

**Regular Board of Education Meeting
Wednesday, September 4, 2019 7:30 PM
Town Hall Meeting Room**

I. Administrative Reports

A. Superintendent's Announcements (5 min.)

Goals: Embracing Diversity: Adopt and promote strong instructional, curricular and leadership practices that embrace and advance knowledge and acceptance of human diversity and that eliminate bias.

Rationale: Mr. Mark Winzler, Interim Superintendent of Schools, will provide district updates.

B. Student Representative Reports (5 min.)

Goals: Embracing Diversity: Adopt and promote strong instructional, curricular and leadership practices that embrace and advance knowledge and acceptance of human diversity and that eliminate bias.

Rationale: Ms. Dwaritha Ramesh, Student Representative, will report on activities taking place at the high school.

C. Teaching and Learning (15 min.)

Goals: Professional Learning: Develop the instructional skills and strategies of our teaching staff through ongoing, meaningful and systemic professional learning opportunities., Embracing Diversity: Adopt and promote strong instructional, curricular and leadership practices that embrace and advance knowledge and acceptance of human diversity and that eliminate bias.

Attachments:

Summer Programming 2019

3

Rationale: Ms. Katie Busbey, Director of Summer Programming, and Jennifer Miller, Assistant Director of Summer Programming, will report on the Summer School Enrichment Academy and Camp Kelly held in July.

II. Public Comment

Rationale: Granby community engagement and attendance at BOE public meetings is welcomed. The Public Comment segment of the meeting agenda is set aside so the BOE may receive public comments. Procedurally, public remarks will be limited to about 5 minutes and citizens will be asked to identify themselves. Because the BOE is limited by the Freedom of Information Act to discussing only matters on the agenda, the BOE is not permitted to engage in a discussion of the comments presented.

III. Consent Agenda (5 min.)

A. Minutes

Goals: Embracing Diversity: Adopt and promote strong instructional, curricular and leadership practices that embrace and advance knowledge and acceptance of human diversity and that eliminate bias.

Attachments:

Approved Minutes 6-19-19

16

Approved Minutes 8-7-19

19

Rationale: The Board will approve/amend the minutes of the June 19, 2019 Board of Education meeting and the August 7, 2019 Special Board of Education Meeting.

IV. Old Business

A. Second Reading of Draft Policy 6159, Individualized Education Program (5 min.)

Goals: Safety and Social Emotional Well-Being: Foster a safe and positive social emotional environment for everyone.

Attachments:

Granby Policy 6159 - Individualized Education Program

20

Rationale: The Curriculum/Policy/Technology/Communications Subcommittee recommends Policy 6159, Individualized Education Program, to the Board for a second reading.

V. New Business

A. CAFE Board Recognition Award Application

Goals: *Safety and Social Emotional Well-Being: Foster a safe and positive social emotional environment for everyone.*

Attachments:

CABE Board Recognition Award Application 23

Rationale: The Board will discuss applying for the CABE Board Recognition Award again this year.

VI. Miscellaneous (20 min.)

A. Board Standing Committee Reports

1. Curriculum/Policy/Technology/Communication

Goals: *Professional Learning: Develop the instructional skills and strategies of our teaching staff through ongoing, meaningful and systemic professional learning opportunities., Embracing Diversity: Adopt and promote strong instructional, curricular and leadership practices that embrace and advance knowledge and acceptance of human diversity and that eliminate bias., Safety and Social Emotional Well-Being: Foster a safe and positive social emotional environment for everyone.*

2. Finance/Personnel/Facilities

Goals: *Budget Development and Fiscal Management: Practice responsible budget development and management through transparency and maximize available financial resources through a balance of fiscal discipline and innovative educational investments., Student Achievement: Improve student achievement, academic performance and opportunity at all grade levels and for all ability levels and decrease achievement gaps on the path to college and career readiness., Community Engagement: Enhance communication and build trusting relationships with all stakeholders.*

Attachments:

Approved Finance SC Minutes 5-15-19 28

B. Other Board-Related Reports

1. CREC/CAFE

Goals: *Safety and Social Emotional Well-Being: Foster a safe and positive social emotional environment for everyone.*

2. Granby Education Foundation

Goals: *Embracing Diversity: Adopt and promote strong instructional, curricular and leadership practices that embrace and advance knowledge and acceptance of human diversity and that eliminate bias.*

C. Calendar of Events

Goals: *Embracing Diversity: Adopt and promote strong instructional, curricular and leadership practices that embrace and advance knowledge and acceptance of human diversity and that eliminate bias.*

Attachments:

Calendar of Events 29

D. Board Member Announcements

E. Action Items

VII. Executive Session/Non-Meeting

Granby Summer Programming 2019



2019 Summer Drama Academy



Innovators and Outside-the-Box Thinkers



June 25th - 29th 9AM - 3PM
Granby Memorial High School



Enrollment and Attendance



- Open to students entering 4th -9th grade
 - Three classes of students
 - 13 Open Choice students attended (Last year 6)
 - Total Attendance:
 - 45 participated (last year 46)
- Green Group
 - 4th and 5th graders (14)
 - Red Group-
 - 6th graders (15)
 - Purple Group
 - 7th - 9th graders (16)

A Glimpse into the Week



- Hartford Stage wrote the scripts
- Co-taught group for the youngest group (4th and 5th graders)
- Each day classes practiced techniques to be used for the performance
- A final performance was held on Friday. The audience was filled with many relatives and friends there to cheer on their performer.



GRANBY

SUMMER ENRICHMENT ACADEMY

NEW

- ❑ Options for students entering Kindergarten through high school
- ❑ Different course offerings from last summer
- ❑ Partnership with Newgate Prison and CT State Museum Program for a class



NEW Class Offerings

You're a Real Gem

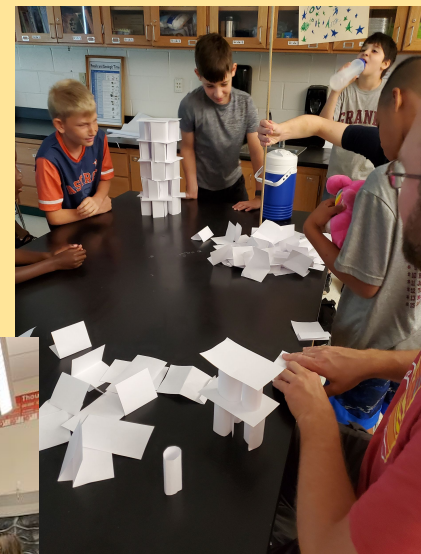
The Great Outdoors

Checkmate

Dream It, Build It

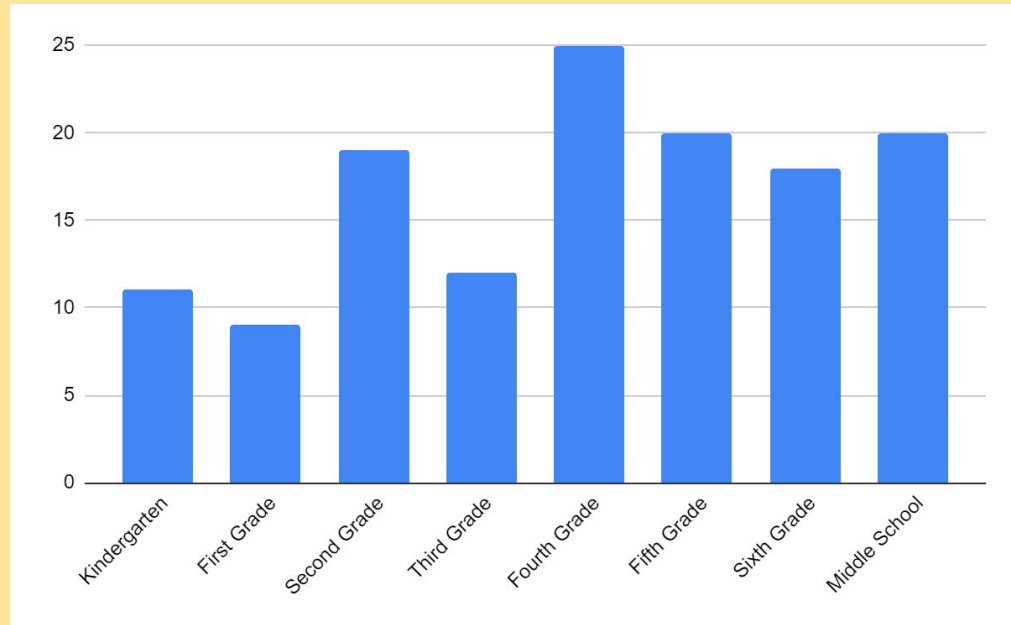
Crafting the Perfect
Essay

Algebra Prep and Review



Enrollment

- 214 students enrolled (187 in 2018)
- 41 Open Choice students (32 last year)
- 71 Special Education students
- Many first time families





Staffing

- 20 teachers for academics and enrichment classes
- 4 teachers for Reading and Math Lab (students with a specific need)
- 1 Occupational Therapist (SEA and Camp Kelly)
- 1 Physical Therapist (SEA and Camp Kelly)
- 2 Social Skills Camp teachers
- 1 Speech Therapist (SEA and Camp Kelly)
- 16 High School Volunteers
- 2 Camp Kelly teachers
- Teaching Assistants (SEA and Camp Kelly)



Tutoring

- Occurs in a 1:1 setting.
- Tutoring was recommended for fewer students as the support provided through the Reading and Math Labs was more appropriate for students, primarily those in grade 1-8.

Reading and Math Labs

- Labs provided direct instruction for students with specific needs in small group settings.
- Targeted goals and objectives to prevent academic regression.
- 2 Certified Teachers and 1 Tutor in Reading Lab
- 2 Certified Teachers in Math Lab.
- Total of 24 students (16 last year) participated in Math Lab.
- Total of 42 (24 last year) students participated in Reading Lab.



Camp Kelly

- 5 weeks duration with consistent classroom routines and expectations
- Preschool students with peer models
- OT, PT, and Speech provided during the hours of the program

Social Skills Camp/Support

- Expanded to all 4 weeks this year to better support the students in the transition/work within Enrichment opportunities.
- 17 students participated/were supported
- This structure allowed for some students to remain in the Granby Programs rather than programs outside of the district.

Other Programs

- A total of 15 students participated in programs outside of the district.

Feedback



100% of families stated their child enjoyed the program

Parent suggestions include: more science/STEM classes, continue the Harry Potter class, continue the same themes (Math/Science, Reading/Writing, Theater/Arts)

*minimal responses

Future Planning

Begin developing class ideas and teacher recruitment earlier

Continue collaborating with outside organizations

More promotion for middle and high school classes

Look at enrollment numbers and adjust offerings (new and old)



Regular Board of Education Meeting – Approved Minutes
June 19, 2019, 7:00 p.m.
Town Hall Meeting Room

Present Board Members: Jenny Emery, Mark Fiorentino, Lynn Guelzow, Melissa Migliaccio, Rosemarie Weber, and Brandon Webster (via telephone).

Absent Board Members: Sarah Thrall

Melissa Migliaccio called the meeting to order at 7:01 p.m.

I. Administrative Reports

I.A. Superintendent's Announcements

- Congratulations to all of our top scholars and to the entire senior class. It was a lovely night and it was a very distinguished, classy graduation. Thank you to the parents who participated in the safe graduation event as well as to the business who support it.
- Closing ceremonies was held last week. Gave a final goodbye to our retirees. The new Board Community Volunteer Award was given to Rita Isaacson from *The Granby Drummer*; Lori Major received Staff Member of the Year Award; Shannon Branda received the Thomas DiCorleto Outstanding Service Award; and, Dr. Heidi MacDonald was named our Teacher of Year.
- The next meeting for custodian negotiations will be held on June 25th at 10:00 a.m.
- Hiring is going well. We still have 2 Kindergarten positions to fill.
- Christopher Tranberg is leaving today with some staff members for Pre-AP training.
- Mr. Mark Winzler, Interim Superintendent, will be in district tomorrow.
- Attending a meeting at the Department of Administrative Services tomorrow.
- Summer programs begin next week with Drama and Robotics.
- Preliminary SBAC scores have been received but are embargoed until August.
- New Wells Road Principal, Pauline Greer, visited last week and met students, staff and spent time with Dr. Bailey. She will officially start July 1st and will send out dates to meet with the community.
- The 20,000-gallon oil tank at the high school was successfully removed without incident.
- Thank you to Sarah Thrall for attending the "From the Ground Up" ceremony last week. A number of Granby seniors graduated and received an award from the state.
- Established an additional section in Kindergarten with one less section in Second Grade.
- The Board of Selectmen established three building committees for the projects.
- Dr. Adley stated his last day in the District will be next Friday, June 28th. He said he will remember Granby fondly after spending 21 years here and he wished the District much success.

Melissa Migliaccio stated she received the official authorization from the state for Mark Winzler to act as Interim Superintendent in Granby.

I.B. Business Manager's Report

Ms. Anna Robbins, Business Manager, presented the May statement of accounts and stated the BOE shows an unfavorable forecast of \$346K down from \$371K last month. Special education expenditures are unfavorable \$694K and regular education expenditures are projected to be favorable \$348K. Based on the April 2019 financial results, the additional appropriation to cover the unfavorable forecast was approved for up to \$371K. The Quality & Diversity Fund shows a favorable forecast of \$40K. This favorable forecast had some savings in magnet and vocational school tuition and was offset by the addition of two regular education TAs in Kindergarten. Excess cost funding to the town is level with a small change in pay-for-participation lower by \$1K. The town is expected to receive just under \$950K along with the additional revenue the BOE has generated which was around \$390K. Jenny Emery stated the Finance Subcommittee reviewed the statement this evening and thanked Anna with Alan's oversight in managing the budget this year and also thanked the BOS and BOF in keeping track and already approving making up the shortfall in unexpected special education costs.

II. Public Comment

There were no public comments this evening.

III. Consent Agenda

III.A. Minutes

A motion was made by Rosemarie Weber and seconded by Jenny Emery that the Granby Board of Education adopt the consent agenda. This motion passed at 7:12 p.m. with one abstention (Lynn Guelzow).

IV. Old Business

There was no Old Business to report.

V. New Business

V.A. Superintendent's Annual Report

Dr. Alan Addley presented his Annual Report to the Board and stated his report follows the goals that were set in the beginning of the year. He thanked his team at Central Services as well as his teaching staff and support staff. He stated the year began with the NEAS&C accreditation, passing a budget at 4.99% and also the referendum for the projects and working with policymakers to get the support from the community. A lot of work was done with the Equity Taskforce and Dr. Addley stated he is happy to see progress in some of the indicators. Dr. Addley thanked the Late Start Time Study Taskforce once again for all the work that was done. SAT and SBAC scores have been released and are in good shape. It was a challenging year but the needle was moved in a number of areas by instituting some nice programming for students. Melissa Migliaccio stated Alan's professionalism and attention to detail is much appreciated and it is very fulfilling when expectations are met. Jenny Emery asked Dr. Addley if there are any areas that he would emphasize for the Board to keep in mind that did not end up where he hoped would end up. Dr. Addley stated that was a good question and said performance of the high-performing students would be one area. He stated he believes that a healthy class size and ratio is very important going forward and needs to be managed and he would love to see more opportunities with outside agencies and stronger relationships with business and college and career readiness opportunities. Lynn Guelzo thanked Dr. Addley for everything he has done, specifically, getting the referendum passed with a wide margin and making sure the community understood the projects. Mark Fiorentino stated the Board will not be able to completely replace Dr. Addley but that he leaves us in a good place instilling a desire for all of us to do more. He also inquired if Dr. Addley sees anything in his report that would need attention through the transition that he would not want the Interim Superintendent, Mark Winzler, to lose sight of. Dr. Addley stated he would give this some thought. Rosemarie Weber stated she was thankful for the addition of the Enrichment Coach, Shirley Cowles, at the middle school and how the programs she put forward have brought the critical thinking piece to our students.

V.B. First Reading of Draft Policy 6159, Individualized Education Program

The Curriculum/Policy/Technology/Communications Subcommittee recommended draft Policy 6159, Individualized Education Program, to the Board for a first reading. Rosemarie Weber stated the Subcommittee reviewed this policy and it was kept in subcommittee for an additional look to have it reviewed by our attorney regarding statute. This policy will go forward to the Board at its next meeting on September 4th.

VI. Miscellaneous

VI.A. Board Standing Committee Reports

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

This Subcommittee has not met.

VI.A.2. Finance/Personnel/Facilities

Jenny Emery stated this Subcommittee met this evening to discuss year-end spending and urgent projects. Things seem to be in relatively good shape. Shannon has done a great job this year. There was also a robust discussion regarding the two school projects. A lot of work needs to be done. The Department of Administrative Services' funding has new rules on the BOE's involvement.

VI.B. Other Board-Related Reports

VI.B.1. CREC/CABE

Mark reported he attended a recent meeting. CREC will be doing a back-to-school block party and he gave the Board a flyer on the event. He stated there was a brief legislative debriefing and there was a pretty good session regarding regionalization, teachers' pension and classroom safety. These issues will not go away but attention still needs to be paid to them.

VI.B.2. Granby Education Foundation

Jenny Emery reported there was a year-end meeting she was not able to attend. She inquired if any BOE members are interested in attending GEF meetings in her place it would be appreciated.

VI.C. Calendar of Events

Melissa Migliaccio stated there is no Board Retreat scheduled for August this year. Since the Board will be meeting for the Search Committee, she feels a retreat should be scheduled when a new superintendent is hired. Jenny Emery stated she is interested in having a facilities tour at the beginning of the year and Mark Fiorentino agreed especially due to the school projects.

VI.D. Board Member Announcements

There were no Board member announcements this evening.

VI.E. Action Items

1) Date for a facilities tour; and, 2) Any items for Alan to highlight before he leaves.

VII. Executive Session/Non-Meeting

A motion was made by Jenny Emery and seconded by Lynn Guelzow to adjourn the regular meeting. This motion passed unanimously at 7:35 p.m.

Respectfully submitted,

Rosemarie Weber
Board Secretary

**Special Board of Education Meeting – Approved Minutes
August 7, 2019, 6:00 p.m.
Central Services**

Present Board Members: Jenny Emery, Lynn Guelzow, Melissa Migliaccio, Sarah Thrall, and Brandon Webster.

Absent Board Members: Mark Fiorentino and Rosemarie Weber

Melissa Migliaccio called the meeting to order at 6:01 p.m.

A motion was made by Jenny Emery and seconded by Melissa Migliaccio to enter into an Executive Session to discuss contract ratification for the United Public Service Employees Union (UPSEU).

The Board returned from Executive Session at 6:12 p.m.

A motion was made by Jenny Emery and seconded by Brandon Webster to approve the UPSEU contract, Local 424, Unit 61, on behalf of custodial and maintenance employees effective July 1, 2019 through June 30, 2022. This Motion passed unanimously.

A motion was made by Lynn Guelzow and seconded by Sarah Thrall to adjourn the meeting. This motion passed unanimously at 6:19 p.m.

Respectfully submitted,

Melissa Migliaccio
Board Chair

Instruction

Individualized Education Program/Special Education Program

In accordance with the Individuals with Disabilities in Education Act (“IDEA”) and Connecticut law, the Board provides a free appropriate public education (“FAPE”) to all students, ages 3 to 21, who are eligible for special education and related services. In order to be eligible for special education and related services under the IDEA and Connecticut law, a student must receive an evaluation and qualify under one or more of thirteen categories of disabilities. Eligible students will receive special education and related services through an Individualized Education Program (“IEP”).

A student’s Planning and Placement Team (“PPT”) is charged with determining whether a student requires an evaluation and, if so, the content of such evaluation. The PPT is further charged with reviewing such evaluation, determining the student’s eligibility, and planning an appropriate program for the student. The PPT consists of the following individuals: the parent(s)/guardian(s); not less than one regular education teacher of the child (if the child is, or may be participating in the regular education environment); not less than one special education teacher of the child; a representative of the Board who is qualified to provide, or supervise the provision of, specially designed instruction, is knowledgeable about the general education curriculum, and knowledgeable about available resources; an individual who can interpret the instructional implications of the evaluation results; at the discretion of the parent or Board, other individuals who have knowledge or particular expertise regarding the child, including related service providers; and whenever appropriate, the child.

A member of the student’s PPT shall meet with the student's parents/guardians, upon the request of the parents/guardians, prior to the referral PPT meeting for the student. The sole purpose of such meeting is to discuss the PPT process and any concerns the parent/guardian has about the student. Parents/guardians may also request that copies of assessments and evaluations be provided to them at least three (3) school days before the initial eligibility PPT meeting.

A referral to special education may be made by completing a Referral Form, found at www.granby.k12.ct.us (on the Pupil Services page). Assistance completing the Referral Form or questions about the process can be directed to the Principal of the school your child attends. A hardcopy of this form is also available in the main office of each school.

Eligible students and their parents, and students in the process of being evaluated and their parents, are entitled to various procedural safeguards under the IDEA and Connecticut law. The procedural safeguards can be found at www.granby.k12.ct.us, or a hard copy can be obtained in the main office of your child’s school. Connecticut State Department of Education information and resources relating to IEPs and special education can be found in Appendix A.

Alternate Assessment

The Board will, in all respects, comply with the requirements of state and federal law with regard to the special education of students with disabilities. Decisions about whether a student with a disability eligible for special education and related services under the IDEA shall participate in alternative assessment(s) for particular statewide or district-wide assessments shall be made by each student's PPT in accordance with applicable state and federal law.

The Board authorizes the Superintendent and administration to develop procedures to implement the requirements of the IDEA and Connecticut law relating to special education and related services.

Legal Reference:

Federal Law:

Individuals with Disabilities Education Act, 20 U.S.C. § 1400 *et seq.*

34 C.F.R. § 300.1 *et seq.*

Connecticut General Statutes:

10-14q Exceptions

10-76a Definitions

10-76b State supervision of special education programs and services.
Regulations. (as amended by PA 12-173)

10-76d Duties and powers of Boards of Education to provide special education programs and services.

10-76g State aid for special education.

10-76h Special education hearing and review procedure. Mediation of disputes.

10-76ee Administrative representative required for planning and placement team meetings

10-76ff Procedures for determining if a child requires special education

Regulations of Connecticut State Agencies:

10-76a-1 through 10-76l-1

Policy adopted:

Policy Revised:

Appendix A

Information and Resources Relating to Individualized Education Programs

Pursuant to Connecticut law, the Granby Board of Education must provide parents of students eligible for special education and related services with information and resources, created by the Connecticut State Department of Education (the "Department"), relating to individualized education programs ("IEPs"). In accordance with this requirement, the Board provides the following list of information and resources to assist parents.

- Bureau of Special Education Resources, <https://portal.ct.gov/SDE>
- A Parent's Guide to Special Education in Connecticut, https://portal.ct.gov/-/media/SDE/Special-Education/Parents_Guide_SE.pdf?la=en
- Planning and Placement Team (PPT) Process and Individualized Education Program (IEP) Forms, <https://portal.ct.gov/SDE/Special-Education/Planning-and-Placement-Team-PPT-Process-and-Individualized-Education-Program-IEP-Forms>
- A Tool to Assist PPTs in Addressing the Unique Communication Needs of Students Who are Deaf or Hard of Hearing, Language and Communication Plan, https://portal.ct.gov/-/media/SDE/Special-Education/Language_and_Communication_Plan.pdf?la=en
- Promoting School Success for Children with Disabilities:
 - PPT 101, <https://portal.ct.gov/-/media/SDE/Special-Education/PPT101.pdf>
 - PPT Process, https://portal.ct.gov/-/media/SDE/Special-Education/PPT_Process.pdf?la=en
- Secondary Transition, <https://portal.ct.gov/SDE/Special-Education/Secondary-Transition-Resources-for-Special-Education-Students>
- Helpful CT Resources for Families, <https://portal.ct.gov/SDE/Special-Education/Special-Education-Resources-for-Families>



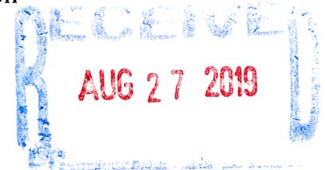
Connecticut Association of Boards of Education, Inc.

81 Wolcott Hill Road, Wethersfield, CT 06109-1242 - (860) 571-7446 - Fax (860) 571-7452 – www.cabe.org

August 2019

TO: Chairmen and Superintendents in CABE Member Boards of Education
CABE Board of Directors, Education Affiliate Members, and RESCs

FROM: Robert Mitchell, President, CABE
Robert Rader, Executive Director, CABE



RE: **CABE Board Recognition Awards**

If you have received a CABE Board Recognition Award in the past, make sure to apply again this year! If you haven't ever submitted an application for the Board Recognition Award, there is no time like the present. Get your Board the recognition it deserves for all its hard work!

The CABE Board Recognition Awards are designed to recognize boards which provide effective leadership to their districts through the use of best practices. This program, which acknowledges the importance of school board members and superintendents working together as **effective teams**, strengthens public education in Connecticut and across the country.

The Board Recognition Awards Level One and Level Two:

- **CABE Board Leadership Award – Level One** boards need to fulfill 22 of the 36 criteria, with at least three completed in each of the following areas: board leadership/student achievement, board member professional development, policy, community relations, and related organizational leadership.
- **CABE Board of Distinction Award – Level Two** recognizes Boards which are truly exemplary. To be eligible for this higher level of the award, the Board must have achieved Level One distinction at least **twice** in the past **four** years. Boards must achieve at least **two** Level Two items in each Level Two category to receive this award.

An optional question in Level One and Level Two asks what makes your Board's leadership especially effective. These responses will be printed in the *CABE Journal*.

The Awards will be presented at the CABE/CAPSS Convention over the course of several General Sessions at the Mystic Marriott Hotel in Groton. Photos will be taken after the General Session at which the award is presented.

Board Chairs and Superintendents from winning districts will be notified by email the week of October 7.

Districts receiving the award for the first time will receive a plaque. In years following, plates for the plaque will be provided. Winning districts will also be honored for one year on a plaque that is displayed in the Leonard Rovins Conference Room in the CABE Office and will be recognized in the December *CABE Journal*.

DEADLINE for Submission: October 4, 2019



CABE Board Recognition Awards

Board Leadership Award and Board of Distinction Award

CABE believes that Boards of Education and Superintendents which exhibit the most effective leadership are characterized by their ability to work together as "teams." The **CABE Board Recognition Awards** are designed to recognize Boards which work effectively in this manner. Boards which fulfill 22 of the following 34 Level One criteria, including a minimum of three in each area, will earn the Level One **CABE Board Leadership Award**.

In order to appropriately recognize those Boards which are truly exemplary, CABE has now established a second level of awards, the **Board of Distinction Award**. Only Boards which have achieved Level One distinction at least twice in the prior four years are eligible to receive the **Board of Distinction Award**. Boards must achieve at least two Level Two items in each Level Two category to receive this award.

All awards are presented at the CABE/CAPSS Convention.

Please respond to the criteria requested on this form and send your information, with supporting data, to CABE when you believe your Board has earned a Leadership Award or a Board of Distinction Award. If you have any questions, need further information, or require help in satisfying any of the criteria, please contact us for assistance.

Deadline for submission is: **October 4, 2019**.

REQUIRED CRITERIA

1. Board Leadership/Student Achievement Level One (minimum of three)

- A. The Board has developed district goals for this year. *(provide copy of goals)*
- B. The Board has conducted a self-evaluation and developed a plan for improvement in the past 12 months. *(provide copy of plan or descriptive narrative)*
- C. The Board has conducted a superintendent evaluation in past 12 months.
- D. The Board monitors its performance against a Board of Education code of conduct. *(provide copy of code)*
- E. The Board has conducted meetings pursuant to Board policy.
- F. The Board has established a calendar to ensure all responsibilities are conducted in timely manner. *(provide copy of meeting calendar)*
- G. The Board ensures that student voice is part of its decision-making process. *(provide bylaws that allow for student voice)*
- H. The Board models civil discourse while conducting Board business. *(provide examples)*
- I. The Board conducts orientation for new Board members. *(provide agenda or bylaws)*

Level Two (minimum of two)

- A. The Board of Education works to improve student achievement. *(provide description)*
- B. The Board relates the mission statement and goals to agenda items. *(provide examples)*

- C. The Board supports the appropriate use of technology in educational programming. *(provide examples)*
- D. The Board uses data to make informed decisions regarding student achievement. *(provide examples)*

2. Board Member Professional Development Level One (minimum of three)

- A. A majority of Board members have taken part in workshops or other in-service training during the last year. *(provide list of workshops and/or in-service training)*
- B. The Board provides adequate funds to permit Board members to take part in training. *(provide budget or listing for Board professional development)*
- C. A majority of the Board attended the CABE/CAPSS Convention in the last 12 months. *(provide list of Convention participants)*
- D. A majority of the Board participated in the CABE Board Member Academy in the last 12 months. *(provide list of programs and board members who attended)*
- E. The Board has used a CABE facilitator or other outside group for Board workshop/retreat in last 12 months. *(provide agenda)*
- F. New Board members are provided orientation, including attending CABE New Board Member Orientation. *(provide list of 2017-2018 participants)*
- G. At least one Board member has participated in the CABE Leadership Institute during this year. *(provide names of participants)*



CABE Board Recognition Awards

Board Leadership Award and Board of Distinction Award

Level Two (minimum of two)

- A. The Board has developed district goals and reviews them on a regular basis. *(provide examples)*
- B. At least 2 members of the Board have participated in the CABE Leadership Institute. *(provide names of participants)*
- C. The Board has incorporated Board professional development into policy. *(provide examples)*
- D. The Board holds a retreat outside of a regular meeting with a component offering professional development. *(provide copy of agendas)*

3. Policy

Level One (minimum of three)

- A. The Board has developed and adhered to procedure for policy review. *(provide procedure)*
- B. The Board has a regular process for reviewing policies every three years.
- C. The Board uses CABE or a similar policy update service to ensure that policies remain current.
- D. The Board has adopted all required policies.
- E. The Board has reviewed appropriate policies as law and regulations have changed.
- F. The Board relies on policies as "living documents," by referring to them at Board meetings or in Board agendas.
- G. The Board provides the district policy manual in a searchable online version. *(provide URL)*

Level Two (minimum of two)

- A. The Board relates applicable agenda items to appropriate policies. *(provide sample agendas that show this practice)*
- B. Policy discussions are a regular part of Board meetings. *(provide agendas where this takes place)*

4. Community Relations

Level One (minimum of three)

- A. The Board has clear, written policies on Community-Board Relations. *(provide copy)*
- B. The Board provides opportunities for appropriate participation at meetings by members of the community. *(provide copies of two recent agendas)*
- C. The Board seeks active community involvement with the schools. *(provide examples)*
- D. The Board demonstrates cooperation with news media. *(describe)*
- E. The Board promotes the school system to the public. *(provide copies of information disseminated)*
- F. The Board disseminates information to the public on its decisions in a unified, timely manner. *(provide copy of information provided)*

Level Two (minimum of two)

- A. The Board sponsored a community-wide discussion of issues (courageous conversations, community conversations, CABE Equity Toolkit, etc.) during the past year. *(provide agenda and report the end results of the program)*
- B. The Board has successfully worked with other community leaders. *(provide description and/or supporting documentation)*
- C. The Board works with the community's local cable access channel. *(provide description)*
- D. The Board works with other Boards of Education. *(provide description)*

5. Related Organizational Leadership

Level One (minimum of three)

- A. A Board member serves on the CABE Board of Directors. *(provide name)*
- B. One or more Board members are active participants in the Convention Committee, CABE Government Relations Committee, Resolutions Committee or Federal Relations Network. *(provide name(s))*
- C. One or more Board members actively serve on a RESC Board. *(provide name(s) and RESC)*
- D. One or more Board members participated in the NSBA Convention, CUBE or other NSBA-sponsored activity in the last 12 months. *(provide name(s))*
- E. One or more Board members have participated in the CABE Delegate Assembly or Day-on-the-Hill in last 12 months. *(provide name(s))*
- F. The Board has submitted a resolution to CABE for consideration by the CABE Delegate Assembly in last two years. *(provide resolution(s))*
- G. The Board ensures that all collective bargaining agreements and the superintendent's contract are sent in a timely manner to CABE's Negotiations Service. *(provide date information sent)*

Level Two (minimum of two)

- A. Representatives of the Board presented a workshop related to a district initiative at the annual CABE/CAPSS Convention or NSBA Convention. *(provide a copy of any handouts and presentation materials)*
- B. The Board has sponsored a Legislative Breakfast or some other legislative event. *(provide invitation or agenda)*
- C. The Board works closely with its local legislative delegation to improve the schools. *(provide description)*
- D. The Board sponsors an annual area meeting. *(provide agenda)*



CABE Board Recognition Awards

Board of Distinction Award (Level Two)

To be eligible for the Board of Distinction Award, all Board members must sign the application

<i>Board Member</i>	<i>Date</i>
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<i>Board Member</i>	<i>Date</i>



Connecticut Association of Boards of Education
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**Finance Subcommittee Meeting – Approved Minutes
May 15, 2019, 5:15 p.m.**

Attendance:

Jenny Emery	Present	Alan Addley	Present
Mark Fiorentino	Absent	Anna Robbins	Present
Brandon Webster	Present	Shannon Sullivan	Present
Melissa Migliaccio	Present		

Meeting commenced at 5:19 p.m.

Meeting adjourned at 5:55 p.m.

1. Public Comment: N/A
2. Approve Minutes from April 17, 2019 Meetings: Brandon moved, and Jenny seconded, approval. Passed unanimously.
3. April Statement of Accounts: Anna reviewed the statement, indicating that the current deficit, \$371,000, appears to be as accurate as we will have until final closing. The administration has done a lot of work to mitigate the special ed deficit by almost 50%. The committee agreed this now needs to be presented to the full BOE, for forwarding to the BOS and BOF for a special appropriation.
4. End-of-Year Spending: The list of unfunded needs was presented, for information only.
5. Food Service Contract: 2019-20 will be the 5th year of the current five-year contract. The vendor is due a planned-for contractual increase. A full bidding process will be undertaken next year.
6. Breakfast & Lunch Prices: The state issues a guideline for school lunch pricing, and the committee agreed with the administration's recommendation to increase our charges for next year, accordingly.
7. Large Capital Projects Update: The status of the referendum questions was discussed.
9. IBAC Update: Alan provided the current IT integration plan, which arose from the IBAC process, but has not been further acted-upon.
10. Other: There was discussion regarding the new gutters required as a part of the middle school roof repairs being funded through insurance. These gutters are not a part of the covered loss, and the cost - \$280,000 – is included in the referendum. However, the metal for the gutters needs to be ordered now, due to summer construction timing. It was agreed that an additional appropriation for the cost of the metal needed to be proposed, for authorization by the BOF. If the referendum passes, the issue is moot. If not, this special appropriation from 2018-19, along with another for the rest of the gutter project in 2019-20, will be needed.

Brandon moved, and Jenny seconded, adjournment at 5:55 p.m.



UPCOMING DISTRICT EVENTS

September 4	Parent & Community Focus Group for Superintendent Search	6:30-8:00 p.m.	HS Media Center
September 4	Curriculum Subcommittee Meeting Board of Education Meeting	6:30 p.m. 7:30 p.m.	Central Services Town Hall Meeting Room
September 5	NHS Student/Parent Info. Night	7:00 p.m.	HS Auditorium
September 9	Grade 2 Open House	6:30 p.m.	Kelly Lane
September 9	HS PAC Meeting	7:00 p.m.	HS Media Center
September 10	HS Open House	6:30 p.m.	HS Auditorium
September 12	Sr. Planning Meeting (AM Session)	7:35-8:25 a.m.	HS Auditorium
September 12	Grade 1 Open House	6:30 p.m.	Kelly Lane
September 16	PK/Kindergarten Open House	6:30 p.m.	Kelly Lane
September 17	Middle School Open House	6:30 p.m.	
September 18	Finance Subcommittee Meeting Board of Education Meeting	5:30 p.m. 7:00 p.m.	Central Services Town Hall Meeting Room
September 19	Sr. Planning Meeting (PM Session)	6:30 p.m.	HS Auditorium
September 19	Grade 3 Open House	7:00 p.m.	Wells Road
September 24	BOE Forum	6:30 p.m.	HS Auditorium
September 24	Grade 4 Open House	7:00 p.m.	Wells Road
September 26	Grade 5 Open House	7:00 p.m.	Wells Road