

Regular Board Meeting  
Wednesday, March 17, 2010 7:00 PM Eastern

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

Jenny Emery: Present  
Lynn Guelzow: Present  
Cal Heminway: Present  
John O'Connor: Present  
Edward Ohannessian: Present  
Deborah Torgersen: Present  
Matthew Wutka: Present  
Present: 7.

I.	Public Comment
II.	Administrative Reports
II.A.	Superintendent's Announcements
II.B.	Student Representative Reports
II.C.	Teaching and Learning
III.	Consent Agenda
III.A.	Minutes
IV.	Old Business
IV.A.	FY11 Budget
IV.B.	E-Meeting
IV.C.	Calendar Guidelines
V.	New Business
V.A.	First Reading of Policy 5145.6 Student Grievance Procedures
V.B.	Student Performance
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
VII.	Executive Session/Non-Meeting

# Classroom Walkthroughs - Learning Walks for Administration

BOE Teaching and Learning  
March 17, 2010



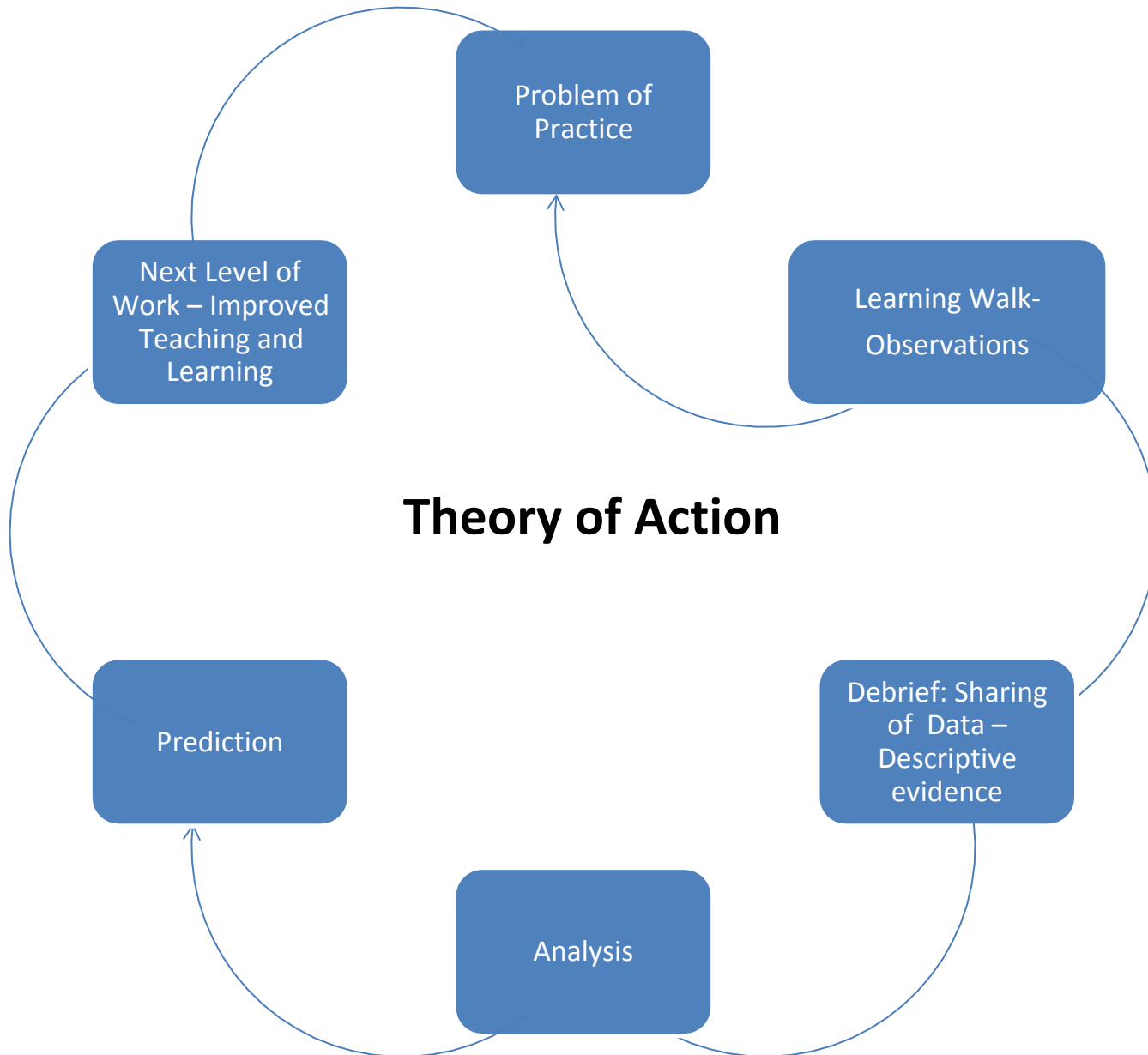
# Purpose

*If we can't see it, we can't talk about it, if we can't talk about it- precisely with a shared vocabulary- we likely can't help other get better at it. - Richard Lemons*

- Purpose:
  - Build the capacity of building principals to provide high quality teaching and learning
  - Build a common understanding of what constitutes good teaching and how to support it
  - Provide a process for alignment and sharing of practices throughout the district; each administrator learns from each walk

# Learning Walks in Practice

- Monthly visit to one building
- All administrators participate
- Process lasts 2  $\frac{1}{2}$  hours
- Protocols established for process
- Facilitator provides direction throughout the visit
- Focus of walk is determined by the building administrator and is based on a Problem of Practice they have identified through their own collection of data and want further input and support in solving
- Administrators are broken into teams to visit classrooms and collect data
- Teams visit 2 classrooms for about 20 minutes each and collect data related to the problem of practice
- Team then debrief as a small group and then as a whole group
- Building administrator gathers information, asks questions and develops ideas for the next level of work



## Theory of Action

Problem of Practice

Learning Walk-Observations

Debrief: Sharing of Data – Descriptive evidence

Analysis

Prediction

Next Level of Work – Improved Teaching and Learning

# Sample Learning Walk



Kelly Lane School

**Theory of Action:** If I require teachers to use high yield instructional strategies, collaboration, reflective practices, academic rigor, and a data decision making model, then they will make instructional decisions that result in higher levels of student achievement.

**Problem of Practice:** Writing achievement and scores have remained flat or have declined; frequently writing activities in the classroom are limited to short answer or one word answers; and I observe teachers borrowing time from writing activities in order to provide more minutes of reading instruction. I would like to see a significant increase in writing activities that promote longer, more thoughtful and reflective student thinking and a decrease in the short/one word writing activities.

# Sample Learning Walk Schedule

*8:30-8:50 Review Schedule and Problem of Practice*

*8:50-10:00 Classroom visits; 4 teams of 3 visit and observe in different rooms for approx. 20 minutes each*

*10:00-10:20 Small group debrief*

*10:20-11:00 Whole group debrief*

TEAM	8:50-9:15	9:15-9:35	9:35-10:00
Addley, Sutton, Pattison	Gr. 6 – Jan Gioia Rm. 23 Humanities	Gr. 5 Cynthia Gordon; Rm. 23 Humanities	Gr. 4 – Meghan Baval Rm. 8
Domanico, Porter, Osypuk	Gr. 6 – Matt Pinckney Rm. 22 Science	Gr. 3 – Melissa Lagano Rm. 3	Gr. 4 – Christina Fleming Rm. 9
Calcasola, Austin, Gilbert	Gr. 3 – Kristin LaFlamme Rm. 1	Gr. 4 Lori Armentano Rm. 6	Gr. 6- Olive Gianakos Rm. 20 Humanities
Law, Bowe, Dessert	Gr. 5 – Jim Whitten Rm. 14 Science/LA	Gr. 4 – Morgan King Rm. 11	Gr. 6 – Stephanie Stupienski Rm. 21 Humanities

# Follow Through

- Sharing of action related to next steps happens monthly at Administrative Council Meetings
- Principal's feedback to faculty
- Visit each school twice during year
- Learning Walk Focus:
  - Kearns: Effective flexible grouping
  - Wells: Use of student discourse and writing to demonstrate learning
  - Kelly Lane: Writing in the content areas
  - GMMS: Lesson design and delivery for effective instruction
  - GMHS: Higher order thinking embedded in lesson delivery

## **FY11 Budget Workshop – Approved Minutes**

March 10, 2010 07:00PM  
Central Services

### **Attendance Taken at 6:52 PM:**

#### Present Board Members:

Cal Heminway  
Marie Nicholls  
John O'Connor  
Edward Ohannessian  
Deborah Torgersen  
Ronald Walther

#### Absent Board Members:

Matthew Wutka

### **1. FY11 Budget Workshop**

Mr. Addley answered various questions given to him by parents and board members. Many people were in attendance at this meeting with regard to the swim team and the fact that this program will no longer continue as a varsity sport. Students, parents, and the swim team coach spoke to the Board stating the reasons why they believe this program should continue. The Board stated at the end of the all of the presentations that they, too, would like to see this program continue and will work together to try to accomplish this. Mr. Addley will meeting with administration and parents to see what options are available.

The Board then continued its discussions about the FY11 budget. Mr. Heminway spoke about the Q&D budget and magnet school funding in particular. Mr. Ohannessian stated that the funding shortfall will become a budget line item in future years unless funding for choice students is increased which is unlikely. Mr. O'Connor stated that there is just no good answer for this problem. Mr. Heminway stated that we should definitely be making noise with legislators in Hartford. Mr. Heminway also stated that we can talk with schools that we have agreements with such as GHAMAS. Mr. O'Connor inquired if we had had the option to charge for some of the magnet schools. Mr. Heminway stated that he thinks we should be as even-handed as possible with anything that we fund. The Board discussed the open choice program and the fact that we receive \$2500 for each student but the cost is close to \$12,000. This has worked fine for Granby in the past but now that we may need to pay for magnet schools, our run-out funds are not there. Ms. Torgersen mentioned the Mandarin Chinese course and asked how many students are enrolled. Mr. Addley stated that approximately 14 students are enrolled. Ms. Torgersen said this would give the Board \$104,000 through 2014. Mr. Ohannessian stated that this year we are OK and we know what our commitment is. Mr. Heminway suggested that we put this on the agenda and look at the whole thing. Mr. O'Connor stated that the Board should think carefully before increasing participation. Mr. Addley stated that we are not really increasing our participation. Mr. O'Connor said that he realized that but was just making a statement. Mr. Heminway mentioned the resolution that was passed at the last Board Meeting to raise the visibility of this issue and hopefully take a more unified approach of the issue. Mr. Heminway stated his willingness to go forward with the superintendent's recommendations and would like to put this subject on the planning agenda in the upcoming year well in advance of the budget to study pay-for-participation and quality and diversity. The Board agreed on the budget number that will be presented to the Board of Finance.

The Board then began to discuss athletics again. Ms. Torgersen wanted to know the reason why volleyball needs to become a varsity sport this year. Mr. Ohannessian inquired if we can have just varsity and not junior varsity. Mr. Addley stated that, yes, you can have any combination of those things. Mr. Ohannessian felt that swimming should stay because it has been a sport. He said that we should find a way to have swimming included within the athletic budget. Mr. O'Connor stated that he agreed with that approach with some increased participation but no expectation that they fully fund it. He asked if the funds are not found does the Board go with the administrative recommendation. Mr. Heminway stated that we should either

agree with it and support it or we don't. Mr. Ohannessian reiterated that he would like to keep the sport if possible and find the money in the athletic budget. Mr. Heminway stated that we are not looking to raise additional funds. Mr. Ohannessian stated that he does not think we have the framework to tell them to raise the funds and doesn't like the concept. Mr. Heminway stated that a good percentage of the athletic budget has labor agreements to deal with. He also stated that we should be clear in our understanding if we are looking for additional funds above and beyond. Mr. Heminway stated that we are not going to get extra money and should look within. Mr. Addley stated that he can't keep squeezing everything in. Mr. Heminway agreed that we will work the problem and get some recommendations back and that the objective is clear – we are trying to preserve all the programs. Mr. Heminway asked the Board if they were ready to vote on the budget as presented. Ms. Torgersen wanted to confirm that the Board was voting on the budget dollars and the 0% increase. Mr. O'Connor made a motion and Mr. Ohannessian seconded to vote on the budget as presented with a 0% increase. Passed unanimously at 9:00 p.m.

Jennifer Benson asked a question about the 2% salary increase for non-union members. Mr. Traver stated the amount was approximately \$200,000 which included all groups except for the teachers. Ms. Benson stated that she personally has a hard time with the \$200,000 increase when people in the private sector have not received raises for 2, 3 or 4 years. Mr. Heminway stated that teachers gave 0% this year and 2.85% the following year. He stated that other groups have been spoken to that they would receive no increase in FY12. Ms. Benson asked if taxpayers know about this increase. She doesn't feel it is readily apparent. Mr. Addley stated that if she believes that transparency is an issue, then we can certainly put in the increase for certified and non-certified staff. Ms. Torgersen stated that how can you give union employees raises and not give non-union employees anything. Mr. John Mahoney wanted exact numbers of the amounts for union and non-union employees. It was stated that \$156,000 was for all other unions except for the teachers and was out of the Board's control due to contractual agreements. \$34,000 is the increase for the non-union employees. Mr. Mahoney stated that this town has been a very well-budgeted and working environment, managing millions of dollars of projects extremely well. He stated that folks are still having a hard time and he doesn't feel that teaching assistants should be given any raise at all. Mr. Heminway stated that we have to come up with the most efficient use of the town's funds that we can and he does not think that not giving the teaching assistants a raise this year makes any sense and that it will cost him more in the long run. Mr. Mahoney stated that sooner or later you are going to have to lose and that overall the town will not continue to support this. Mr. Heminway stated that he wants to preserve the assets that we have. Mr. Harold Forbes stated that we should not start an argument now with a small subset of an employee group and that leading the charge is not going to make the case. Mr. Mahoney stated that no one has agreed with him yet. Ms. Benson asked another question about the BOE initiatives line item for next year and what types of expenditures come out of that line item. Mr. Addley stated things like the world language consultancy and championship jackets. Mr. Traver stated that this line item has been cut but he will get information to her. Ms. Torgersen asked Mr. Traver if he can check to see if we had received a reimbursement from Canton for the student who is swimming with us and for any other co-op groups. Mr. Heminway stated if that revenue accrues it would help to solve the problem.

A motion was made to adjourn by Ron Walther and seconded by Marie Nicholls. Passed unanimously at 9:27 p.m.

Respectfully submitted,

Linda Powell  
Board Recorder

## **Regular Board Meeting – Approved Minutes**

March 3, 2010 7:00PM  
Central Services

### **Attendance Taken at 6:59 PM:**

#### **Present Board Members:**

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

#### **Absent Board Members:**

Marie Nicholls  
Deborah Torgersen

### **I. Public Comment**

Mr. Ray Fairman, 169 North Granby Road in Granby stated that his daughter is turning 16 in a few days. Mr. Fairman had an issue with the school calendar and starting before Labor Day. Mr. Fairman stated that it affects student employment if school begins before Labor Day and that businesses are ill-equipped to assist customers. He stated that one week is taken away and wanted to know why school is not scheduled to begin after Labor Day and if that is feasible. Mr. Heminway responded by saying that the Board would get a response to him and that the Board does not generally respond to questions during public comment. Mr. Fairman stated that he was disappointed of this fact but understood.

### **II. Administrative Reports**

#### **II.A. Superintendent's Announcements**

- Mr. Addley announced that it was Board Member Appreciation Day (Month) today and expressed his appreciation to the Board on behalf of the district.
- Mr. Addley extended a warm welcome to Diane Kane, a special education teacher, Pam Traun, Founder of the Angel Horses Program, and some students from the middle school as they present Schools in the Spotlight tonight.
- Mr. Addley also extended a warm welcome to I would also like to extend a warm welcome to Dr. Bruce Douglas, Executive Director of the Capitol Region Education Council, who will be speaking to the Board tonight about various CREC programs and magnet school opportunities.
- "A Day on the Hill" was held today. Thank you to Sara and Ray as well as Nick Moon and Nick Ohannessian who attended with Mr. Bowe. Mr. Heminway thanked the students for attending as well.
- Mr. Addley expressed his well wishes to Sue Domanico in her new position as Asst. superintendent in Torrington. Ms. Domanico was employed in Granby for the past 7 years.
- Mr. Bowe will resign his position effective June 30<sup>th</sup>. Mr. Addley stated that the search process will begin immediately.
- The search committee for the Wells Road Principal will commence in two weeks' time and that an electronic survey was sent out to all Wells Road parents and staff.
- Aimee Martin, the new Director of Pupil Personnel Services, will begin on Monday, March 8<sup>th</sup>.
- The Robotics club received another \$1,000 grant from Northeast Utilities.
- CAPT and CMT testing is going this week and is going well.
- A nutmeg luncheon was held for the students in grades 3-6 who read the 10 Nutmeg books selected by the State of Connecticut.
- The Robotics Club received a \$1,000 grant from Northeast Utilities.
- Kindergarten registration was held last night and this afternoon at Kearns School.
- March 9<sup>th</sup> will be an early release for all schools.
- Budget workshops will be held next week on March 10<sup>th</sup> and the following week on March 17<sup>th</sup>. The budget will then be presented to the BOF on March 29<sup>th</sup> in the Senior Center with the BOF Public Hearing on April 12<sup>th</sup> in the GMHS Auditorium and the Annual Town Budget Meeting and Vote on April 26<sup>th</sup> also in the GMHS Auditorium. The budget book presented tonight can be found on-line tomorrow.

## **II.B. Student Representative Reports**

- The Empty bowls fundraiser was a huge success – 180 people were in attendance. Students and art teachers made 209 bowls. Bowls were filled with soup for dinner and all proceeds went the Granby Food Bank. Soups were donated from Lite 'n Up Eatery and the Cambridge House. \$2500 was raised.
- CAPT week - sophomores have been testing. Creative things were going on for juniors and seniors.
- A pancake breakfast fundraiser was held this Tuesday.
- Dodge ball night is finally coming up on April 1st at 7:00 p.m. This is a rescheduled date.
- The drama production, "Anything Goes" is coming up. The orchestra will be playing (high school band). Shows are March 19 and 20, 7:00 p.m. on Friday and 2:00 and 7:00 on Saturday.
- The Environmental Club is selling Nalgene bottles.
- Mock SATS will be given to Juniors tomorrow.
- Honors 11 English classes are studying American produced plays "Doubt". Teachers are trying to arrange a field trip.
- The girls' basketball team is done and the boys are going on to the next round. Winter sports are coming to a close.
- There was assembly for Juniors and Seniors this week called "Survive the Drive" about driving your best and distractions encountered on the road and how they can impact your driving. There was also a MADD presentation on young people drinking and driving and serious accidents that have happened. It was eye-opening for many of the students.

## **II.C. Schools in the Spotlight**

Ms. Diane Kane, Special Education Teacher at Granby Memorial Middle School, introduced the angel horse program. She stated that the purpose of the program was to connect students and horses. Angel Horses began as a monthly program. She hired a bus to transport between 3 and 12 students. She then surveyed middle school students and received interest from 25 students and changed the meeting frequency from one month to one week. A total of 16 students could be taken for this program. The program includes grooming, leading horses, horse anatomy, and riding horses. Mr. Addley asked if any Open Choice students attend and Ms. Kane stated that 2 attended last spring and 4 this past fall. Mr. Walther asked if students work with all the horses. Ms. Kane stated that yes they did and that they then get to decide which horse they would like to work with.

## **II.D. Business Manager's Report**

Mr. Harry Traver, Business Manager, reported that we are recognizing a favorable balance of \$122,000 vs. \$167,000 due to lower hours spent for special education tutors and no homebound tutoring. He also stated that there is a favorable increase in administrative salaries due to Sue Domanico's departure. Mr. Wutka stated that the Finance Subcommittee looked at it this evening and said we are in good shape.

## **II.E. Capitol Region Education Council (CREC)**

Mr. Heminway introduced Dr. Douglas, the Executive Director of the Capitol Region Education Council (CREC). Dr. Douglas explained that CREC is a service center which provides high quality service in education such as professional development, technology services, cooperative purchasing program, etc. Dr. Douglas stated that CREC is a \$165M organization and receives 75% of its funding from competitive grants and 20% from services in the capitol region. Dr. Douglas spoke about magnet school funding and stated that the most current funding formula is based on the end of the legislative session last October. He also spoke about the letter from Commissioner McQuillan to formulate a committee which was approved by the State Board of Education today to attempt to look at how we will be able to function with a \$3.5 to \$4 billion deficit by 2012-2013. Dr. Douglas stated that the participation rate of Granby students in magnet schools is 6.36% which is one of the highest participation rates in the state. Dr. Douglas spoke about the importance of tracking a bill in the general assembly and communicating with legislators - how to get them to pay attention to you and listen to you and adjust legislation according to your perspective. Dr. Douglas spoke about the Sheff case and the fact that the state is under a constitutional court order to get Hartford students enrolled in suburban districts up from 25% to 41% by 2013. Dr. Douglas said that this case was decided 20 years ago and the judge did not say how this was to be done. The judge said the 22 towns cited could come up with a solution: 1) magnet schools, 2) choice, and 3) inter-district grants. CREC is absorbing \$700 per student who attends magnet schools. With regard to open choice, the school districts have not

accepted as many as CREC would have hoped. Dr. Douglas stated that the average per pupil expenditure is \$12,000 and that the state pays for the transportation and the sending district pays for the special education costs. Dr. Douglas feels that the state should really be sending approximately \$9,000 per open choice student and that Granby should receive more because of the number of students we accept. Mr. O'Connor inquired about ECS funding. Dr. Douglas said that taking ECS away from Hartford would be debilitating. Mr. Wutka asked what percentage is currently enrolled in the open choice program. Dr. Douglas stated that 27% are enrolled in Sheff programs, 5% of which are open choice students. Mr. Wutka also inquired if there were any more schools to be constructed. Dr. Douglas stated that there were two more schools that are scheduled to be constructed. Mr. Ohannessian inquired about the percentage of Hartford students vs. suburban students attending magnet schools. Dr. Douglas stated that approximately 50% of CREC magnet schools are Hartford students. Mr. Ohannessian also inquired if the magnet schools are at capacity. Dr. Douglas stated that there were 14,000 applications for 1700 seats this past fall. He also stated that out of the 24 magnet schools CREC owns 12 of them. Dr. Douglas believes that we have too many magnet schools and does not think we can sustain them going forward. He also said that as magnet schools multiplied, students enrolling multiplied along with it. Mr. Wutka inquired if parents would be willing to pay for a specialized school. Dr. Douglas stated that has been looked at and for at least the Greater Hartford Arts Academy, yes, parents are willing to do so. He stated that under the constitution parents do not have to pay to go to a public school and they will not volunteer to do so. He said that we should stop building magnet schools and increase expenditures to \$9,000 for open choice students. Dr. Douglas stated that the Board can meet with the Commissioner, Education Co-chairs and the OPM Director and said that he would arrange the meeting. He stated that if this was done he believes that the general assembly would get the point. Mr. Heminway thanked Dr. Douglas for taking time out of his busy schedule to speak to the Board this evening.

### **III. Consent Agenda**

#### **III.A. Minutes**

A motion was made by Matt Wutka and seconded by Ed Ohannessian to approve the consent agenda. Abstentions made by Ron Walther and John O'Connor. Passed unanimously at 8:25 p.m.

### **IV. Old Business**

#### **IV.A. Connecticut Districts for Diversity and Equity**

A motion was made by John O'Connor and seconded by Ron Walther to adopt the Connecticut Districts for Diversity and Equity. Passed unanimously at 8:26 p.m.

### **V. New Business**

#### **V.A. FY11 Budget Presentation**

Mr. Addley presented the Granby Public Schools' Administrative Budget for FY11. Mr. Addley stated that this is a multi-year problem. FY12 will be worse than this year and we will not be receiving too much help from the state. There is no room to squeeze anything else out of line item expenditures. Last year we lost secretaries, TAs and tutors. He also stated that 0-2% budgets will not enable the district to go after what the mission statement says and stands for. Mr. Heminway stated that we may spend time next week on the Quality & Diversity budget. A parent in the audience stated that he was trying to figure out the swimming issue. He stated that approximately 100 kids are currently swimming at the Y and some are moving toward high school and that he was personally counting on the program to be there. He stated that a decision was made with no input from parents, etc. and that it does not feel right. He stated that he attended this meeting looking for options and possibilities so the door is not closed. Mr. Addley stated that he would be happy to engage in a discussion. The parents will be meeting with Mr. Zalaski, Student Activities' Coordinator, and James Bowe, Principal. The parents also stated that their daughter also benefited from the volleyball program and that they had paid for volleyball and over \$300 for swimming. They also expressed concerns that they have not been given time to think about it and that other families are writing letters, etc. They would like to get a chance to see some options and find a way to support it if possible.

## **VI. Miscellaneous**

### **VI.A. Board Standing Committee Reports**

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

Mr. Walther reported that this committee met this evening. Discussed the Elementary and Secondary Directors' updates (Pat Law will be doing the elementary and secondary updates from now on); update on local prevention council; new student grievance policy will come to the Board for first reading at the next Board meeting; calendar guidelines are pretty much done and will get them to the Board at the next meeting. Mr. Walther stated that the Board wishes to start school after Labor Day but they also want to get out of school at a reasonable time in June. Mr. Walther said it was calculated that over the next 16 years, school will start after Labor Day for 12 years. Additionally, RuthAnn Lobo updated the committee on the 225<sup>th</sup> anniversary in 2011. The Committee is working on activities.

#### **VI.A.2. Finance/Personnel/Facilities**

Mr. Wutka stated that this committee met this evening. Discussed the bus replacement plan - will replace two buses next year due to rust issues - they are 10-11 years old; civil rights compliance update - making good progress on the list and should be completed in 2010-2011 in the summer; use of facilities costs are under for our custodial rate - majority of rates are higher in other towns. Mr. Wutka stated that it has been one year since our numbers have been modified. Rental fees would also be raised but will remain effective until July 1st.

### **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**

Mr. Harry Traver, Business Manager, reported that a meeting was scheduled for tomorrow for the opportunities review and he stated that he should be able to bring the results to the next meeting.

### **VI.C. Board Member Announcements**

There were no Board Member announcements.

### **VI.D. Calendar of Events**

## **VII. Executive Session/Non-Meeting**

A motion was made by Ed Ohannessian and seconded by Matt Wutka to go into executive session. Passed unanimously at 9:24 p.m.

The executive session adjourned at approximately 10:00 p.m.

Respectfully submitted,

Linda Powell  
Recording Secretary

# Funding Proposal for Swimming with No Additional Expense to the Budget

Total Board contribution to swimming program	\$4,807 (\$400/athlete)
Balance for swimming	\$5717 + \$200 (pool) + \$75 p-f-p
Total per athlete	\$475 + \$200 + \$75 p-f-p

Possible ways to decrease the payment for families:

- Increase the number of Granby team swimmers
- Increase the number of co-op swimmers
- Fundraising by the families
- Raise p-f-p by \$10 for all families (swimmers would still pay \$275)
- Raise p-f-p to \$12-\$15 for families (swimmers would only pay \$75)

## **Students**

### **Student Grievance Procedures (Equity/Title IX/504)**

#### **Designation of Responsible Employee**

The Board of Education shall designate an individual as the responsible employee to coordinate school district compliance with Equal Education Opportunity, Title IX, 504 and its administrative regulations.

The designee and/or District's Coordinator, shall formulate procedures for carrying out the policies in this statement and shall be responsible for continuing surveillance of district educational programs and activities with regard to compliance with Equal Education Opportunity, Title IX /504 and its administrative regulations.

The designee shall, upon adoption of this policy and once each academic year thereafter, notify all students of the name, office address and telephone number of the designee. Notification shall be by posting and/or other means sufficient to reasonably advise all students.

#### **Grievance Procedure**

Any student shall have a ready means of resolving any claim of discrimination on the basis of race, color, age, national origin, sex or handicap in the educational programs or activities of the district. Grievance procedures are set forth in administrative regulations.

#### **Dissemination of Policy**

The Superintendent or his/her designee shall annually inform students that the district does not discriminate on the basis of sex in the educational programs or activities which it operates and that it is required by law and its administrative regulations not to discriminate in such a manner. The notification shall be made in the form and manner required by law or regulation.

Legal Reference: 20 U.S.C. 1681 – Title IX of the Educational Amendments of 1972

34 C.F.R. Part 106 – Title IX of the Educational Amendments of 1972

Policy adopted:

GRANBY PUBLIC SCHOOLS  
Granby, CT

## **Students**

### **Student Grievance Procedures**

Any student may bring a grievance forward using the following procedures:

#### **Purpose of Student Grievance Procedures**

1. To provide students with a safe and supportive process for making a grievance.
2. To define the correct procedure for students to follow in resolving grievances.
3. To secure at the lowest possible level an equitable solution to the problem for those parties involved with the grievance.

#### **General Conditions**

1. Procedures described herein do not limit the right of any student reporting and resolving a problem without making a formal grievance complaint.
2. Students should submit a written complaint within forty (40) days of the alleged event or occurrence. Timely reporting of complaints facilitates the investigation and resolution of such complaints.
3. This procedure shall be used only when direct negotiation between parties involved would aggravate existing relationships.
4. Failure at any level of a school Compliance Coordinator, district administrator, Superintendent or the Board of Education to submit a written decision within the specified time limits shall permit the aggrieved student to take said grievance to the next level.  
  
Failure by the student to take the grievance to the next level within the specified time limit shall be considered acceptance of the decision rendered at the particular level.
5. Days indicated at each level should be considered as maximum, and every effort should be made to expedite the grievance process. Specified time limits may be extended by mutual written agreement of involved parties.
6. Formal grievances should be submitted using the district grievance form. Responses/decisions shall be in writing.
7. In the event a grievance is filed after June 1 of any year and this procedure will not allow for settlement prior to completion of the school year, all parties shall attempt to resolve the grievance within ten (10) weekdays of the event or occurrence.

## **Students**

### **Student Grievance Procedures (continued)**

#### **Procedures**

**Level One.** The student shall discuss the alleged discriminatory act or practice with the Compliance Coordinator or the administrative supervisor of the individual who has caused the alleged discrimination. Both the Compliance Coordinator and administrative supervisor will jointly gather facts including, but not limited to, interviewing witnesses including the involved parties. The Compliance office must notify the student in writing within ten (10) business days of the appeal. If this resolution is unsatisfactory to the student then the procedures outlined in Levels II through V should be followed. If the resolution is unsatisfactory to the party alleged to have discriminated, the Compliance Coordinator, administrative supervisor or the student should request in writing a meeting with the Superintendent of Schools.

**Level Two.** The student shall, within forty calendar days of the alleged incident, on forms provided, put the complaint in writing and file it with the Compliance Coordinators. Within five (5) business days following the conference, the complaint must be resolved to the satisfaction of both parties or referred to the Superintendent. The Compliance Coordinator must notify the student within ten (10) business days of the appeal. The Board will be apprised by the Superintendent of any grievance reaching Level II.

**Level Three.** Within ten working days after receipt of such complaint, the Superintendent must hold a hearing and within five working days of the hearing resolve the complaint, negotiate a long term solution, or refer the matter to the Board of Education for consideration. Following the hearing the Superintendent shall render a written decision within ten (10) business days of the appeal.

**Level Four.** If the student is not satisfied with the decision at level three, within five (5) business days of receiving the written decision, he/she may appeal to the Board of Education. Within one (1) calendar month of receiving the appeal, the grievance shall be placed on the agenda of a Board meeting and all involved parties notified of the meeting at which the grievance will be discussed. The student may choose a representative of the committee to assist him/her in discussion. Following the discussion and consideration, the Board of Education shall render a decision in writing to all parties involved.

**Level Five.** If the student and/or the student's parents wish to pursue the grievance, he/she shall proceed in accordance with appropriate state statutes.

Legal Reference: U.S.O.E. Title IX (Final Title IX Regulation Implementing Education Amendments of 1972 Prohibiting Sex Discrimination in Education, eff. date 7/21/75 20 U.S.C. @ 1681 et seq.)

Regulations approved:

# Granby Public Schools

Granby, CT

To: Board of Education  
 From: Alan Addley, Superintendent of Schools  
 Date: March 17, 2010  
 Re: Hartland Programmatic and Academic Performance

This report provides programmatic and achievement data for the Hartland students that attend Granby Memorial High School. Data is from the 2008-2009 school year. The data will assist the district in identifying strengths and needs of the Hartland students.

The programmatic data that is analyzed includes the Hartland students' participation and representation in special education, athletic activities, disciplinary incidents (at least one referral), Honors and Advanced Placement courses and talented and gifted programs.

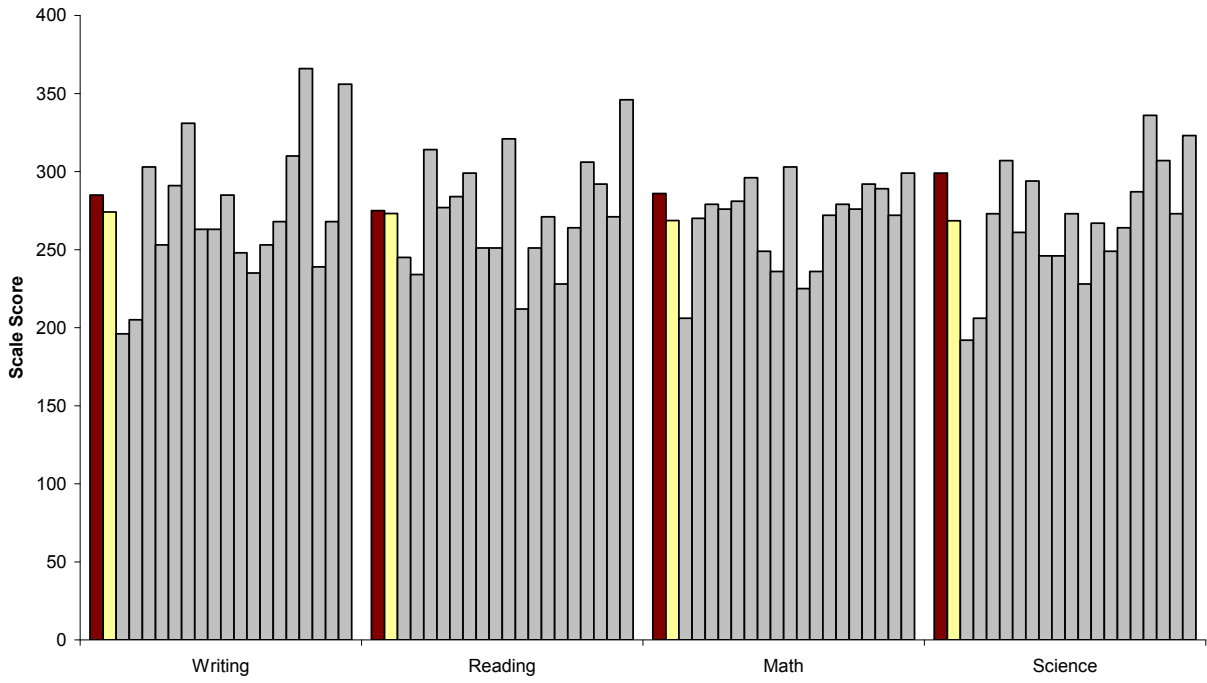
## Enrollment

Enrollment History			
Year	School Population	Hartland Enrollment	Percentage
2001-2002	593	11	1.9%
2002-2003	594	11	1.9%
2003-2004	601	27	4.5%
2004-2005	666	33	5.0%
2005-2006	674	41	6.1%
2006-2007	687	44	6.4%
2007-2008	750	50	6.7%
2008-2009	736	57	7.7%
2009-2010	753	54	7.2%
2010-2011	774	65	8.4%

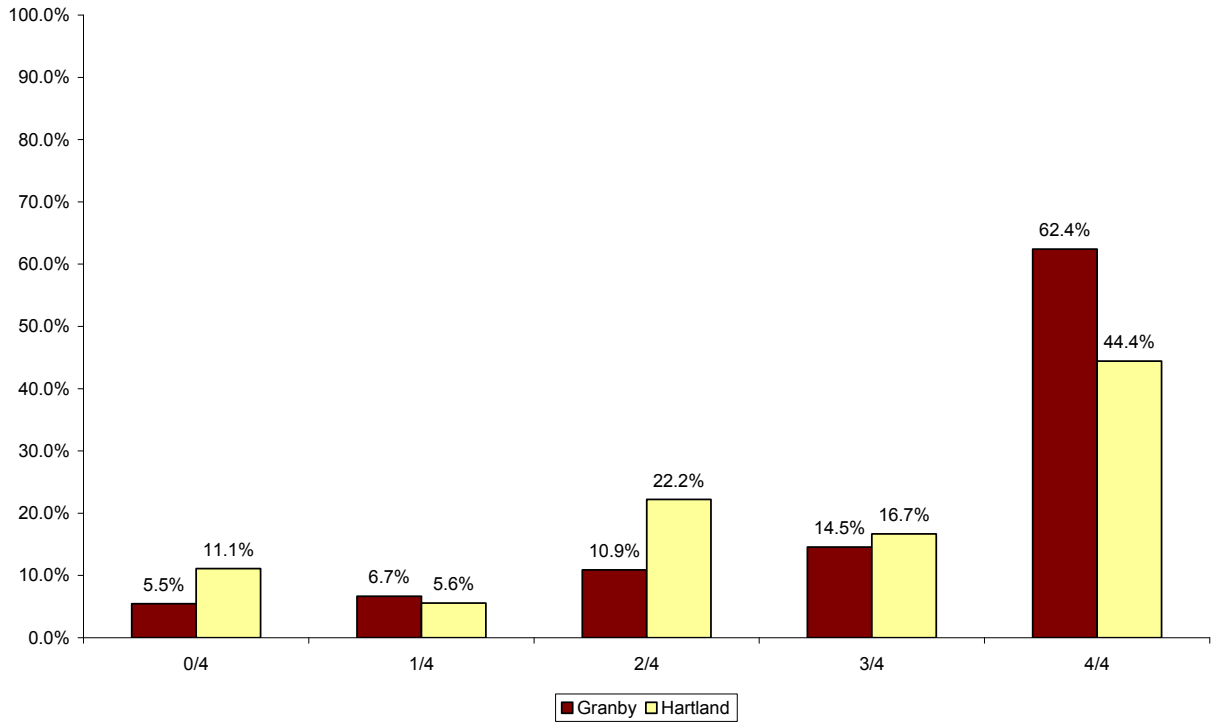
Performance Area	Percentage of Granby Students	Percentage of Hartland Students	Difference
Special Education	6.8	1.8	-5.0
Sports	fall 40.8 winter 14.2 spring 42.6	fall 23.2 winter 16.1 spring 23.2	fall -17.6 winter +1.9 spring -19.4
Discipline Referrals	46.6	55.4	+8.8
AP Enrollment	22.7	17.9	-4.8
Honors Courses	60.1	51.8	-8.3
Gifted & Talented	9.3	0	-9.3

### 2008-2009 CAPT Scale Scores

1st bar in each series shows Granby average, 2nd bar is the Hartland average, followed by individual Hartland Students' Scores

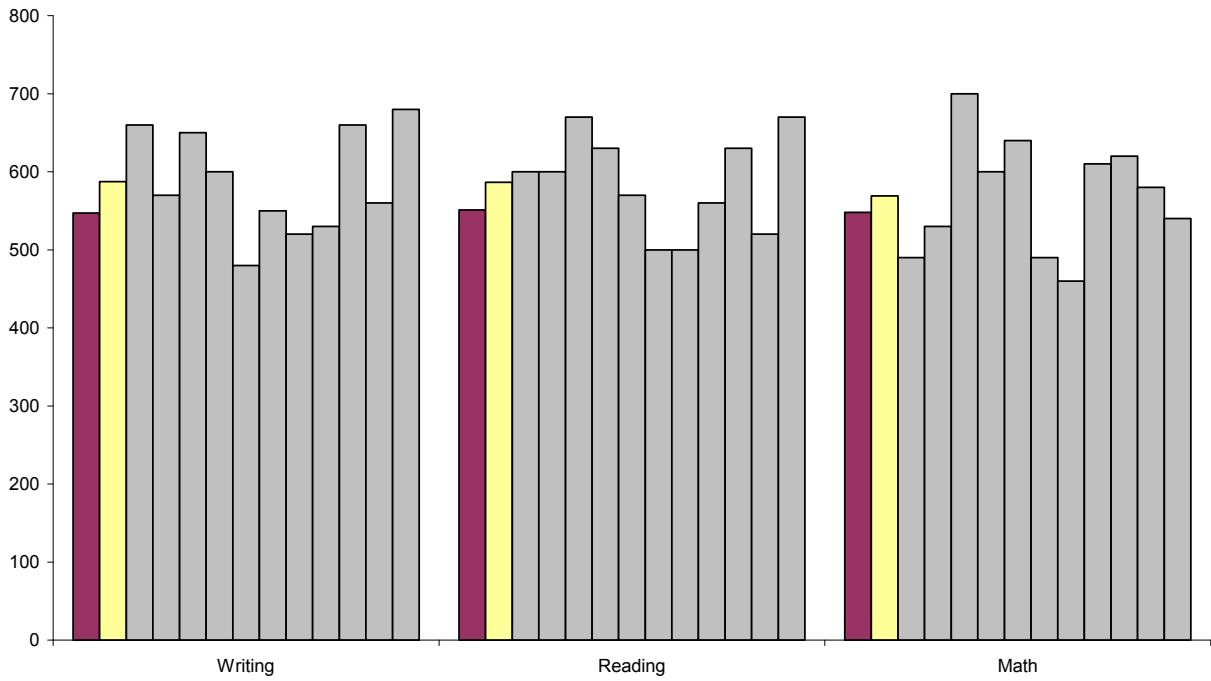


### CAPT Grade 10 Subjects @ Goal 2008-2009



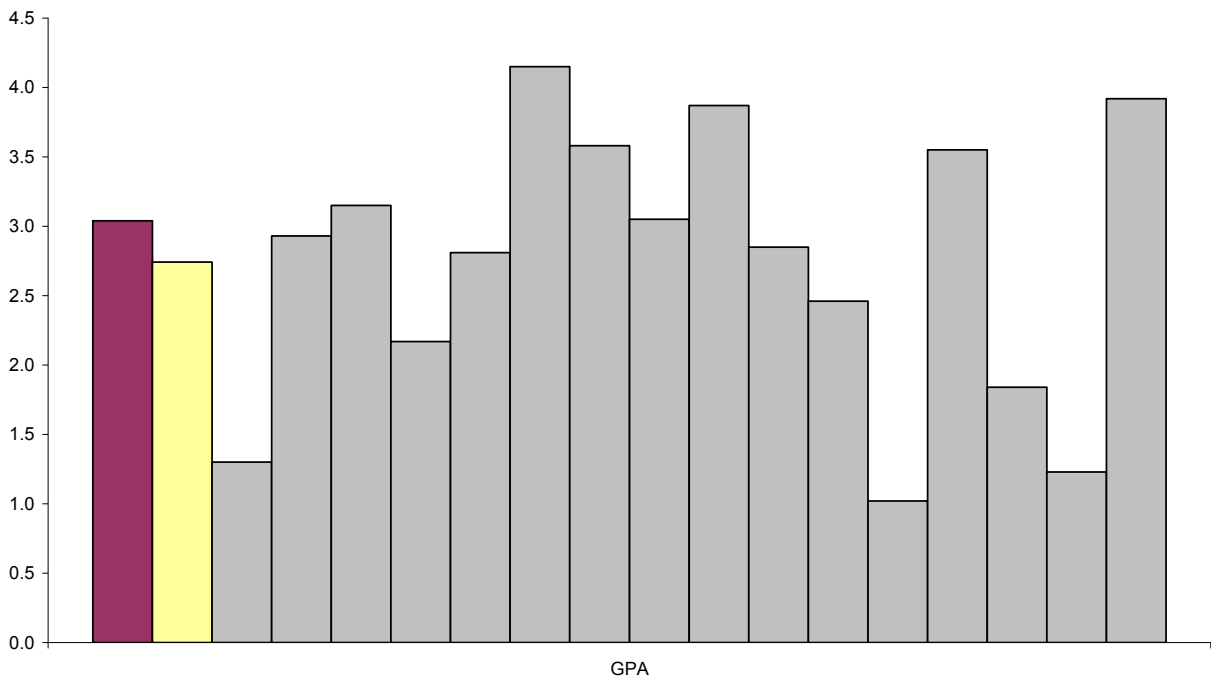
### Class of 2009 SAT Scores

1st bar in each series shows Granby average, 2nd bar is the Hartland average, followed by individual Hartland Students' Scores



### Class of 2009 GPA

1st bar in each series shows Granby average, 2nd bar is the Hartland average, followed by individual Hartland Students' GPAs



## 2009 Graduates

Number of Graduates	17
# attending 2 or 4-year college	12
# entering the work force	2
# taking AP courses	10
National Honor Society Members	3
Top 10 Scholar	3

### Summary

Granby is the designated school for Hartland students and enrollment has steadily increased over the years. Hartland students perform extremely well in Granby and the students are fully integrated into the school system. Historically, the Hartland students have been well represented in recognition programs such as the National Honor Society and the Top Ten Scholar Luncheon. Collaborative working relationships with Hartland have promoted greater curriculum alignment. Long-term collection and analysis of the performance data for Hartland students will support the district in implementing beliefs and practices that support equity of outcomes for all students in the district.

## Curriculum/Policy/Technology/Communication Subcommittee Meeting Minutes

March 3, 2010

5:30 p.m.

### Attendance:

Ronald Walther	Present	Alan Addley	Present
Deb Torgersen	Absent	Pat Law	Present
John O'Connor	Present	RuthAnn Lobo	Present

Meeting commenced at: 5:35 p.m.

Meeting adjourned at: 6:55 p.m.

1. Directors of Elementary and Secondary Education Updates (Attached) – Dr. Law provided the elementary and secondary updates.
2. Update on Asset Survey and Local Prevention Council – Discussed process and Dr. Law provided feedback as liaison. Suggested regular updates to full Board on progress.
3. Policies – Reviewed new student grievance policy. It will go to the Board for a first reading. Will also be updating the child abuse policy.
4. Calendar – Guidelines completed. They will go to the Board at the next meeting.
5. School Improvement Plans – Continued discussion regarding updates to guidelines.
6. Other – RuthAnn Lobo updated the subcommittee on “Celebrate Granby 225” effort with regard to school involvement.

cc: BOE Members

**Finance/Personnel/Facilities Subcommittee Meeting Minutes**  
**March 3, 2010**  
**5:30 p.m.**

Attendance:

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

Meeting commenced at: 5:40 p.m. Meeting adjourned at: 6:55 p.m.

1. February Statement of Accounts – Currently \$167K favorable, no major risks looking ahead.

2. Bus Replacement Plan – Acquire bus now in this year’s budget, then look to add two more in small cap in 2011.

3. Civil Rights Update – Items are moving ahead - making good progress on the list. Many items are to be completed in the summer of 2010 and 2011.

4. Review of Use of Facilities Board Policy – Look to increase hourly custodial rate \$30/\$50 to \$50/\$70. Also look to increase hourly fees – these have not been adjusted for several years.

5. FY11 Budget Update – No issues to proposal.

cc: BOE Members