

Regular Board Meeting
Wednesday, April 28, 2010 7:00 PM Eastern

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

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District Leadership Academy for Teacher Leaders and Aspiring Administrators



Teaching and Learning
April 28, 2010

- ◎ **Great Teachers demonstrate the qualities of great leaders – PLC at Work**
- ◎ **The purpose of school leadership is the improvement of instructional practice and student performance regardless of role – Richard Elmore**
- ◎ **Teachers who choose the path of leadership ...become owners in their schools, rather than mere tenants – Roland Barth**

Teacher Leadership Academy

- ◎ **Academy structured to build the capacity of staff as leaders beyond current structures**
 - > **Content Area Specialists**
 - > **BEST/TEAM mentors**
 - > **PLC team leaders**
 - > **District Leadership Team**
 - > **School Leadership Councils**
 - > **Curriculum and action research committees**
 - > **Peer Mentors**

Teacher Leadership Academy

- ◎ **Began in October 2008 with 20 teachers**
- ◎ **Group met monthly for eight, 2 hour sessions**
- ◎ **Participants received CEUs for participating**
- ◎ **Developed collaborative relationships throughout the district in the course of new learning processes**
- ◎ **Asked participants for feedback**

Teacher Leadership Academy Curriculum

- ◎ **District administrators lead the monthly sessions**
 - > **Understanding Leadership**
 - > **Improving Teaching and Student Learning**
 - > **The Social/Cultural Context**
 - > **The Many Dimensions of School Level Leadership: Making Schools Work**
 - > **The Pathway from the Classroom to School Leadership**
 - > **School Improvement Planning**
 - > **District and Large Scale Reform**
 - > **Professional Learning**

Teacher Leadership Academy – Year 2

- ◎ **2009 -began a second cohort of Teacher Leaders**
 - > 15 teachers participating
- ◎ **Continued with a second year of Cohort One (6 teachers returned for a second year)**
 - > Identify and Study a Problem of Practice
 - > Sharing findings
 - > Developing a Theory of Action
- ◎ **Changed from 2 hours to 1 ½ hours per session**

Next Steps

- ◎ **Review current process**
- ◎ **Assess needs of district and teachers**
- ◎ **Connections to new teacher leader endorsement from Connecticut State Department of Education**

Questions??

Regular Board Meeting – Approved Minutes

April 14, 2010, 7:00 p.m.
Regular Board Meeting

Attendance Taken at 6:54 PM:

Present Board Members:

Cal Heminway
Marie Nicholls
Edward Ohannessian
Deborah Torgersen
Ronald Walther
Matthew Wutka

Absent Board Members:

John O'Connor

I. Public Comment

Mr. Terry Wright, 83 Northwoods Road, North Granby. Mr. Wright spoke about Item 5A on tonight's agenda, specifically, the proposed language in Section 4.2 of proposed Policy 5141.4. Mr. Heminway stated that since this item is on the agenda, Mr. Wright can speak to it at that time. Public comment is reserved for items that are not on the agenda. Mr. Wright stated that he will speak more to this item when it comes up later this evening.

II. Administrative Reports

II.A. Superintendent's Announcements

- Mr. Addley welcomed Kelly Lane staff and students for tonight's Schools in the Spotlight presentation.
- Mr. Addley thanked Alex Tessier who was videotaping for GCTV this evening. Alex is a sophomore at Granby High School.
- The budget hearing on Monday night went very well. Mr. Addley thanked members of the community and staff members who attended this meeting. He stated that the budget is moving forward with the 0% increase for the April 26th town-wide vote and encouraged all residents to attend this important meeting.
- Congratulations to the GEF for another successful GranBee on April 9th. Thank you to staff members and member of the community who participated in this event.
- Congratulations to the high school drama club on their performances of "Anything Goes" as well as to Kelly Lane drama for "The Glass Slipper" performances.
- Congratulations to Wells Road school for raising an additional \$10,000 in fundraising for the American Heart Association.
- Congratulations to the Robotics Club for their inaugural performance in their first scrimmage at the Hartford Convention Center in the beginning of April.
- Congratulations to Wells Road Intermediate School and Granby High School for outstanding performance recognition in the 2009 Governor's Summer Reading Challenge. The two schools will be honored with a recognition ceremony on April 28th in Hartford with Governor Rell.
- A site visit was held for the Wells Road Principal candidate last week. We have selected a finalist who will meet with the Board in executive session this evening.
- First and second round interviews for the High School Principal have been completed. The process is moving forward.

- Many staff members across the district, as well as administrators, attended a workshop on 21st Century Skills by a Harvard professor, Tony Wagner. This is very pertinent to the district's new mission and we look forward to sharing more about it with the community and Board members.
- Continue to meet with constituent groups (clergy) in town to discuss the new mission statement.
- A Board member representative is needed for the Teacher of the Year committee which will begin end of April/beginning of May.
- April vacation is next week.

II.B. Student Representative Reports

- The French trip leaves tomorrow afternoon Paris. Students will be spending time with host families and the school system to learn and practice French and get a different cultural experience.
- The high school band concert will be held on May 6th at 7:00 p.m.
- AP testing will begin after vacation.
- The Nutmeg dance recital will be held April 30-May 1.
- The annual Blood Drive will be held on May 4th
- Earth week was celebrated this week with the environmental club selling organic tie-dyed shirts and the design was drawn by Ms. Paton, high school science teacher.
- 4th quarter is under way and things are pretty hectic to get everything in before finals
- Spring sports are starting. Girls' tennis recently beat Canton and Girls' lacrosse team beat Avon.
- New advisory program starting up with the Bridges Group that recently spoke to the Board. We did a survey to find out what the students want from this new advisory program and what type of student would be a good leader for this program.
- There will be a Chinese field trip to the Adong Supermarket in West Hartford and also to a Chinese restaurant to practice ordering in Chinese in a couple of weeks.

II.C. Business Manager's Reports

Mr. Harry Traver, Business Manager, reported on the statement of accounts for March. He stated that the balance changed slightly from \$167,000 favorable to \$170,000 this month. This was reviewed with the finance subcommittee this evening. Mr. Traver stated that on the revenue page there is an increase of \$68,000 for special education services from other towns and that this is not enough to cover because of the shortfall in the excess cost share to the town.

II.D. Schools in the Spotlight

Mr. Bob Gilbert, Kelly Lane Principal, introduced the pilot program sponsored and funded by GEF called Destination ImagiNation. Sarah Chapple, fifth grade teacher and staff facilitator/liaison for the program, thanked the GEF for their support. Sarah has been a volunteer of the program since 2002. She stated that Destination ImagiNation is about creativity, teamwork and problem-solving. Video clips were shown of one of the projects the students created called a Di-bot. The students then performed a skit showing how the Di-bot helped to clean up their room. Students Cole Goodrow, Richard Hall and Robbie Merrick were available to answer questions from the Board. Mr. Addley asked how often the club meets. Ms. Chapple stated that they meet two days a week and have been meeting since December. Ms. Torgersen asked the students what was their biggest challenge. The students stated that building the robot was their biggest challenge. Mr. Heminway inquired how much was spent on the project. One of the parent liaisons explained that the total cost cannot go above \$150 including supplies for the skit, etc. Mr. Gilbert stated that in addition to the meeting time after school twice a week, that this club also met on Saturdays and during the February vacation in order to get ready for an upcoming event. Mr. Heminway asked if a copy of the video clips could be sent to the GEA and Ms. Chapple stated that she will actually be presenting at their May 17th meeting. Mr. Addley thanked the students, parents and Ms. Chapple. He then asked the students if they plan to join middle school robotics team. The answer from the students was an overwhelming "yes".

III. Consent Agenda

III.A. Minutes

III.B. Graduation

III.C. Healthy Food Certification Statement for FY11

A Motion was made to adopt the consent agenda by Deb Torgersen and seconded by Matt Wutka at 7:25 p.m. It was requested that Item III.B. (Graduation) be moved out of the consent agenda for further discussion. This was agreed to and passed at 7:25 p.m.

A motion was made to establish the date for high school graduation. The calendar date is June 21st. A motion was made by Deb Torgersen and seconded by Ron Walther at 7:27 p.m. Mr. Wutka asked if the professional day of June 1st can be made a school day and move the graduation day to Friday, June 18th. Mr. Addley stated that family plans may have been made for Monday, June 21st and he is concerned that Friday may cause problems, particularly for those that may be traveling from out of town. In terms of the school system, the professional development could be moved but he would like to honor the calendar as the way it is in place at the moment. A few Board members stated that they have had members of the community approach them saying that Friday, June 18th would be a better day. Mr. Wutka stated that the calendar and date for graduation normally get set at this meeting and people should not have made plans because nothing has been set in stone as of yet. Mr. Walther stated that he has also heard many people say that they would like it on Friday. Ray Haack, student representative, stated that he would personally prefer it to be on Friday and said he, too, had heard that Friday would be a more desirable date. An amendment to the motion was made to set the date for Monday, June 21st. Deb Torgersen voted yes and the remainder of the Board opposed the motion. Another amendment to the motion was made by Matt Wutka and seconded by Ron Walther to set the date for graduation on Friday, June 18th and make June 1st a school day for students. Deb Torgersen voted no and the remainder of the Board voted in favor of this motion. This motion was passed at 7:42 p.m.

IV. Old Business

IV.A. Second Reading of Policy 5145.6, Student Grievance Procedures

Mr. Walther stated that this policy is presented for second reading with a change made by Mr. Ohannessian at the last meeting and is recommended by the curriculum subcommittee. Ms. Torgersen had a question regarding the section "Dissemination of Policy". In this paragraph it does not state "...on the basis of race, color, age, national origin, sex or handicap..." for educational programs or activities which is stated in the "Grievance Procedure" paragraph above. Ms. Torgersen suggested that there should be consistency in language between the two paragraphs. Mr. Heminway suggested that Mr. Addley call Vince Mustaro at CABE to clarify the two paragraphs. Mr. Addley will do this and bring this item back to the Board with any necessary corrections.

IV.B. NEAS&C Report

Mr. James Bowe, Principal of GMHS, presented the NEAS&C two-year progress report for the site visit which was conducted in May 2007. Mr. Bowe stated that GMHS continues to be accredited by NEAS&C. Mr. Heminway stated that things are going fine then. Mr. Bowe stated that yes things are going very well and the high school was not asked for any additional reports upon filing the two-year report. The Commission is pleased with what is in place and where the high school is heading. Mr. Ohannessian inquired about the substantive change policy and asked if you need to report these items and if there were any guidelines and, if so, how does it work. Mr. Bowe stated that for instance he reported the budget for the 2009-2010 when it was reduced from 1.9 to 1.1%. Ms. Torgersen inquired that does this mean that you need to report items if they have the possibility of impacting status. Mr. Bowe stated that was correct. He stated as long as we are able to address those issues and able to move forward with our plans and the level of our instruction stays very high. Mr. Addley thanked Mr. Bowe and the staff for the successful completion of the 2-year report.

IV.C. Race to the Top

Mr. Heminway stated that he attended a Race to the Top (RTTT) Meeting at Rentschler Field with Alan, Alex Campagnano and Larry Coxon. This meeting was sponsored by the Connecticut State Department of Education and the Commissioner to give an update on the results of the first round application for RTTT funding which Granby did not choose to participate in. Mr. Heminway stated that he had heard that only two states, Delaware and Tennessee, were in the running for the funds. The second round submission date is June 2nd. Mr. Heminway stated that of significance to us, and 40% of other districts who did not apply, was the fact that instead of getting \$24,000 over four years we would now receive \$164,000 over four years. Ms. Torgersen asked where the money is coming from. Mr. Heminway said the federal government. He also stated that he does not have any information yet and cannot report on any specifics and that no decision is required tonight. Mr. Heminway stated that he would now defer to Larry Coxon for a GEA perspective and to Mr. Addley for his perspective on the meeting. Mr. Coxon stated that CEA was invited to participate in the first round presentation. He stated that the biggest concern for the GEA was that if districts are saddled with the financial liability after this is over then it could result in the loss of teaching jobs or affect salary increases. Mr. Coxon stated that with regard to student performance, he felt that if a model could be developed that could be seen beforehand that would be great but they just said "trust us" and just expected us to sign on. He has talked to other associations and doesn't think there will be much change this round. He also stated that they did not want to discuss why this was a good thing for education and students and that it was all about the money and not a very convincing argument. Mr. Addley stated that it is an unfortunate way to fund education whether or not the initiatives are good, bad or indifferent. Mr. Addley stated he felt that we still do not know what we are signing up for. We have to do what is right for the town of Granby. Ms. Torgersen inquired if the state gets the numbers do we get the money. Mr. Heminway stated that there are many tasks and each state must prescribe to the framework. The state then scores it to see if you win or lose. Connecticut's application came in 25th in the first round. He said that he heard 10 would be approved in the second round and that Connecticut would have to do significantly better in the second round. Mr. Heminway stated that this item will be voted on at the next meeting and that he will hopefully have more information at that time.

IV.D. FY11 Budget

Mr. Wutka stated that the budget was presented to a fairly mellow crowd this year and that they seemed very appreciative of the budgets put forward by the three boards. It was stressed that the next two years would be tough. Overall it was well received. The Board of Finance approved it and the next meeting is April 26th for the town-wide vote. Mr. Heminway encouraged people to attend to support the flat budget.

V. New Business

V.A. First Reading of Policy 5141.4, Reports of Suspected Abuse or Neglect of Children

Mr. Walther stated that the Curriculum Subcommittee reviewed the existing policy and has updated it and revised it completely to supersede the existing policy and administrative regulations. He stated that we have deviated from policy norm and have put together a comprehensive policy that includes the administrative regulations as policy. He stated that this way, any change to the process would require a vote of the Board. He also stated that this policy is more specific and inclusive and includes the appropriate updated legal references and that the subcommittee proposes this policy for a first reading as it stands. Mr. Heminway wanted to clarify that the administrative regulations are now part of the policy. Mr. Walther stated that, yes, they were. Mr. Heminway asked if it standard procedure as far as CAGE was concerned to include administrative regulations as part of the policy. Mr. Addley stated that CAGE as well as the attorney agreed with given the significance of this policy and the comprehensiveness of it. He also stated that it was highly influenced by attorneys and legal updates as a final lens and the policy is as up-to-date as it can be given the law. Mr. Walther stated that the committee has approved this policy. Mr. Terry Wright, who spoke during public comment, stated that Section 17a-106 of the Connecticut General Statutes is not included in the proposed policy which necessitates police notification. Mr. Wright stated that child abuse is a criminal act and it is not

the job of the school system or DCF to do the investigating. It is the job of the police department. He stated that he has over 10 years of experience in investigative matters and has training in evidence collection. Mr. Wright stated that when you are dealing with something like this it is of the utmost importance to have the scene examined if at all possible and that if the police are not involved right at the beginning you can lose opportunities for conviction. Mr. Wright stated that Section 17a-106 spells this out. Mr. Wright inquired if we are doing away with the administrative regulation from Policy 1411 where it is stated quite clearly that the police and DCF will be notified. He stated that he would like to know where is the obligation for the school to contact the police in these matters. Mr. Heminway stated that we will have to review this, get some detail on it and will get back to him. Mr. Addley stated that he thought he knew what Mr. Wright was speaking about it and that it was the conflict with the Community Relations Policy 1411. Mr. Wright acknowledged that yes it was. Mr. Addley stated that the child abuse policy conflicted with the community relations policy and that we must align these policies. He said that the community relations policy will be revisited at some point. Mr. Wright closed with the comment that Granby has a moral and ethical obligation to notify police when a crime occurs and that this cannot be left with administration. Mr. Walther stated that the Board will take Policy 5141.4 back to Mr. Mooney to compare to Policy 1411 and will report back at the next Board meeting.

V.B. Local Prevention Council Update

Dr. Patricia Law, Director of Secondary Education, presented an update on the Local Prevention Council to the Board. Dr. Law stated that the Local Prevention Council is a community coalition to create a strategic plan to respond to the asset survey. This is an offshoot of the Granby youth services bureau. They meet twice a month and consist of 15-20 community members which includes 3 school representatives to work on their Vision, Mission and Goals. Dr. Law spoke about the two goals of the council and explained that as a group they have looked at all of the data and indicators and will begin to develop action steps to support each objective. Mr. Heminway inquired if the action plan will come forward and Dr. Law replied that yes it will. Mr. Ohannessian inquired as to why they are waiting 5 years until next survey. He also said that he would think that you would want as current data as possible if you are implementing things. Dr. Law stated that the goal would be to do it every 2-3 years. Mr. Ohannessian felt that the cost was minimal enough to do that. Dr. Law will bring this back to the prevention council at their next meeting. Mr. Heminway asked Dr. Law if she had heard that kids said they answered yes to some of the questions even though they did not participate in the activity. Dr. Law stated that this survey was chosen because of its accuracy. Only 19 out of 1,000 were eliminated based on inconsistent responses, etc. Mr. Addley stated that this is the first time we have ever been able to quantify risky behaviors and that he supports the retesting.

V.C. Proposed Calendar Guidelines

The proposed calendar guidelines were discussed. The Board discussed the adoption of a two-year calendar as well as a three-year calendar but thought that three years seems to go out a bit too far. It was agreed by the Board that the Curriculum Subcommittee will review the calendar(s) prior to being approved by the Board. Mr. Ohannessian inquired why we are starting on a Tuesday and not a Monday. He said that he would rather start on a Monday. Ms. Torgersen stated that it was the belief of the subcommittee that it eases students into school with a shorter week after returning from summer vacation. Mr. Walther stated that the first day of school has already been decided. Mr. Heminway inquired with regard to a two-year calendar if we have the capability to lock in essentially a year three calendar. Mr. Addley stated that yes we did and that he was comfortable with that. A motion was made by Ron Walther and seconded by Marie Nicholls to approve the guidelines as presented at 9:02 p.m. The Board wanted to comment and discuss this item further. Mr. Wutka stated with regard to maintaining a one-week spring vacation, if the Board could reconsider moving the vacation to the end of March. Mr. Addley stated that he felt this would put a strain on the staff and academic program and that the majority of districts do not have vacation in March. Mr. Walther said that the guidelines do not say we have to schedule the break in April - just maintain a "spring" break. Mr. Wutka stated that he would also like to see the day before Thanksgiving as a half day instead of a full day off. Mr. Addley stated that history says that this day was a big absentee day and one of the reasons for

going to the full day off. And, lastly, Mr. Wutka also spoke about religious holidays and respecting the Jewish holidays in the fall. He asked about 2013-2014 and if Yom Kippur and Rosh Hashanah fall during the week – do we take both days off? He said that he would like to propose a half day of school with no tests or review for tests given that day. Mr. Addley stated that if you are trying to be respectful to the Jewish holiday, a half day really doesn't accomplish this. Mr. Wutka stated that a student can be absent that day as well as teachers are allowed to take personal days for religious beliefs. After discussion, an amendment to the motion was made to approve the calendar guidelines as presented. Ed Ohannessian and Matt Wutka were opposed and Deb Torgersen, Ron Walther, Marie Nicholls, and Cal Heminway were in favor of the proposed calendar guidelines. This motion was passed at 9:13 p.m.

V.D. Proposed FY11 School Calendar

The proposed 2010-2011 school calendar was discussed which reflected the first day of school as Tuesday, August 31st and the last day of school on June 9th. A motion was made by Ron Walther and seconded by Marie Nicholls to adopt the proposed calendar at 9:15 p.m. A discussion was held by the Board regarding the comments Mr. Wutka made about the calendar guidelines. Mr. Wutka stated that he would like to see the April vacation moved from April 18-22 to March 28-April 1. Mr. Addley stated that he cannot advocate a March vacation. Mr. Wutka inquired why it takes so long to complete CMT and CAPT testing. Mr. Addley stated that tests are taken by some students individually and we do follow-up with all students who are absent, etc. Ms. Torgersen stated that she would like to see another day off in February - instead of a four-day weekend to a five-day weekend. An amendment to the motion was made by Ed Ohannessian and seconded by Matt Wutka to move the April vacation to the last week in March. Mr. Ohannessian and Mr. Wutka voted in favor of this amendment and Deb Torgersen, Ron Walther, Marie Nicholls, and Cal Heminway opposed the amendment to the motion. This motion was denied at 9:20 p.m. The Board then took a vote to approve the proposed calendar as presented. Deb Torgersen, Ron Walther, Marie Nicholls, and Cal Heminway were in favor and Matt Wutka and Ed Ohannessian opposed the motion at 9:20 p.m.

V.E. Preliminary FY12 School Calendar

The preliminary calendar for the 2011-2012 school year was discussed. A motion was made by Matt Wutka and seconded by Ron Walther to adopt preliminary calendar. Mr. Wutka stated that he would like to amend the start of school to Monday, August 29th and go to school a half day on November 23. An amendment to the motion was made by Matt Wutka and seconded by Ed Ohannessian to move up the start of school to Monday, August 29th. Matt Wutka, Ed Ohannessian and Marie Nicholls approved and Deb Torgersen, Ron Walther and Cal Heminway opposed this motion. This motion was denied due to a 3-3 tied vote. A second amendment to the motion was made by Matt Wutka and seconded by Ed Ohannessian for a half day in November. This motion was passed unanimously at 9:21 p.m. Mr. Ohannessian proposed to put the preliminary calendar on the next Board agenda to be able to adopt a two-year calendar. A third amendment to the motion was made by Deb Torgersen and seconded by Ron Walther to add one day to the February vacation. Deb Torgersen and Ron Walther voted in favor of this motion and Ed Ohannessian, Matt Wutka, Cal Heminway, and Marie Nicholls opposed this motion. This motion was denied at 9:25. A motion was made by Ed Ohannessian and seconded by Ron Walther to adopt the preliminary calendar as amended. Passed unanimously at 9:25 p.m.

V.F. Bus Bid Award

A motion was made by Matt Wutka and seconded by Ed Ohannessian at 9:25 p.m. Mr. Harry Traver, Business Manager, discussed the bus bid award. Mr. Traver stated that Dattco was the only bidder. The cost of the buses is within the number in the budget and the same style that we currently have and are handicap accessible. Passed unanimously at 9:27 p.m. after some discussion.

VI. Miscellaneous

VI.A. Board Standing Committee Reports

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

VI.A.2. Finance/Personnel/Facilities

Mr. Wutka stated that the Finance Subcommittee met this evening. They discussed fees for use of facilities to be increased next year and will pass a list onto the curriculum subcommittee to review. Mr. Wutka stated that following items were also discussed: heating oil and diesel fuel which are locked in for next year ever so slightly under our budget; the healthy food certification which the subcommittee does not agree with; the lunch contract which is in the second year of a five-year contract and will need to go back out to bid since there have been some regulatory changes; and, use of ARRA funding for a study and review of special education resources. Mr. Addley stated that the program review of special education will look mainly at the increase in special education pre-school students, student achievement, and how to control other special education costs. The report should arrive over the summer. Mr. Wutka stated that the committee also discussed IDEA grant money which will be used to work with Hanover Group and other towns, such as Plainville, Canton and Simsbury, to position ourselves better with technology in a couple of years from now.

VI.B. Other Board-Related Reports

VI.B.1. CPPAC

VI.B.2. CREC/CABE

Mr. Heminway stated that he had some information to report on the National School Boards Association but due to the late hour, he will report on this item at the next Board Meeting.

VI.B.3. Granby Education Foundation

Mr. Heminway stated that the GranBee was well attended last weekend.

VI.B.4. Energy-Saving Initiatives

Mr. Harry Traver stated that there was an energy savings on heating oil this year. He said that it looks as though we may come in at 10,000 gallons less than projected.

VI.C. Board Member Announcements

There were no Board member announcements.

VI.D. Calendar of Events

The calendar of events is as shown.

VII. Executive Session/Non-Meeting

The Board adjourned the meeting and entered into executive session with a motion made by Ed Ohannessian and seconded by Matt Wutka at 9:32 p.m.

The Board adjourned from executive session at 10:41 p.m.

Respectfully submitted,

Linda Powell
Recording Secretary

Students

Student Grievance Procedures (Equity/Title IX/504)

Designation of Responsible Employee

The Superintendent 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 race, color, age, national origin, sex or handicap 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

Reports of Suspected Abuse or Neglect of Children

Connecticut General Statutes Section 17a-101 et seq. requires certain educational personnel (school teachers, school administrators, school superintendents, school guidance counselors, school coaches and paraprofessionals) as well as registered and licensed practical nurses, psychologists, social workers, mental health professionals, physical therapists and certain professional counselors who have reasonable cause to suspect or believe that a child has been abused or neglected to report such abuse and/or neglect. In furtherance of this statute and its purpose, it is the policy of the Board of Education to require ALL EMPLOYEES of the Board of Education to report suspected abuse and/or neglect, in accordance with the procedures set forth below. For purposes of this policy, school employees also include any person who, under a contract with the Board, and in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school.

1. Scope of Policy

This policy applies not only to employees who are required by law to report suspected child abuse and/or neglect, but to ALL EMPLOYEES of the Board of Education.

2. Definitions

For the purposes of this policy:

"Abused" means that a child (a) has had physical injury or injuries inflicted upon him or her other than by accidental means, or (b) has injuries which are at variance with the history given of them, or (c) is in a condition which is the result of maltreatment, such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment.

"Neglected" means that a child (a) has been abandoned, or (b) is being denied proper care and attention, physically, educationally, emotionally or morally, or (c) is being permitted to live under conditions, circumstances or associations injurious to his well-being, or (d) has been abused.

"Statutory mandated reporter" means an individual required by Conn. Gen. Stat. Section 17a-101 to report suspected abuse and/or neglect of children. In the public school context, the term "statutory mandated reporter" includes teachers, school administrators, school superintendents, school guidance counselors, school coaches, paraprofessionals, registered and licensed practical nurses,

psychologists, social workers, mental health professionals, certified alcohol and drug counselors, physical therapists and any other licensed professional counselor.

3. What Must Be Reported

A report must be made when any employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that a child under the age of eighteen:

- a) has been abused or neglected;
- b) has had non-accidental physical injury, or injury which is at variance with the history given for such injury, inflicted upon him/her; or
- c) is placed at imminent risk of serious harm.

4. Reporting Procedures for Statutory Mandated Reporters

The following procedures apply only to statutory mandated reporters, as defined above.

When an employee of the Board of Education who is a statutory mandated reporter and who, in the ordinary course of the person's employment, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, the following steps shall be taken.

- (1) The employee shall immediately, upon having reasonable cause to suspect or believe that a child has been abused, neglected, or placed in imminent danger of serious harm, notify the Building Principal or his/her designee.
- (2) The employee shall make an oral report as soon as practicable, but not later than twelve hours after having reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm. Such oral report shall be made by telephone or in person to the Commissioner of Children and Families or the local law enforcement agency.

**Policy
5141.4 (c)**

- (3) The Building Principal or his/her designee shall make an oral report as soon as practicable to the Superintendent or the Superintendent's designee.
- (4) In cases involving suspected or believed abuse or neglect by a school employee, the Superintendent or his/her designee shall immediately notify the child's parent or guardian that such a report has been made.
- (5) Within 48 hours of making an oral report the employee shall submit a written report to the Commissioner of Children and Families or his/her representative containing all of the required information.
- (6) The employee shall immediately submit a copy of the written report to the Superintendent or the Superintendent's designee.
- (7) If the report concerns suspected abuse or neglect by a school employee holding a certificate, authorization or permit issued by the State Department of Education, the Superintendent shall submit a copy of the written report to the Commissioner of Education or his/her representative.

5. Reporting Procedures for Employees Other Than Statutory Mandated Reporters

The following procedures apply only to employees who are not statutory mandated reporters, as defined above.

- a) When an employee who is not a statutory mandated reporter and who, in the ordinary course of the person's employment or profession, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, the following steps shall be taken.
 - (1) The employee shall make an oral report as soon as practicable, but not later than twelve hours after the employee has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm. Such oral report shall be made by telephone or in person to the Superintendent of Schools or his/her designee (Building Principal), to be followed by an immediate written report to the Superintendent or his/her designee.

- (2) If the Superintendent or his/her designee determines that there is reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, he/she shall cause reports to be made in accordance with the procedures set forth for statutory mandated reporters.
- b) Nothing in this policy shall be construed to preclude an employee reporting suspected child abuse and/or neglect from reporting the same directly to the Commissioner of Children and Families.

6. Contents of Reports

Any oral or written report made pursuant to this policy shall contain the following information, if known:

- a) The names and addresses of the child and his/her parents or other person responsible for his/her care;
- b) the age of the child;
- c) the gender of the child;
- d) the nature and extent of the child's injury or injuries, maltreatment or neglect;
- e) the approximate date and time the injury or injuries, maltreatment or neglect occurred;
- f) information concerning any previous injury or injuries to, or maltreatment or neglect of the child or his/her siblings;
- g) the circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter;
- h) the name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect; and
- i) whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.

7. Investigation of the Report

If the suspected abuser is a school employee, the Superintendent shall thoroughly investigate the report. Recognizing the fact that the Department of Children and Families (“DCF”) is the lead agency for the investigation of child abuse and neglect reports, the Superintendent's investigation shall be coordinated with DCF and/or the police in order to minimize the number of interviews of any child and to share information with other persons authorized to conduct an investigation of child abuse and neglect. When investigating a report, the Superintendent shall endeavor to obtain, when possible, the consent of parents or guardians or other persons responsible for the care of the child to an interview with a child, except in those cases in which there is reason to believe that the parents or guardians or other persons responsible for the care of such child are the perpetrators of the alleged abuse, or where DCF has indicated that obtaining such consent will interfere with its investigation.

The investigation shall include an opportunity for the suspected abuser to be heard with respect to the allegations contained within the report. During the course of an investigation of suspected abuse by a school employee, the Superintendent may suspend the employee with pay or may place the employee on administrative leave with pay, pending the outcome of the investigation.

a) Evidence of Abuse by a School Employee Holding a Certificate, Authorization or Permit Issued by the State Department of Education

If, upon completion of the investigation by the Commissioner of Children and Families (“Commissioner”), the Superintendent has received a report from the Commissioner that he or she has reasonable cause to believe that a child has been abused by a school employee who holds a certificate, permit, or authorization issued by the State Department of Education, and that the Commissioner has recommended that such employee be placed on the child abuse and neglect registry, the Superintendent shall make a written request to the Commissioner that he or she provide all records, whether or not created by DCF, concerning such investigation to the

Superintendent. In addition, the Superintendent shall suspend the employee, if not previously suspended, with pay and without diminution or termination of benefits.

**Policy
5141.4 (f)**

Within seventy-two (72) hours after such suspension the Superintendent shall notify the Board of Education and the Commissioner of Education, or his or her representative, of the reasons for and the conditions of the suspension. The Superintendent shall disclose records received from DCF to the Commissioner of Education and the Board of Education or its attorney for purposes of review of employment status or the status of such employee's certificate, permit or authorization. For certified personnel, such suspension shall remain in effect until the Board of Education acts pursuant to the provisions of Conn. Gen. Stat. Section 10-151.

Regardless of the outcome of any investigation by the Commissioner of Children and Families and/or the police, the Superintendent and/or the Board, as appropriate, may take disciplinary action, up to and including termination of employment, in accordance with the provisions of any applicable statute, if the Superintendent's investigation produces evidence that a child has been abused by a school staff member who holds a certificate, permit or authorization issued by the State Department of Education.

If the contract of employment of such certified school employee is terminated as a result of an investigation into reports of child abuse and neglect, the Superintendent shall notify the Commissioner of Education, or his or her representative, within seventy-two (72) hours after such termination.

b) Evidence of Abuse by Other School Staff

If the investigation by the Superintendent and/or the Commissioner of Children and Families produces evidence that a child has been abused by a non-certified school staff member, the Superintendent and/or the Board, as appropriate, may take disciplinary action, up to and including termination of employment.

8. Delegation of Authority by Superintendent

The Superintendent may appoint a designee for the purposes of receiving and making reports, notifying and receiving notification, or investigating reports pursuant to this policy.

**Policy
5141.4 (g)**

9. Disciplinary Action for Failure to Follow Policy

Except as provided in Section 10 below, any employee who fails to comply with the requirements of this policy shall be subject to discipline, up to and including termination of employment.

10. Non-discrimination Policy

The Board of Education shall not discharge or in any manner discriminate or retaliate against any employee who, in good faith makes, or in good faith does not make, a report pursuant to this policy, or testifies or is about to testify in any proceeding involving abuse or neglect.

Legal References:

Connecticut General Statutes:

Section 10-151

Section 17a-101 et seq.

Section 17a-103

Section 17a-106

Public Act 09-242, "An Act Concerning Sexual Activity between School Workers and Students and Including School Superintendents as Mandated Reporters of Child Abuse or Neglect"

Policy Adopted:

**GRANBY PUBLIC SCHOOLS
Granby, CT**



STATE OF CONNECTICUT
STATE BOARD OF EDUCATION



April 16, 2010

Dear Colleague,

As you are aware, Connecticut is applying for Phase II of the Race to the Top (RTTT) grant – a competitive \$4.35 billion education reform program enacted as part of the American Recovery and Reinvestment Act of 2009 (ARRA). By applying in Phase I of the competition we obtained very helpful feedback from the U.S. Department of Education reviewers to inform and improve our application for Phase II.

This memorandum serves to provide you with an update regarding the major modifications that will be included in our Phase II application and important timelines and updates for the Memorandum of Understanding (MOU) elements and process.

The overarching changes within our Phase II application will be to:

- Expand the number of participating Local Education Agencies (LEAs) to reach every community in CT **by providing incentive funds and services to every LEA**;
- Increase the depth of our application by limiting the number of “elective offerings”;
- Establish new partnerships, particularly from the business community, to secure financial sustainability of reforms;
- Engage higher education more extensively;
- Develop new supporting legislation; and
- Develop a new roadmap for education reform in CT—one that integrates the past with the present and with the new realities and assurances required in the **Elementary and Secondary Education Act (ESEA)**, which are *clearly aligned with RTTT reforms*.

In order to be a strong competitor for the RTTT grant in Phase II, Connecticut is asking **all** Superintendents, Board of Education Chairs, and Local Union Presidents, that elect to implement all or significantly all of the State’s RTTT plan, to once again formally sign a MOU outlining the LEAs commitment to implement the State’s plan.

Our intent is to distribute the MOU to LEAs the week of April 26, 2010, along with a synopsis of what will be required of LEAs for Phase II of the RTTT. In order for Connecticut to submit an application to the U.S. Department of Education on June 1, 2010, **LEAs must submit signed MOUs to the Connecticut State Department of Education (CSDE) no later than May 19, 2010.**

In order to provide guidance and answer any questions LEAs may have about the Phase II Application and the MOU content, the CSDE will be **conducting a series of conference calls from the period of May 1, 2010 through May 19, 2010.** Please know that more firm dates will be forwarded to you shortly.

A *preliminary* summary of the elements, by reform area, that will be included in our Phase II Application and MOU are referenced below. This summary represents the core elements essential to the RTTT grant.

Standards and Assessments

- Support the transition to and implementation of national common standards and high-quality assessments.

Data Systems to Support Instruction

- Participation in the expansion of the state longitudinal data system (SLDS) to include student schedule and staff modules.
- Providing data to the Connecticut Education Data and Research (CEDaR) to support the state and federal evaluation of the RTTT initiatives and on-going development of the State's integrated PK – 16 SLDS.
- Integration of the CMT vertical scale results as a component of local accountability to measure student growth.
- Participation in professional development on the use of data and use data to improve instruction.
- Make available appropriate data for research and program evaluation.
- Use of the Grade 3-8 Benchmark Assessment System (CBAS) or an approved locally developed benchmark system to monitor student progress.

Great Teachers and Leaders

- Implementation of a new, comprehensive system for supporting, supervising and evaluating teachers and principals, to be developed by CSDE in collaboration with external partners and LEAs, based on:
 - *The Common Core of Teaching*
 - *Connecticut's Guidelines for Teacher Evaluation and Professional Development*
 - *The Common Core of Leading*
 - Multiple measures of assessment (including student growth)
 - Current best practices in Connecticut
 - Statewide report indicators required by RTTT
- Utilization of the new evaluation system developed to conduct annual evaluations that will inform professional development and decisions around compensation, promotion, retention, tenure and removal.
- Implementation of Secondary School Reform: Part I of the Connecticut Eight-Year Plan.
- Collaboration with CSDE to ensure equitable distribution of effective teachers and principals via Advanced Placement course expansion and incentives for hiring, recruiting, and retaining highly effective teachers and principals in shortage areas and disadvantaged communities (*LEAs may have to apply for these incentive funds from CSDE*).
- Participation in initiatives that foster equity, diversity, and inclusion.

Dear Colleague
April 16, 2010
Page 3

- Participation in the Connecticut Accountability for Learning Initiative (CALI) to use data to improve instruction.
- Family engagement and parent leadership training activities.
- Participation in science, technology, engineering and math (STEM) innovation initiatives.
- Piloting the Board Examination Project (LEAs have the opportunity to elect to implement this project).

Turning Around the Lowest Achieving Schools

(Districts Identified: Bridgeport, Hartford, New Britain, New Haven, and Windham)

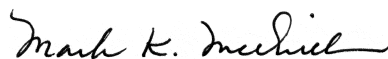
- Implementation of requirements of Section 1003 (g) of the ESEA Title I School Improvement Grants within the context of the CALI Framework.

If you have any questions, please contact Ms. Jessica Andrews, CSDE's ARRA Coordinator, at 860-713-6582 or via email at jessica.andrews@ct.gov.

We also invite you to provide any feedback on the preliminary MOU elements and application, via email at RTTT@ct.gov. Your involvement and support is integral to submitting a winning Phase II Application in June, as the winners of Phase I obtained **over 90 percent support** from their LEAs, including signatures of all three stakeholders: Superintendents, Board of Education Chairs, and Local Union Presidents.

Your support is greatly appreciated and we look forward to working together on this very important initiative.

Sincerely yours,



Mark K. McQuillan
Commissioner of Education

PRELIMINARY CALENDAR WITH AUGUST 30th START DATE

**GRANBY PUBLIC SCHOOLS
PRELIMINARY 2011-2012 SCHOOL CALENDAR**

AUG/SEPT (22 days)

| <u>M</u> | <u>T</u> | <u>W</u> | <u>TH</u> | <u>F</u> |
|----------|----------|----------|-----------|----------|
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30☼ | 31 | 1 | 2 |
| 5H | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29H | 30 |

JANUARY (21 days)

| <u>M</u> | <u>T</u> | <u>W</u> | <u>TH</u> | <u>F</u> |
|----------|----------|----------|-----------|----------|
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16H | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 | | | |

MAY (21 days)

| <u>M</u> | <u>T</u> | <u>W</u> | <u>TH</u> | <u>F</u> |
|----------|----------|----------|-----------|----------|
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28H | 29PD | 30 | 31 | |

OCTOBER (20 days)

| <u>M</u> | <u>T</u> | <u>W</u> | <u>TH</u> | <u>F</u> |
|----------|----------|----------|-----------|----------|
| 3 | 4 | 5 | 6 | 7 |
| 10H | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31 | | | | |

FEBRUARY (19 days)

| <u>M</u> | <u>T</u> | <u>W</u> | <u>TH</u> | <u>F</u> |
|----------|----------|----------|-----------|----------|
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20H | 21V | 22 | 23 | 24 |
| 27 | 28 | 29 | | |

JUNE (4 days)

| <u>M</u> | <u>T</u> | <u>W</u> | <u>TH</u> | <u>F</u> |
|----------|----------|----------|-----------|----------|
| | | | | 1 |
| 4 | 5 | 6☼ | 7+ | 8+ |
| 11+ | 12+ | 13+ | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

NOVEMBER (19 days)

| <u>M</u> | <u>T</u> | <u>W</u> | <u>TH</u> | <u>F</u> |
|----------|----------|----------|-----------|----------|
| | 1 | 2 | 3 | 4 |
| 7 | 8PD | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23* | 24H | 25H |
| 28 | 29 | 30 | | |

MARCH (22 days)

| <u>M</u> | <u>T</u> | <u>W</u> | <u>TH</u> | <u>F</u> |
|----------|----------|----------|-----------|----------|
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

LEGEND:

- ☼ First/Last Day of School
- H Holiday - No School
- PD Prof. Dev. - No School
- V Vacation - No School
- + Emergency Days

DECEMBER (17 days)

| <u>M</u> | <u>T</u> | <u>W</u> | <u>TH</u> | <u>F</u> |
|----------|----------|----------|-----------|----------|
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23* |
| 26V | 27V | 28V | 29V | 30V |

APRIL (15 days)

| <u>M</u> | <u>T</u> | <u>W</u> | <u>TH</u> | <u>F</u> |
|----------|----------|----------|-----------|----------|
| 2 | 3 | 4 | 5 | 6H |
| 9 | 10 | 11 | 12 | 13 |
| 16V | 17V | 18V | 19V | 20V |
| 23 | 24 | 25 | 26 | 27 |
| 30 | | | | |

VACATIONS: DECEMBER 26, 2011-DECEMBER 30, 2011 APRIL 16-20, 2011

KINDERGARTEN PARENTS PLEASE NOTE – If school is released early due to weather, afternoon kindergarten will automatically be cancelled and morning kindergarten will be shortened to 10:20 a.m.

High School graduation will take place no later than the 185th day of school. The date will be confirmed at the first BOE meeting following April 1.

| <u>SCHOOL HOURS</u> | <u>STUDENT REGULAR HOURS</u> | <u>TEACHER REGULAR HOURS</u> | <u>EARLY RELEASE</u> | <u>DELAYED OPENING</u> |
|---------------------------|----------------------------------|----------------------------------|--------------------------|----------------------------|
| Middle School/High School | 7:35 - 2:20 | 7:30 - 2:45 | 7:35 - 12:00 | 9:10 - 2:20 |
| Kelly Lane & Wells Road | 8:20 - 3:05 | 8:05 - 3:20 | 8:20 - 12:45 | 9:50 - 3:05 |
| Kearns Primary School | 8:35 - 3:20 | 8:20 - 3:35 | 8:35 - 1:00 | 10:05 - 3:05 |
| Kindergarten a.m. | 8:35 - 11:30 | | 8:35 - 10:20 | 10:05 - 11:50 |
| Kindergarten p.m. | 12:25 - 3:20 | | 11:00 - 1:00 | 12:25 - 3:20 |

Finance/Personnel/Facilities Subcommittee Meeting Minutes – April 14, 2010, 5:30 p.m.

Attendance:

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

Meeting commenced at: 5:38 p.m.

Meeting adjourned at: 6:45 p.m.

1. March Statement of Accounts – Current favorable \$171K. Full year still looks to hold these gains.
2. Increase in Use of Facility Rates – Review⁴ed proposed increase in fees and clarification of groups who pay and who do not pay.
3. Donation of High School Athletic Field Fence – This item was taken off of the agenda.
4. Heating Oil/Diesel Fuel Purchase – $\$2.47/\2.50 and $\$2.50/\$2.59 = \$6,300$ savings
5. Healthy Food Certification Statement – Decline the healthy food demand. Currently serve healthy choices, and allow bake sales.
6. Lunch Service Bid Announcement – Regulations have changes so we need to go back out to bid. Currently in year two of a five-year contract
7. Bus Bid Award – Requested bids from 5 companies, received one reply. \$79,931 + \$4,864 Wheelchair.
8. Special Education Opportunities Review – Use ARRA funding for \$50,000 study of Special Education review.
9. Other – Hanover Group to review purchase vs. lease options on technology. IT staffing requirements. \$7,500 (IDEA Grant).

| | | | |
|----------|---|------------------------|--------------------------------------|
| April 26 | Town-Wide Budget Vote | 7:00 p.m. | HS Auditorium |
| April 28 | Curriculum/Policy/Technology/Comm Subcommittee Meeting BOE Meeting | 5:30 p.m. 7:00 p.m. | Central Services Central Services |
| April 29 | Wells Road Choral Concert | 7:00 p.m. | Cafetorium |
| April 30 | Spring Parents' Day | | Middle School |
| May 4 | Blood Drive | | HS Main Gym |
| May 4 | Wells Road Band Concert | 7:00 p.m. | Cafetorium |
| May 5 | Finance/Personnel/Facilities Subcommittee Meeting BOE Meeting | 5:30 p.m. 7:00 p.m. | Central Services Central Services |
| May 7 | Concert of Hope | 7:00 p.m. | HS Auditorium |
| May 14 | Second Grade Music Program | 10:00 & 1:30 | Kearns |
| May 19 | Curriculum/Policy/Technology/Comm. Subcommittee Meeting BOE Meeting | 5:30 p.m. 7:00 p.m. | Central Services Central Services |
| May 20 | Kelly Lane Art Show and Band/Chorus Concert | 6:30 p.m. | Cafetorium |
| May 21 | Senior Prom | 6-11 p.m. | Riverview |
| May 31 | Memorial Day – No School | | Offices Closed |
| June 1 | Full Day of School for Students | | |
| June 2 | Boardwalk and Retirement Luncheon | | |
| June 17 | Moving Up Ceremony | 5:00 p.m. | HS Auditorium |
| June 18 | Graduation | 5:00 p.m. | HS Grounds |
| July 12 | Board Retreat | | Central Services |