.
5. Completes tasks in an organized and timely manner.

Comments:

PERSONAL QUALITIES

Rating:_____

Criteria:

1. Maintains high standards of ethics, honesty and integrity in all personal and professional matters.
2. Devotes time and energy effectively to the Superintendentcy.
3. Defends principal in the face of pressure.
4. Presents an appropriate professional appearance.
5. Exercises good judgment and uses democratic process in arriving at major decisions.

Comments:

ATTAINMENT OF ANNUAL PERFORMANCE GOALS AND OBJECTIVES

OTHER

Commendations

Recommendations

Comments:

PERFORMANCE RATING

Overall Rating: ___

Deficiencies and Recommendations for Improvement:

TO: Granby Board of Education
FR: Alan Addley
DT: June 17, 2011
RE: Report on Annual Goals

Overview of 2010-2011 School Year

This report is an executive summary of the major accomplishments and progress made on my annual goals. These accomplishments are only made possible with the efforts of the entire school community (BOE, administrators, teachers, staff, and parents) working collaboratively together. As a Granby resident, it continues to be an honor and privilege to lead the Granby Public Schools and I greatly appreciate the trust and support afforded to me by the Board in my third year as Superintendent.

The 2010-2011 school year was one of change, commitment, challenges, and celebrations. Specifically, we completed the administrative team with the acquisition of a new Director of Curriculum, Teaching & Learning and K-12 Language Arts Supervisor. Commitments were made this year to our new mission and achievement goal that are providing momentum and coherence for the district and faculty deepening their work as a professional learners. Challenges continued in the form of a consecutive year of a zero budget, a snowy winter and the bereavement and personal challenges faced by many of our families. The middle school celebrated its year as CAS Middle School of the Year and Kelly Lane Intermediate School was nominated for the Federal Blue Ribbon Award.

GOAL 1: INCREASE STUDENT ACHIEVEMENT

- Maintained the district focus on student learning for all students.
- Developed academic benchmarks to measure the achievement goal.
- Provided support and accountability to principals for student learning through monthly meetings, supervision and evaluation.
- GMMS was celebrated as a Connecticut Association of Schools' Middle School of the Year and Kelly Lane Intermediate School was Kelly Lane Intermediate School was nominated for the Federal Blue Ribbon Award.
- Student achievement ranks high in the state on the CMT and CAPT. Our fourth graders were first in the state in mathematics this year. Students placed first in Demographic Educational Reference Group in five different categories (CMT & CAPT) and in the top 25th percentile of the DRG in 50% of tests administered in grades 3-10.
- The total percentage of students meeting goal on all of the tests in grades 3-10 indicates a positive trend over the past five years.
- The 2011 graduates are attending some of the finest colleges in the country.
- Student performance on the Scholastic Aptitude Test rose and the percentage of students taking at least one in Advanced Placement course was the highest it has been over the last four years.
- GMHS was a recipient of the Governor's Summer Reading Program.
- The 2010 June edition of the *Hartford Magazine* recognized Granby Memorial High School as one of the top high schools in the greater Hartford area and joint first place in its commitment to education.
- Students gained recognition in athletics, the arts and academic competitions.

GOAL 2: MODEL PROFESSIONAL/PERSONAL LEADERSHIP

- Modeled the moral and ethical leadership for the district.
- Served as a mentor to UCONN Executive Leadership Program for aspiring superintendents.
- Provided opportunities to build the capacity of teachers and principals as leaders through a third cohort of teachers participating in the Teachers' Leadership Academy and through Principal Seminars.
- Participated in regional and state professional organizations (HASA, CAPSS, FVSA, and Educational Resources Collaborative).
- Elected Vice-President of Hartford Area Superintendents' Association.
- Participant in the Connecticut Center for School Change Instructional Leadership Network.
- Conducted school improvement professional development for several school districts as an Associate Consultant for Solution Tree.
- Successfully completed the fourth year of my doctoral studies at the University of Connecticut. The focus of my thesis is how to improve student achievement in an already high-performing school district.

GOAL 3: BUILD BOARD & COMMUNITY RELATIONS

- Maintained regular levels of communication with the Board, town officials and the community through publications, weekly communication, attendance at meetings, Superintendent Forums, PTO meetings, and school and town events.
- Served as a resource for Board outreach to neighboring local boards of education.
- Submitted CPPAC specifications for a new storage facility and athletic fields.
- Initiated a feasibility study for Early Childhood Education.
- Assisted the Board and Citizens for a Better Granby in offering community education forums in response to documentaries *Waiting for Superman* and *Race to Nowhere*
- Developed consistency for school improvement plans.
- Supported the work of the BOE subcommittees.
- Testified at the legislature on behalf of magnet school and Choice funding.
- Served as a resource for BOE discussions with GASA.
- Supported and participated in community committees and initiatives (e.g., Board of Finance, Granby Education Foundation, and Early Childhood).

GOAL 4: PROVIDE EDUCATIONAL LEADERSHIP (INSTRUCTIONAL & CURRICULUM)

- Ensured the successful transition of two new administrators to the district.
- The work of professional learning communities' teams was advanced through SMART goals that supported the district achievement goal, clearly defined expectations for teams and coaching from administrators.
- Maintained a high level of visibility within schools and classrooms on a weekly basis.
- Conducted a successful visit to Kearns Primary School by the CT Center for School Change Superintendents' Network.
- Advanced the work of the professional learning community teams across the district directly in support of the district achievement goal.
- Increased the use of interventions across the district for all students.
- Utilized administrative Classroom Walkthroughs to support principals' problems of practice.
- Development of Learning Principles as the next step in the Instructional Plan.

- Supporting the design of a multi-year plan for curriculum review plan.
- Supervised the development of a technology plan and the quality and diversity plan to expand opportunities for student learning.
- Focused supervision and evaluation of administrators on instructional improvement through monthly meetings, principal seminars, supervision and evaluation.
- Maintained a focus on teaching and learning for the administrative council meetings.

GOAL 5: PROVIDE EFFECTIVE BUSINESS LEADERSHIP

- Successfully developed and communicated a zero increase budget.
- Returned annual savings to the town.
- Continued to realize energy savings (15% decrease in electricity use and 20% decrease in heating fuel over the past three years).
- Assisted the Board in exploring opportunities for regionalization with neighboring local boards of education.
- Submitted to CPPAC specifications for a storage facility, athletic fields and electronics lab.
- Maintained high levels of communication with the Board, BOS and BOF and the community on financial issues.
- Initiated a review and of Special Education to raise student learning while lowering costs.
- Provided a special budget edition of the *Vision*.
- Acquisition and use of grant funds to support curriculum initiatives.
- Continued focus in providing quality services to principals by Central Services.

Finance/Personnel/Facilities Subcommittee Meeting Minutes
June 21, 2011
5:30 p.m.

Attendance:

Matt Wutka	Present	Alan Addley	Present
Ed Ohannessian	Present	Harry Traver	Present
Marie Nicholls	Absent		

Meeting commenced at: 5:50 p.m.

Meeting adjourned at: 6:55 p.m.

1. May Statements of Accounts – Increase \$45K to severance. Favorable \$86K.
2. Proposed Lunch Menu and Pricing Changes – Increase by \$0.25 each meal. Improve food quality.
3. Lunch Service Equipment Needs – Purchase \$31,750 from \$49,361 balance as follows:

\$25,750 MS
<u>\$ 6,000 HS</u>
\$31,750 Total
4. Utility Contracts – Deferred to September.
5. Update on Year-End Severance Balance – Added \$45K up to \$170K.
6. Other – N/A

August 22-25	Professional Development Days		
August 23	7 th Grade Picnic/Orientation	5:30 p.m.	GMMS
August 24	Facilities Tour BOE Meeting	4-5:30 7:00 p.m.	All Schools Central Services
August 24	Kindergarten Meet & Greet 4-5 (AM students) 5-6 (PM students)	4-6 p.m.	Kearns
August 25	Freshmen Orientation		High School
August 30	First Day of School		
September 1	Grade 2 Open House	7-8 p.m.	Kearns
September 5	Labor Day – No School		Offices closed
September 6	Grade 1 Open House	7-8 p.m.	Kearns
September 7	Curriculum Subcommittee Meeting BOE Meeting	5:30 p.m. 7:00 p.m.	Central Services
September 8	Grades 3&4 Open House	7:00 p.m.	Kelly/Wells
September 12	Kindergarten Open House	7-8 p.m.	Kearns
September 13	Grades 6&6 Open House	7:00 p.m.	Kelly/Wells
September 14	Middle School Open House	6:45 p.m.	GMMS
September 15	High School Open House	7:00 p.m.	GMHS
September 21	Facilities Subcommittee Meeting BOE Meeting	5:30 p.m. 7:00 p.m.	Central Services
September 28	Senior Parent Night	7:00 p.m.	HS Auditorium
September 29	Rosh Hashanah – No School		Offices open