

Regular Board Meeting
Wednesday, December 16, 2009 7:00 PM
Eastern

Regular Board Meeting
15-B North Granby Road
Granby, CT 06035

Jenny Emery: Present
Lynn Guelzow: Absent
Cal Heminway: Present
John O'Connor: Present
Edward Ohannessian: Present
Deborah Torgersen: Present
Matthew Wutka: Present

Present: 6, Absent: 1.

- I. Public Comment
- II. Administrative Reports
 - II.A. Superintendent's Announcements
 - II.B. Student Representative Reports
 - II.C. Business Manager's Reports
 - II.D. Schools in the Spotlight
- III. Consent Agenda
 - III.A. Minutes
- IV. Old Business
 - IV.A. Robotics Club
- V. New Business
 - V.A. Expenditure Request
 - V.B. Retirement
 - V.C. Budget Guidelines
 - V.D. First Reading of Psychotropic Drug Policy
- VI. Miscellaneous
 - VI.A. Board Standing Committee Reports
 - VI.A.1. Curriculum/Policy/Technology/Communication
 - VI.A.2. Finance/Personnel/Facilities
 - VI.B. Other Board-Related Reports
 - VI.B.1. CPPAC
 - VI.B.2. CREC/CABE
 - VI.B.3. Granby Education Foundation
 - VI.B.4. Energy-Saving Initiatives
 - VI.C. Board Member Announcements
 - VI.D. Calendar of Events
 - VI.E. Other
- VII. Executive Session/Non-Meeting

**Regular Board Meeting
Central Services
November 17, 2009 7:00 p.m.**

Attendance Taken at 6:51 PM:

Present Board Members:

Cal Heminway
Marie Nicholls
John O'Connor
Edward Ohannessian
Matthew Wutka

Absent Board Members:

Deborah Torgersen
Ronald Walther

Mr. Heminway called the meeting to order at 6:59 p.m.

I. Biennial Organization Meeting - Election of Officers

Mr. Heminway stated that the purpose of the organization meeting is to elect a chair, vice chair and secretary of the board.

- Ed Ohannessian nominated Cal Heminway for Board Chair. Matt Wutka seconded the motion. Passed unanimously at 7:00 p.m.
- John O'Connor nominated Mat Wutka for Vice Chair. Ed Ohannessian seconded the motion. Passed unanimously at 7:01 p.m.
- Matt Wutka nominated Marie Nicholls for Board Secretary. John O'Connor seconded the motion. Passed unanimously at 7:01 p.m.

Mr. Heminway requested motion to adjourn to the regular meeting. Moved by Ed Ohannessian and seconded by Matt Wutka. Passed unanimously at 7:02 p.m.

II. Public Comment

There were no public comments this evening.

III. Administrative Reports

III.A. Superintendent's Announcements

- Mr. Winzler welcomed Ms. Kim Dessert, Kearns Principal, and Jim Bowe, Principal of Granby Memorial High School as they will be making presentations to the Board this evening.
- Congratulations to the boys' soccer team and girls' field hockey team. The boys' soccer team has made it into the semi final game which will be played on Wednesday versus Abbott Tech (time and location TBD). The girls' field hockey team is playing their semi-final game today versus North Branford. If they win, the final game will be played on Saturday at 2:00 p.m. at Wethersfield High School.
- Congratulations to Ray Haack and Michael Main (8th grader at GMMS) for receiving the CAPSS Leadership Award. They were recognized at the Farmington Valley Superintendents' Award Luncheon on Friday.
- With regard to the H1N1 flu, we are still monitoring absentee rates for both students and staff. Mr. Winzler stated that he is happy to report that absentee rates for all the schools in the district are in the single digits. Mr. Winzler also stated that we have still not heard anything from the Farmington Valley Health District but have been told that the vaccine has been ordered.

- ID badges have been delivered to all school employees and must be worn and visible throughout the day. Additionally, badges will be given to visitors and substitute teachers as well.
- Many of the schools had ceremonies to honor our veterans on Veterans Day. Kelly Lane had an assembly and invited senior citizens who were veterans. Additionally, Wells Road students invited family members and friends who were veterans to a luncheon and the Middle School held a town hall meeting with veterans present.
- Congratulations to Wells Road students from the Live Strong Gang (which is a bereavement support group at Wells Road) for collecting 66 pounds of used crayons! The crayons will now go to the Crayons for Cancer Organization which melts them down into large, multicolored, shaped crayons, and sells them to benefit the children of CCMC's pediatric oncology unit.
- Parent conferences are this week November 18 and 19 for the middle and high schools (with an early release on November 18th for secondary schools only) and November 20, 23 and 24 for the elementary schools (with an early release for all those dates for the elementary schools).
- Wolcott High School will visit Granby High School this Thursday to see our PLC teams in action. We continue to be a model for other districts.
- The CABE/CAPSS Convention will be held this Friday and Saturday. Granby will be recognized for the CABE Award of Excellence for Educational Communications for our Vision Supplement as well as the CABE Board of Distinction Award – Level II. Additionally, Marie Nicholls will be recognized for 10 years of service to the Board.

Mr. Heminway stated that he attended the Kelly Lane presentation on the 11th and that the responses from people who were honored there found it very moving and very much appreciated it.

Mr. Heminway also mentioned that he visited Mr. Addley on Friday and that he will hopefully be back among us soon.

III.B. Student Representative Reports

There were no student representative reports this evening.

III.C. School Improvement Plan

Kim Dessert, Principal of Kearns Primary School, presented the school improvement plan. Ms. Dessert reported the progress made toward the goals at the proficient level. Kindergarten was 47% proficient in January - the goal is to have 100% of children reading at the benchmark level. The end result is by the end of Grade 3, 94% of children go on to Kelly and Wells reading at the proficient level. Mr. Heminway asked if the Board should look at this data over a three year period. Ms. Dessert said that, yes, they should. Ms. Dessert then spoke about the action plan. They have book groups that happen at faculty meetings; professional development on the gradual release of responsibility and being independent; peer sharing of instructional practices where a second grade teacher may go into a first grade teacher's classroom; SMART goals aligned with school goal and development; and, provide effective and timely interventions for students at risk. Mr. O'Connor asked how many interventions occur during the year. Ms. Dessert said she can get that data for him and that they are constantly re-evaluating and process monitoring students. Sue Domanico, Director of Elementary Education, stated that 53 different students received interventions in Kindergarten last year. Mr. O'Connor asked how prepared students were to learn coming into the system. Ms. Dessert stated that Kearns is working closely with pre-schools in town and has asked every pre-school teacher to spend a day at Kearns and talk about their observations. Pre-schools have asked if Kearns can share some of their models. Kindergarten teachers will go to pre-schools in May and will get together and do peer sharing. Mr. Heminway asked that of the 6% who are not at goal by the time they go to Kelly or Wells, are parents encouraged to send them to summer school? Ms. Dessert said that, yes, they are. Mr. Heminway also asked if any of the 6% of students were Choice students. Ms. Dessert said that of the 6% of the students not at goal last year, Choice students were not part of that percentage. Mr. Ohannessian stated that he would like to see a consistency between the school goal and team smart goals. Ms. Dessert said that they are not 100% the way we want it to be and they are perfecting the process of writing SMART goals. Mr. Wutka inquired what percentage of students read at level 4, 18 and 28 in January for Kindergarten, first and second grade. Ms. Dessert said that she can get that data for him. Mr. Wutka also

asked why we wouldn't back out the students who have special needs. Ms. Dessert stated that every student should be making progress and we need to track that. She also stated that the school goal is aligned with the district's mission statement. Ms. Dessert wrapped up her presentation by discussing the next steps at Kearns. They will continue to work on reading curriculum and expectations for instruction, professional development in the area of writing, and map out for the year writing expectations for each grade level. Mr. Heminway stated that there should be an additional charter to the school improvement plan report every year as to how things are and address more of the Board's comprehensive questions in this area. Mr. Ohannessian stated that he would like to see a presentation or get the data on the numeracy area.

IV. Consent Agenda

IV.A. Minutes

The Board approved the minutes of November 4, 2009. Moved by John O'Connor and seconded by Matt Wutka. Passed unanimously at 7:50 p.m.

V. Old Business

V.A. Second Reading of Policies: 4112.5/4212.5 Security Check/Fingerprinting and 6121 Nondiscrimination in the Instructional Program

Primary Motion Passed: That the Granby Board of Education adopt Policies 4112.5/4212.5 Security Check/Fingerprinting and 6121 Nondiscrimination in the Instructional Program as recommended by the Curriculum/Policy/Technology/ Communication Standing Committee. Passed with a motion by John O'Connor and a second by Marie Nicholls at 8:00 p.m.

Cal Heminway	Yes
Marie Nicholls	Yes
John O'Connor	Yes
Edward Ohannessian	Abstain
Deborah Torgersen	Absent
Ronald Walther	Absent
Matthew Wutka	Abstain

V.B. Youth Services Bureau Survey

Mr. Heminway stated that Ed Ohannessian, Ron Walther and he attended the community forum and listened to the entire report. He stated that there was some discussion at the end as to where the town was taking this and that a strategic plan will be developed with involvement from Pat Law. He also stated that some activity would relate to those items which we could have control over or where we can help with building assets. This item was put on the agenda tonight to get the sense of the Board as how we would like to proceed. Mr. Ohannessian stated that Pat Law distributed what was impacted by the school. He said that 28 questions focused on those areas and what kind of plan we can create to improve those. Six assets related to schools directly, three internal and three external. Mr. Heminway stated that the thrust of the presentation was on drugs and alcohol. He said that we should try to inject some funds into the planning process for budget next year. They agreed that made sense. Mr. Ohannessian stated that there was a strong desire by the audience to test more frequently than the five years as suggested.

VI. New Business

VI.A. NEAS&C Two-Year Report

Jim Bowe, Principal of Granby Memorial High School, presented a summary of the NEAS&C two-year report. Mr. Bowe stated that there were 42 commendations that resulted from the visit. There were 29 recommendations that we were asked to address. Mr. Bowe spoke about some of the highlights under each standard. Of the recommendations listed some were in progress, some planned for the future, and some completed. There are no standards listed that they are "not attempting" which is a category that can be chosen. Mr. Heminway mentioned the schools in the spotlight and that he would like to see a senior project presentation. Mr. O'Connor asked when the high school would get visited again. Mr. Bowe stated in ten

years in 2017. He also stated that after this 2-year report a 5-year report must be filed as well. The 2-year report was submitted October 1st.

VI.B. GEA Contract Ratification

Mr. Wutka gave the highlights of the GEA Contract. With regard to wage increases, it will be 0% for the first year with no plan design changes. In the second year, plan premium cost share will increase from 17% to 17½% as well as a couple of word changes. The general wage increase for the second year will be as follows: with less than 17 years' experience 1.25%; greater than 17 years will be 1.56%. Those teachers on step increase will get step increase halfway through the pay year. This results in a 2.85% increase in Year 2. Mr. Wutka stated that negotiations began on August 28th and ended on November 2nd.

Primary Motion Passed: That the Granby Board of Education ratify the GEA Contract beginning July 1, 2010 through June 30, 2012. Passed with a motion by Matthew Wutka and a second by Edward Ohannessian.

Cal Heminway	Yes
Marie Nicholls	Yes
John O'Connor	Yes
Edward Ohannessian	Yes
Deborah Torgersen	Absent
Ronald Walther	Absent
Matthew Wutka	Yes

VII. Miscellaneous

VII.A. Board Standing Committee Reports

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

This committee has not met.

VII.A.2. Finance/Personnel/Facilities

This committee has not met.

VII.B. Other Board-Related Reports

VII.B.1. CPPAC

This committee has not met.

VII.B.2. CREC/CABE

CREC – CREC council meets tomorrow.

CABE – Mr. Heminway stated that groups of folks have gotten together in Sheff districts to deal with a lot of the funding questions with respect to project choice and magnet schools. Meetings were facilitated by CREC and attended by suburban districts. He said he met with superintendents, chairs and magnet school liaison persons yesterday afternoon and that it was a positive meeting. Mr. Heminway stated that there are some common problems and they hope to come up with some solutions. He stated that hopefully we will get some sort of agreement with Hartford and suburban districts to come up with one voice -- so stay tuned.

VII.B.3. Granby Education Foundation

The GEF met last night and elected new officers. They are looking for another teacher representative. December 4th Fred Wilhelm and Friends will perform at 7:00 at the HS auditorium.

VII.B.4. Energy-Saving Initiatives

Mr. Harry Traver, Business Manager, reported that the follow-up on the review of large air spaces is due December 1st. Mr. Traver also said that they are trying to reduce the number of refrigerators in the district. A new group called Energy Education in the southwestern part of the state which focuses on human education has been formed to pool ideas to save energy. Santi Camarotti will set up a meeting with them to discuss energy-saving ideas. With regard to solar panels, Mr. Traver stated that he will have a better update at the next meeting.

VII.C. Open Items

VII.C.1. Items for follow-up

Mr. Heminway discussed the items for follow-up at a future board meeting. They are: 1) standardized test data; 2) test data for Choice/Hartland students; and the calendar. All of these items are pending action until Alan Addley return from medical leave. Mr. Ohannessian inquired about a few other items for follow-up and Mr. Heminway stated that those have been given to the respective subcommittees.

VII.D. Calendar of Events

VII.E. Board Member Announcements

There were no board member announcements.

VIII. Executive Session/Non-Meeting

Mr. Heminway requested a motion to adjourn the meeting. Moved by John O'Connor and seconded by Matt Wutka. Passed unanimously at 8:25 p.m.

Respectfully submitted,

Linda Powell
Recording Secretary

Marie Nicholls
Board Secretary

To: Cal Heminway, Board Chair
From: Alan Addley, Superintendent
cc: Board of Education
Mark Winzler, Interim Superintendent
Date: December 15, 2009
Re: Draft of FY11 BOE Budget Goals

Pursuant to our discussion about the FY11 budget, the following are my recommended goals for Board adoption that would be used to guide the budget development process:

1. Support the vision, mission, vision, values, and goals of the district;
2. Develop a budget that is responsive to the economic climate and the guidelines set by the Board of Finance; and,
3. Maintain levels of personnel, programs, infrastructure, and services that meet the essential needs of the district.

Students/Personnel-Certified

Psychotropic Drug Use

The Board of Education prohibits all school personnel from recommending the use of psychotropic drugs for any student enrolled within the school system. For purposes of this policy, the term “recommend” shall mean to directly or indirectly suggest that a child use psychotropic drugs.

Psychotropic drugs are defined as prescription medications for behavioral or social-emotional concerns, such as attentional deficits, impulsivity, anxiety, depression and thought disorders and includes, but is not limited to stimulant medications and anti-depressants.

However, school health or mental health personnel, including school nurses or nurse practitioners, the District’s Medical Advisor, school psychologists, school social workers, school counselors and the Director of Special Services may recommend that a student be evaluated by an appropriate medical practitioner.

Procedures shall be established by the Superintendent of Schools or his/her designee (or Director of Special Education) delineating the manner in which school personnel and school health and mental health personnel shall communicate with each other regarding children who may need to be recommended for a medical evaluation. Such procedures shall also include how school health and mental health personnel should communicate the need for a medical evaluation to the child’s parents/guardians. Such procedures shall be consistent with all mandatory and existing procedures and due process safeguards governing assessment and diagnosis.

Further, upon the consent of the student’s parents or guardian, obtained, in writing, through the Planning and Placement Team process, school personnel may consult with the medical practitioner regarding such use.

In addition, the Planning and Placement Team (PPT) may recommend a medical evaluation as part of an initial evaluation or reevaluation, as needed to determine either a child’s eligibility for special education and related services, or educational needs for an individualized education program (IEP).

The Superintendent of Schools or his/her designee shall distribute this policy to district staff and parents/guardians of students annually and upon the registration of new students.

(cf. 5141.4 - Reporting of Child Abuse and Neglect)

Students/Personnel-Certified

Psychotropic Drug Use (Cont'd)

Legal Reference: Connecticut General Statutes
10-212b Policies prohibiting the recommendation of psychotropic drugs by school personnel. (as amended by PA 03-211)
46b-120. Definitions
10-76a Definitions. (as amended by PA 00-48)
10-76b State supervision of special education programs and services.
10-76d Duties and powers of boards of education to provide special education programs and services. (as amended by PA 97-114 and PA 00-48)
10-76h Special education hearing and review procedure. Mediation of disputes. (as amended by PA 00-48)
State Board of Education Regulations.
34 C.F.R. 3000 Assistance to States for Education for Handicapped Children.
American with Disabilities Act, 42 U.S.C. §12101 et seq.
Individuals with Disabilities Education Act, 20 U.S.C. §1400 et seq.
Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794.

Policy adopted:

Students/Personnel - Certified

Psychotropic Drug Use

In order to properly implement the Board policy prohibiting school personnel from recommending the use of psychotropic drugs for any child, the following administrative regulations are hereby established:

1. Psychotropic drugs are defined as prescription medications for behavioral or social-emotional concerns, such as attention deficits, impulsivity, anxiety, depression and thought disorders.
2. Psychotropic drugs include, but are not limited to, Ritalin, Adderal, Dexedrine and other stimulant medication, and anti-depressants.
3. Under no circumstances may any member of the Granby Public Schools staff recommend (whether in oral or written format) the use psychotropic drugs to parents and/or guardians for their child(ren).
4. School health or mental health personnel (including school nurses or nurse practitioners, the District Medical Advisor, school psychologists, school social workers, school counselors and the Director of Special Services) is permitted to discuss with parents and/or guardians of a child the advisability of a medical evaluation by an appropriate medical practitioner when there are behaviors or concerns that may be indicative of medication considerations.
5. School personnel, through the Planning and Placement Team referral process, shall communicate to the school medical staff about a child's behavior that may indicate the need for an evaluation.
6. The Planning and Placement Team (PPT) has the authority and responsibility to recommend a medical evaluation as part of an initial evaluation or reevaluation as needed to determine a child's eligibility for special education and related services, or educational needs for a child's individualized education program (IEP).
7. As required, the District may seek remedy through the due process provisions allowed under the Individuals with Disabilities Educational Act (IDEA) if a parent and/or guardian refuses consent for a reevaluation.

Students/Personnel - Certified

Psychotropic Drug Use (Cont'd)

8. Appropriate medical practitioners, such as a psychiatric consultant or physician, with whom the District contracts for services to students or to whom the District makes a referral for an evaluation may recommend such medications.
9. School personnel may consult with the medical practitioner performing the evaluation with the informed consent of the parent or guardian of the child. The purposes of such communication include the following:
 - a. Conveying concerns or observations of a child, both prior to and following a medical evaluation;
 - b. Requesting health records and other educationally relevant medical evaluations;
 - c. Providing school records to medical practitioners upon request;
 - d. Providing information on school performance to help a medical practitioner monitor and evaluate the effectiveness of psychotropic drugs and/or other medical interventions and/or treatment;
 - e. Discussing with medical practitioners appropriate and necessary nursing or health care in schools to ensure student safety;
 - f. Disclosure of educationally relevant information by the medical practitioner to school personnel.
10. The Department of Children and Families (DCF) is limited by this legislation to take a child into custody solely on the refusal of a parent or guardian to administer or consent to the administration of any psychotropic drug. However, a PPT meeting may be convened if the child is eligible or may be eligible for special education or making a referral to the Department of Children and Families if there are concerns about a child's safety and possible abuse or neglect.

(cf. 5141.4 - Reporting of Child Abuse and Neglect)

Regulation approved:

Curriculum/Policy/Technology/Communication Subcommittee Meeting Minutes

December 2, 2009

5:30 p.m.

Attendance:

Ronald Walther	Present	Mark Winzler	Absent
Deb Torgersen	Present	Pat Law	Present
John O'Connor	Present		

Meeting commenced at: 5:30 p.m.

Meeting adjourned at: 6:45 p.m.

1. Directors of Elementary and Secondary Education Updates (Attached). Additional questions:
 - Grants lineage – new or legacy? Answered by Dr. Law.
 - Robotics Club progress? Updated by Dr. Law.
2. Updated Course Proposal for Study Skills 9 and 10 – Reviewed updates as requested at last meeting. OK as written.
3. Response to Questions for Marketing and Text Course – Questions answered. Course OK as proposed.
4. Naviance Roll-Out Plan – Discussion on communication and content.
5. New Policy – 5131.231 Psychotropic Drug Use - Reviewed first draft. Changes are required before going to the Board for first reading. District medical personnel to review.
6. Other –
 - Discussed closure on GMMS testing issue.
 - Reviewed three texts: Approved two and remaining under additional review.

cc: BOE Members

Finance/Personnel/Facilities Subcommittee Meeting Minutes

December 2, 2009

5:30 p.m.

Attendance:

Matt Wutka	Present
Marie Nicholls	Absent
Ed Ohannessian	Present
Mark Winzler	Absent
Harry Traver	Present
Santi Camarotti	Present

Meeting commenced at: 5:30 p.m. Meeting adjourned at: 6:50 p.m.

1. Statement of Accounts – At the moment, the year end still looks favorable. Additional pre-k special education has come in since last month.

2. FY11 Small Cap Plan - Current requests are about \$227K over BOF target.

3. Plus One Review – Initial review of PlusOne budget is +\$350K over the 0% guideline.

4. Other

- Agreed to purchase jackets for Girls Cross Country and Field Hockey teams from BOE recognition account.
- Reviewed CPPAC submission to forward on our large cap projects.

cc: BOE Members

December 14	Town Meeting	8:00 p.m.	Senior Center
December 15	FVHD H1N1 Flu Clinic	3:30 pm – 7:30 pm	HS Commons
December 16	Curriculum/Policy/Technology/ Communication Subcommittee Mtg. BOE Meeting	5:30 p.m. 7:00 p.m.	Central Services Central Services
December 15	Wells Road Choral Concert	7:00 p.m.	Gymnasium
December 17	High School Choral Concert	7:00 p.m.	HS Auditorium
December 19	Holly Ball	7:00 p.m.	HS Comm. Gym
December 24- January 1	Winter Recess		Offices closed on 12/24, 12/25 and 1/1.
January 6	Finance/Personnel/Facilities Subcommittee Meeting BOE Meeting	5:30 p.m. 7:00 p.m.	Central Services Central Services
January 20	Curriculum/Policy/Technology/ Communication Subcommittee Mtg. BOE Meeting	5:30 p.m. 7:00 p.m.	Central Services Central Services
December 14	Town Meeting	8:00 p.m.	Senior Center

Agenda
Hartland Board of Education
Monday-December 14, 2009
7:00 PM
Conference Room-Hartland Elementary School

Call to order-Vice Chairperson-Amy Bourque

Introduction of new Board Members

Oath of Office-Superintendent provides assurance that new members have taken oath of office

ORGANIZATIONAL MEETING

1. Call to order-Vice Chairperson-Amy Bourque
2. Election of Officers
 - ~Chairperson
 - ~Vice Chairperson
 - ~Secretary
3. Schedule of Regular Board Meetings for 2010 & January 2011~Board Chairperson

REGULAR BOARD MEETING

1. Call to Order-Chairperson
2. Hartland Board of Education Mission Statement
3. Approval of Minutes – November 9, 2009
4. Communications
 - ◇ Public Comment on Agenda Items
 - ◇ Gilbert Board Report -- Philip Groth
 - ◇ Student Representatives
 - ~Hartland-Mariah Rocheleau, Lauren Bedard & Austin Rafoss
 - ~Gilbert-Katelin Meyers
 - ~Granby-Alta Byers
 - ◇ PTO

5. Curriculum Report

- ◊ Humanities Program-Staff

6. Chair Report

- ◊ Board Committee Assignments
- ◊ Board Member Information Sheet
- ◊ CABE/CAPSS Meeting Report
- ◊ Hartland Representative to Gilbert Board

7. Superintendent Report – Robert V. Fish

- ◊ Vouchers/Designated Schools for 2010/2011
- ◊ Senior Luncheon
- ◊ I.CSA-Student Recognition Banquet

8. Principal Report – Joanne St. Peter

- ◊ School Events

9. Committee & Liaison Reports

- ◊ Shared Services – Amy Bourque
- ◊ Board of Finance Robert V. Fish

10. New Business

- ◊ November Bills & Statements – Robert V. Fish
- ◊ Calendar for 2010/2011 School Year

11. Public Comment on Agenda Items

12. Future Agenda

- ◊ Committee Report
- ◊ January Board of Education Meeting
--Monday, January 11, 2010
- ◊ 2009/2010 Mid-Year Goals Report
- ◊ Policy Review

Adjournment

Copies of this agenda are available at the office of the
Hartland Elementary School.