

Regular Board of Education Meeting
Wednesday, May 18, 2011 7:00 PM Eastern

Central Services
15-B North Granby Road
Granby, CT 06035

Jenny Emery: Present
Lynn Guelzow: Absent
Cal Heminway: Present
John O'Connor: Present
Edward Ohannessian: Present
Deborah Torgersen: Present
Matthew Wutka: Absent
Present: 5, Absent: 2.

- I. Public Comment
- II. Administrative Reports
 - II.A. Superintendent's Announcements
 - II.B. Student Representative Reports
 - II.C. CABE Student Leadership Awards
 - II.D. Business Manager's Report
 - II.E. Teaching & Learning
- III. Consent Agenda
 - III.A. Minutes
- IV. Old Business
 - IV.A. Open Choice Seats
- V. New Business
 - V.A. First Reading of Policy 6120, Objectives of the Instructional Program; Policy 9240, Board Member Development; and Policy 9400 Self-Evaluation
 - V.B. Boardwalk, BOE Summer Schedule and FY12 Meeting Schedule
 - V.C. Granby Association of School Administrators (GASA) Contract
- 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. District Efficiency Initiatives
 - VI.C. Calendar of Events
 - VI.D. Board Member Announcements
- VII. Executive Session/Non-Meeting

GRANBY PUBLIC SCHOOLS
 FY 2010-11 FINANCIAL STATEMENT
 FOR PERIOD JULY 1, 2010 - APRIL

Description	<u>Original Budget</u>	<u>Net Budget Transfers</u>	<u>Revised Budget</u>	<u>Expended</u>
Certified Salaries:				
Administration	1,535,270	-	1,535,270	1,233,695
Regular Education	9,690,946	-	9,690,946	6,607,355
Special Education	1,456,814	-148,976	1,307,838	899,176
Total	12,683,030	-148,976	12,534,054	8,740,226
Substitute/Tutor/Support Salaries				
Substitutes	139,864	-	139,864	117,136
Sped Support (Speech, O.T. & P.T.)	114,113	148,976	263,089	197,090
Tech Support	177,575	-	177,575	144,497
Tutors - Regular Education	157,089	-	157,089	118,315
Tutors - Special Education	187,521	-	187,521	137,097
Total	776,162	148,976	925,138	714,135
Teaching Assistant Salaries:				
Regular Education	478,867	-	478,867	363,322
Special Education	907,311	-	907,311	709,358
Total	1,386,178	-	1,386,178	1,072,680
School Secretaries' Salaries	540,873	-	540,873	418,611
Central Office Salaries	331,458	-	331,458	290,636
Custodial & Maintenance Salaries	1,207,927	-	1,207,927	1,000,090
Purchased Services:				
Instructional	244,837	-4,985	239,852	108,625
Administration	385,320	5,785	391,105	274,119
Maintenance	95,285	-10,000	85,285	64,367
Total	725,442	-9,200	716,242	447,111
Legal Services	65,000	-	65,000	21,312
Repairs & Maintenance:				
Instructional	86,438	-	86,438	45,743
Administration	8,500	-	8,500	-
Maintenance	213,693	10,000	223,693	388,788
Total	308,631	10,000	318,631	434,531
Transportation:				
Regular Education	741,835	-	741,835	595,008
Special Education	332,979	-	332,979	297,117
Vocational-Tech	43,591	-	43,591	29,049
Total	1,118,405	-	1,118,405	921,174

Insurance - Property & Liability	95,452	-	95,452	70,421
Communications	103,696	-500	103,196	62,111
Tuition:				
Vocational	47,952	-	47,952	27,972
Special Education	627,000	-	627,000	367,853
Adult Education	9,000	-	9,000	-
Total	683,952	-	683,952	395,825
Conference & Travel Expense	56,015	500	56,515	21,388
General Supplies:				
Regular Education	302,355	-3,875	298,480	223,797
Special Education	26,300	-	26,300	14,681
Administration	77,330	4,039	81,369	39,297
Maintenance	142,700	-	142,700	92,383
Total	548,685	164	548,849	370,158
Electricity	641,066	-	641,066	442,750
Fuel	314,325	-	314,325	200,258
Textbooks/Workbooks	176,826	-964	175,862	127,043
Library/Media Center	56,282	-	56,282	43,679
Software	139,179	-	139,179	112,395
Dues & Fees	36,216	-	36,216	38,712
Replacement Equipment:				
Instructional	4,000	-	4,000	2,377
Administration	2,500	-	2,500	-
Maintenance	4,000	-	4,000	-
Total	10,500	-	10,500	2,377
New Equipment:				
Instructional	-	-	-	-
Administration	-	-	-	-
Maintenance	-	-	-	-
Total	-	-	-	-
Student Activities	566,703	-	566,703	340,932
Employee Benefits	4,095,591	-	4,095,591	2,939,577
Total Budget	26,667,594	-	26,667,594	19,228,132

**GRANBY BOARD OF EDUCATION
 FINANCIAL STATEMENT OF ACCOUNTS
 FOR PERIOD JULY 1, 2010 - MARCH 31, 2011
 Selected Revenue and Special Education Accounts**

I. Revenue	<u>FY2010-11 Budget</u>	<u>Currently Anticipated</u>	<u>Received To Date</u>	<u>VB\$ vs. Frcst</u>
Reg. Tuition from other Towns	776,295	766,483	764,098	-9,812
SPED Tuition from other Towns	100,500	97,688	36,104	-2,812
SDE Excess Cost Reimbursement (90%)	140,795	194,450	129,810	53,655
Rental Fees	75,000	75,000	60,413	-
Pay for Participation	50,300	50,300	21,920	-
Sub Total	1,142,890	1,183,921	1,012,345	41,031

II. Expenditures	<u>FY2010-11 Adj Budget</u>	<u>Expended</u>	<u>Encumbered</u>	<u>Balance</u>
Legal Expense	50,000	6,684	-	43,316
Teacher Assistants	907,311	709,358	177,834	20,119
Special Education Tutors	187,521	137,097	29,624	20,800
Evaluation & Therapy Services	76,150	19,331	8,677	48,142
Special Ed Transportation	332,979	297,117	117,959	-82,097
Tuition -Private Schools	287,602	173,865	66,717	47,020
Tuition - Public Schools	339,398	193,988	216,848	-71,438
Total Tuition	627,000	367,853	283,565	-24,418
Total Expenditures	2,180,961	1,537,440	617,659	25,862

NT OF ACCOUNT APR. 30, 2011
L 30, 2011

<u>Encumbered</u>	<u>Balance</u>	<u>%Balance</u>	<u>Frcst Fav/(unfav)</u>
236,108	65,467	4.30%	65,467
2,798,769	284,822	2.90%	242,000
353,662	55,000	4.20%	55,000
3,391,266	402,562	3.20%	
-	22,728	16.30%	-6,000
64,934	1,065	0.40%	1,065
28,780	4,298	2.40%	4,000
31,023	7,751	4.90%	5,500
29,624	20,800	11.10%	10,500
154,361	56,642	6.10%	
100,856	14,689	3.10%	14,000
177,834	20,119	2.20%	7,400
287,190	26,308	1.90%	
108,262	14,000	2.60%	14,000
59,822	-19,000	-5.70%	-19,000
205,232	2,605	0.20%	-6,600
44,692	86,535	36.10%	30,000
326,586	-209,600	-53.60%	-240,000
14,460	6,458	7.60%	-
385,738	-116,607	-16.30%	
12,000	31,688	48.80%	30,000
15,488	25,207	29.20%	
35	8,465	99.60%	
38,068	-203,163	-90.80%	-205,000
38,591	-154,491	-48.50%	
137,338	9,489	1.30%	
117,959	-82,097	-24.70%	-82,097
7,022	7,520	17.30%	
265,703	-68,472	-6.10%	

-	25,031	26.20%	25,031
34,053	7,032	6.80%	5,000
27,972	-7,992	-16.70%	-7,992
283,565	-24,418	-3.90%	-24,418
8,304	696	7.70%	
280,576	7,551	1.10%	
6,744	28,383	50.20%	2,500
44,439	30,244	10.10%	-
2,043	9,576	36.40%	-
9,210	32,862	40.40%	-
17,706	32,611	22.90%	-
73,398	105,293	19.20%	-
152,316	46,000	7.20%	46,000
5,386	108,681	34.60%	-
4,922	43,897	25.00%	-
4,309	8,294	14.70%	-
23,089	3,695	2.70%	-6,500
359	-2,855	-7.90%	-2,855
-	1,623	40.60%	-
-	2,500	100.00%	-
-	4,000	100.00%	-
-	8,123	77.40%	-
-	-		
-	-		
-	-		
-	-		
170,833	54,938	9.70%	-
1,091,014	65,000	1.60%	63,000
6,755,164	684,298	2.60%	20,001

TEAM

Teacher Education and Mentoring Program



What is the TEAM Program?

- Legislation passed in October 2009 has established a Teacher Education and Mentoring (TEAM) Program for the purpose of providing support and professional growth for beginning Teachers.



What is the Mission of the TEAM Program

- The mission of the TEAM program is:
 - To promote excellence, equity and high achievement for Connecticut students by engaging teachers in purposeful exploration of professional practice through guided support and personal reflection.

What are the components of TEAM?

- **District Facilitator**
 - Liaison between CSDE, district, beginning teacher's and mentors regarding requirements of the TEAM program.
- **TEAM Coordinating Committee**
 - A district committee that plans, implements and monitors the district's TEAM Program.
- **District Support Plan**
 - A plan outlining how the district supports beginning teachers and mentors.
- **New Teachers/Mentors**
 - Beginning teachers holding an initial, interim initial or 90 day certificate
 - Master teachers trained in the mentoring process.
- **Administrator Support**

What is the design of the TEAM Program

- A professional growth model aligned with five domains of Connecticut's Common Core of Teaching (CCT)
 - **Classroom Environment, Student Engagement and Commitment to Learning**
 - **Planning for Active Learning**
 - **Instruction for Active Learning**
 - **Assessment for Learning**
 - **Professional Responsibilities and Teacher Leadership**

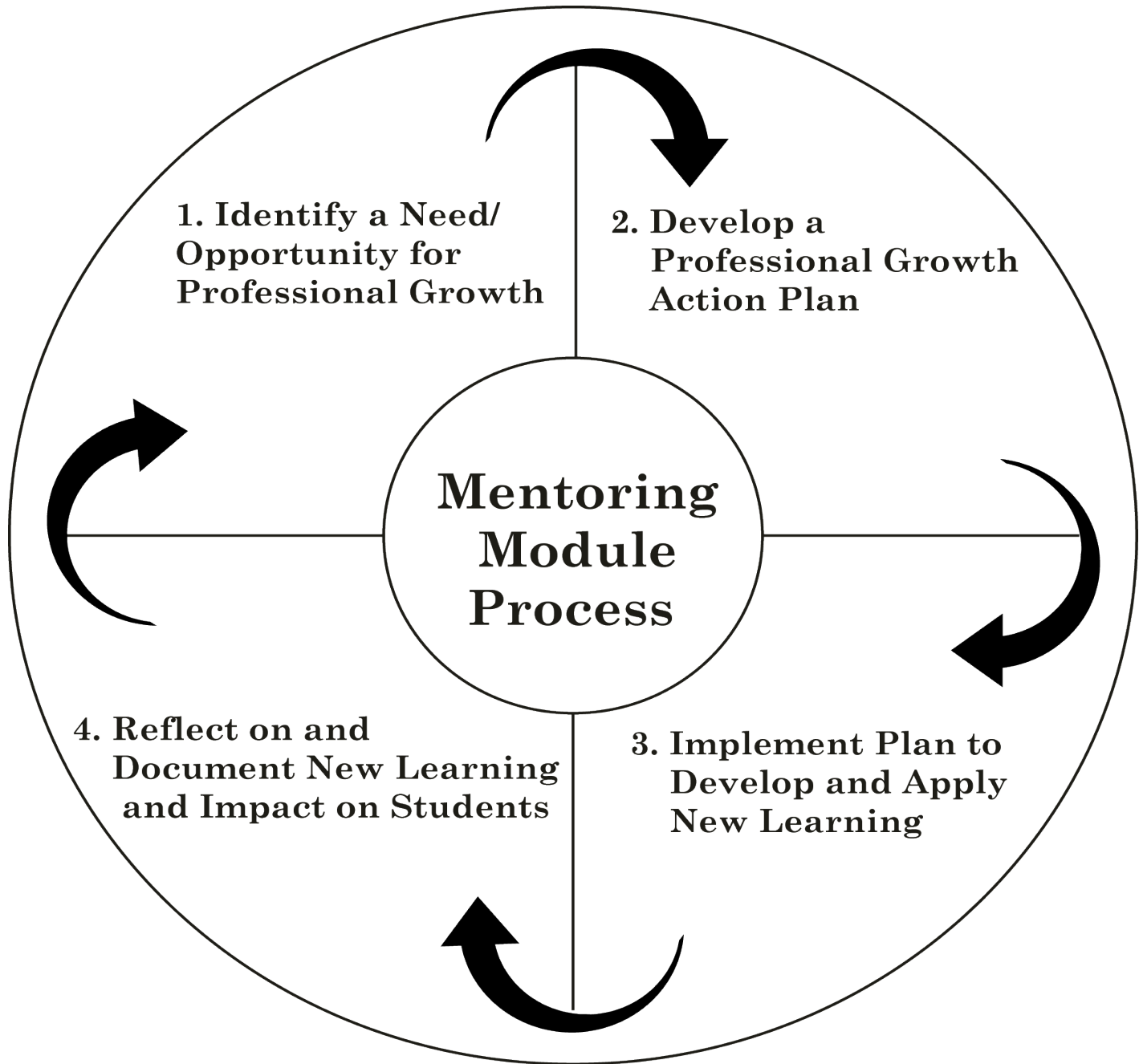
Connecticut Common Core of Teaching	TEAM Program Modules
<u>Domain 1.</u> <i>Content and Essential Skills</i>	EMBEDDED
<u>Domain 2.</u> <i>Classroom Environment, Student Engagement and Commitment to Learning</i>	MODULE 1
<u>Domain 3.</u> <i>Planning for Active Learning</i>	MODULE 2
<u>Domain 4.</u> <i>Instruction for Active Learning</i>	MODULE 3
<u>Domain 5.</u> <i>Assessment for Learning</i>	MODULE 4
<u>Domain 6.</u> <i>Professional Responsibilities and Teacher Leadership</i>	MODULE 5

A Web-Based Program

www.ctteam.org

Online workspace for:

- ▶ **CCT Performance Profile (self-analysis)**
- ▶ **Professional Growth Action Plan (PGAP)**
 - *Module Goal*
 - *Learning Activities/Classroom Applications*
 - *Timeline for Module Completion*
- ▶ **Beginning Teacher and Mentor Meeting Log**
- ▶ **Journal for Beginning Teacher**
- ▶ **Journal for Mentor**



Beginning Teacher Dashboard

Connecticut's *Teacher Education And Mentoring Program*



[Weather Delays](#) [PD Registration](#) [DF Resources](#) [Module Resources](#) [Contact](#) [Logout](#)

Welcome **Deanna Adams**

Beginning Teacher Dashboard

Quick Links

- [My Personal Journal](#)
- [My Beginning Teacher Mentor Meeting Log](#)
- [My Module Center](#)
- [Review District Support Plan](#)
- [My Profile](#)
- [TEAM Connections Message Archive](#)

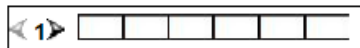
BT Message Board

Today's Date: August 11, 2010

Last Activity: Mentor Meeting Log June 01, 2010

You have met the TEAM Pilot Completion Standard. An official notification of your Pilot Completion is being sent to the email address you use for TEAM login.

Module Progress



Meeting Log



Contacts

District Facilitator: [Kathleen Sochacki](#)

School Administrator: [Hector Sanchez](#)

Mentor: [ELENA COSTA-MAYORGA](#)

Mentor & Beginning Teacher

Develop a plan for their work throughout the year

EACH MODULE

Expected time frame is 8 – 10 weeks

Step 1

Identify a Need or Opportunity for Professional Growth

CCT Performance Profile (Self Analysis)

Step 2

Develop a Professional Growth Action Plan

PGAP

Step 3

Send to Administrator

Implement Plan and Apply New Learning

Try out new learning and Analyze outcomes

Step 4

Create a Reflection Paper

Document new learning and impact on students

Submit Reflection Paper for Review

Go to next module

Repeat the process

CCT Performance Profile

[Profiles available on ctteam.org](http://ctteam.org)

- **Read** the Performance Profile going across from left to right.



- **Note** language changes as you move across the continuum.

CCT Indicators	Continuum of Effective Teaching Practice			
1. Creating a class climate that is responsive to and respectful of the needs of students with diverse backgrounds, interests and performance levels	<ul style="list-style-type: none"> ○ Little indication that the students' backgrounds, interests and skill levels are considered in selecting content and creating learning opportunities. 	<ul style="list-style-type: none"> ○ Considers students' backgrounds, interests and skill levels in making connections to the content and creating learning opportunities. ○ Treats students as individuals respecting their diverse needs and recognizes that the background of each student may differ dramatically within the classroom and school. 	<ul style="list-style-type: none"> ○ Designs learning opportunities which build upon students' diverse backgrounds, interests and skill levels. ○ Creates a classroom environment in which individual students are treated with respect regardless of differences in backgrounds, interests and skill levels. 	<ul style="list-style-type: none"> ○ Designs learning opportunities which capitalize on students' diverse backgrounds and interests to enrich the learning community. ○ Creates a classroom environment which supports students in becoming role models for treating others with respect and dignity.

What happens when teachers successfully complete the required modules?

- ▶ The superintendent verifies that the Beginning Teacher has completed the TEAM Program Requirements.
- ▶ Teacher is eligible for provisional certification.



Teacher Induction in Granby

- New Teacher/Mentor Match (1-3 years)
- New Teacher Orientation
- Participation in TEAM
 - Minimally 10 hours per module mentor/mentee collaboration
 - Mid year district gathering
 - End of Year Celebration
- Two year induction Process
 - 1 meeting per month between mentor and mentee facilitated by District Facilitator, driven by district plan and group needs.

Specifics of Induction

- District Vision, Mission, Achievement Goals, Learning Principles
- PLC's
- Social Justice/Cultural Competence
- Specific Curriculum instruction and effective delivery methods
Lesson Planning, assessment, differentiation
- 21st Century Learning
- Support Services
GISP, IEP, PPT, SRBI, etc...
- Classroom routines and management
- Communication
- Peer Observations and reflections on practice

“The shapers of the young are the shapers of the future.”



**Regular Board of Education Meeting – Approved Minutes
May 4, 2011 7:00 p.m.
Central Services**

Attendance Taken at 6:56 p.m.:

Present Board Members:

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

Absent Board Members:

Marie Nicholls

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

I. Public Comment

There were no public comments this evening.

II. Administrative Reports

II.A. Superintendent's Announcements

- Welcome teachers, staff and parents tonight for the Wells Road Schools in the Spotlight.
- Thank you to all who supported the 0% budget and the school system.
- Happy Birthday to our student representative Sara Miltenberger who is celebrating her 18th birthday today.
- If you have not had a chance to see the mural in the media center at Kelly Lane, please feel free to stop by. It was a gift to the school from the PTO and Granby Education Foundation (GEF).
- Kelly Lane will have their drama play this coming weekend, May 6 and 7 and Wells Road have their drama production on May 19 and 20.
- Mr. Addley stated that he has heard from the Mr. Osypuk, the Middle School Principal and that all is well in Washington, DC.
- 50 students have signed up for the global summer learning academy which is totally funded by the GEF.
- Citizens for a Better Granby along with the GEF, Granby Prevention Council and the BOE will present the documentary, "Race to Nowhere" on May 31st at 7:00 p.m. in the high school auditorium. Tickets cost \$10 for adults and \$5 for students (\$15 at the door).
- Mr. Addley spoke about National Teacher Appreciation Week which is this week. He stated that we appreciate our greatest resource which is our teachers. He said that many teachers are compassionate contributors throughout the district: Wells Road raised over \$13,000 for the American Heart Assoc.; raising money for children w/illnesses, children who are grieving, etc.; teachers willing to cut their hair and jump out of planes to help raise more money; teachers who gave up their April vacation to chaperone trips abroad and in the states.

II.B. Student Representative Reports

- Students who went on the trips to France and Spain said that it was an unbelievable experience and students who went on the trip to South Dakota called it life changing and said they realized how good they have it here in Granby.
- During advisory on April 27 and May 4 students discussed goals and successes of the year.
- On April 28th, the Invisible Children Organization came to talk about ending the abduction of children for the use as soldiers in Uganda. The entire school was moved by the organization's story.
- At Dr. Law's monthly meeting on May 2nd, the calendar and the Invisible Children assembly were discussed.
- Spring sports are in full swing and teams are showing support for cancer awareness this week by collecting donations and showing their support.
- AP exams are being taken this weekend next week; school exams begin June 10th (sooner for seniors); and juniors have SATs this weekend.
- Seniors have a lot coming up with senior prom on May 20th at The Riverview; the senior outing on May 23rd at High Meadow; the annual water wars competition going on right now; and graduation which will be held on June 16th at 5:30.
- The whole school is celebrating the birth of Ms. Paton's baby boy, Tenneson.
- Sara Miltenberger stated that with regard to the Invisible Children Organization, she would like to encourage people to go to the website at www.invisiblechildren.com because everything that is sold goes back into the organization.

II.C. Schools in the Spotlight

Dr. Bailey introduced Ms. Waddington, Technology Teacher at Wells Road Intermediate School, who kicked off the student in the spotlight presentation. The purpose of the presentation was to present examples of how students have articulated and defended a position with regard to the district achievement goal. Ms. Pestana, 3rd grade teacher, and some of her students presented a persuasive letter to Dr. Bailey to get approval to have a mural painted at Wells Road. Dr. Bailey read the letters and chose two letters which were very persuasive from Haley and Andrew. Haley Thibault chose to have a mural painted of Oprah Winfrey and read her letter to the Board. Andrew Durman chose Christopher Columbus and read his letter as well. Ms. Kristin Rice, 4th grade teacher, stated that her students held debates about whether or not to have school uniforms and also to go to school all year long. Serra Tickey spoke about the debate process and Ben Taylor stated that he was on the debate team and debated about going to school all year long. Mrs. Sarkozy, 5th grade teacher, stated that her class integrated language arts, science and technology. Students organized ideas to defend an argument for no homework. Students also designed travel brochures to entice people to go to a planet which was assigned to them. Kari Marks and Sydney Jerman shared the brochures they made advertising their planets. Lastly, Madison Yeager, Erin Henebry and Nesreen Ahmad spoke about a proposal to persuade Dr. Bailey and the lunch staff to bring some of their favorite foods they had last year back this year. One specific thing they wanted was Fizzy Fruit. They said 80 people wanted it back and told the Board that they hope to get it back in a few weeks.

II.D. Annual Technology Report

Mr. Jon Lambert, Technology Manager, presented the Annual Technology Report to the Board. Mr. Lambert stated that the objective of the Technology Department is to support the vision, mission and goals of the district. Different areas dealt with by the department are security, administrative systems,

instructional technology, information management, assistive technology, etc. Mr. Lambert stated that his staff believes that "whatever it takes" to do the job is what they do and they understand that it is not necessarily a 9 to 5 job and they all take their jobs very seriously. Mr. Lambert went on to state that funding sources for the department are: operating budget; small and large capitol, e-rate, and grants (GEF, Perkins, Innovation, etc.). He stated that the infrastructure is growing and students are starting to bring in laptops and are doing a lot with video, wireless, etc. A majority of classrooms have interactive whiteboards and access to a video server to play interactive media. Mr. Heminway inquired how Granby measures against other districts with regard to technology penetration in classrooms. Mr. Lambert stated that he thinks we are doing very well and would put us up against any other district. Our replacement schedule is excellent as well as the fact that we have a dedicated trainer in the district to help teachers incorporate technology into the classroom. Mr. Lambert went on to state that this year the department has centralized all of the maintenance agreements to try to negotiate and consolidate agreements to save money. Mr. Ohannessian inquired if there was any crossover to share software or hardware with the town. Mr. Lambert stated that we could consolidate hardware and could take a look at that. He then spoke about servers and the new "cloud computing" which will save the district from buying new servers which cost \$5,000 each. These devices also serve as backup servers when servers go down. Mr. Ohannessian inquired if we can get to a point where we can give software updates to parents and students. Mr. Lambert stated that this is currently available for teachers for \$10 and that he would have to look into this and will get back to him. Mr. Lambert went on to state that the goals of the department are to promote responsible use of technology; maintain a safe, secure and reliable network environment; continue to move towards a more proactive and self-sustaining network; improve organization security; and realize cost savings through increased efficiency of existing systems and automation. He stated that they will replace computers at Kelly Lane this summer and will move the old Kelly Lane computers to Wells Road as they have the oldest computers in the district. Mr. Lambert stated that they will also be installing Windows 7 to Kelly Lane, the middle school and the high school this summer. Mr. Lambert went on to state that there has been a 20% increase in community website use/traffic over the last year. Mr. Ohannessian inquired about how many hits the website receives. Mr. Lambert said he would get that information for him. Mr. Lambert summarized that the state of our district technology is excellent and the department is continuously improving and moving forward. Mr. Heminway asked Mr. Lambert to describe software presentation he attended last week about Zippslip. Mr. Lambert informed the Board that Zippslip is basically forms automation software where all forms can be produced in a digital format and the office can automate permission slips, emergency contact info, etc. He stated that this would eliminate paper and also that parents can pay on-line as well as make donations on-line securely and that it would save time for teachers and the office. Mr. Wutka inquired what percentage of the student population has internet access. Mr. Lambert stated that figure is probably 90+%. Mr. Wutka inquired if there were ways of ensuring the small percentage of teachers who do not update website and portals to do so. Mr. Lambert stated that Carolyn DeiDolori does look at this. Mr. Addley stated that we have come a long way because students and parents depend upon it. Mr. Walther inquired about the current model of whiteboards and computer labs and if we have thought about having a new model. Mr. Lambert stated that he struggles daily with this and agrees but there needs to be a committee in place to investigate this. Mr. Walther stated that it would take a long time budget-wise to deploy a new model. Mr. Walther also commented on the videoconference center and inquired if this room is still used. Mr. Lambert stated that, yes, it is used for SAT prep with other districts and is getting use but probably not as much as it could.

III. Consent Agenda

III.A. Minutes

III.B. High School Trip to Honduras 2011-2012

A Motion was made by Deb Torgersen and seconded by John O'Connor. A discussion then took place. Mr. Ohannessian inquired about the safety of trips selected. Mr. Addley stated that federal guidelines with regard to warnings are followed and research is done by the teacher, principal and the superintendent with regard to warnings. Mr. Wutka inquired if the trip to Honduras was just for seniors and that it should be also opened up to juniors. This Motion passed unanimously at 8:19 p.m.

IV. Old Business

IV.A. 2012-2013 School Calendar

Mr. Heminway stated that he would like to preface this discussion with a reminder that principles came through the curriculum subcommittee which were agreed to and voted on by the Board. The Board then discussed the preliminary calendar and decided that they already voted on this preliminary calendar at the last meeting. The 2012-2013 calendar will be brought back to the Board completed filled in with half days, etc. for a final vote in June.

V. New Business

V.A. 2013-2014 Preliminary Calendar

The Board discussed the 2013-2014 preliminary calendar. Mr. Wutka inquired about choosing Rosh Hashanah over Yom Kippur as one of the Jewish holidays. Mr. Addley stated that the Board decided to honor one Jewish holiday and that he felt both holidays are equally important; however it is more consistent to keep with Rosh Hashanah. Mr. Heminway stated that the Board, in good faith, honors Good Friday and one Jewish holiday based upon where it falls. Ron Walther and John O'Connor felt that we should continue to honor one Jewish holiday. The Board also discussed starting school on Thursday and this will be brought back to the board with this change and the calendar filled in with half-days, etc. for a final vote in June.

V.B. Strategic School Profiles (SSP)

Mr. Addley stated that the SSPs normally are released in November and state law mandates that SSPs be approved by the Board once released. Mr. Addley summarized some of the district data - 100% of computers are internet-ready; five year enrollment shows a slight increase; sped population is 168 with 11 outplacements which is typical; gifted and talented students were up from 113 to 132 students; student achievement data - 6 categories in the high '90s; physical fitness tests has been raised about 20%; graduation rates are 95% going to 2 or 4 year colleges; hours of instruction are compatible; and, 90% of Kindergarten students attend a pre-school. Mr. Ohannessian stated that he was surprised at the disciplinary issues at the high school – a weapons issue and sexually-related behavior. Mr. Addley stated you will note that Kelly Lane and Wells Road had no incidents; however, there were a few at Kearns School, a couple of which were by one student. He also stated that a "weapon" does not necessarily mean a weapon per se but could be a pencil which is used as a weapon.

VI. Miscellaneous

VI.A. Board Standing Committee Reports

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

Mr. Walther stated that this Committee met this evening. The Committee discussed the following: the Curriculum Director's report; three policies which were cited as missing and will come to board at the

next meeting; reviewed committee recs for the Early Childhood Feasibility Study which will come either to the next meeting or the June 1 meeting; and, a definition and curriculum plan for the electronics lab.

VI.A.2. Finance/Personnel/Facilities

Mr. Wutka stated that this Committee has not met.

VI.B. Other Board-Related Reports

VI.B.1. CPPAC

Mr. Heminway stated that we have not heard anything from CPPAC since our submission.

VI.B.2. CREC/CABE

Mr. Heminway stated that at the CREC Board Meeting it was agreed not to raise the dues again for second year in a row. He also stated that we will not find out the details of the Governor's budget until employee negotiations are done but that he heard that the Choice Grant is in the budget.

VI.B.3. Granby Education Foundation

Mr. Heminway stated that the GEF is getting a large number of grant requests for technology that may or may not fit into either the technology that currently exists or the curriculum. He stated that the GEF has been bouncing many grants back to the district to see about the relevance of the grant request.

VI.B.4. District Efficiency Initiatives

Mr. Traver stated that he is gathering facts on the bus idling issue and will bring information to the Finance Subcommittee at the next meeting. With regard to the solar application, Mr. Traver stated that the final panel design layout, etc. needs to be completed along with the application and the deadline is November 18th.

VI.C. Calendar of Events

Mr. Wutka stated that he cannot attend the May 18th Finance Subcommittee meeting. He also inquired if there were Board Meetings on June 1st and June 15th as they were not on the Calendar of Events. Mr. Addley asked the Board about the June 1st Boardwalk if they would like a theme this year. Mr. Ohannessian mentioned it may be a good idea to look at the sports fields. Mr. Addley stated that he will send some ideas to the Board. He also stated that Linda will solicit summer retreat dates via Doodle.

VI.D. Board Member Announcements

There were no board member announcements.

VII. Executive Session/Non-Meeting

A Motion was made by John O'Connor and Deb Torgersen to adjourn the regular meeting and go into exec session to discuss a student and personnel issue. This Motion passed unanimously at 9:08 p.m.

The executive session adjourned at 9:25 p.m.

Respectfully submitted,

Linda M. Powell
Board Recorder

Instruction

Objectives/Priorities of the Instructional Program

The premise of the Granby instructional program is to support the actualization of the Granby vision and mission:

Vision

Every student educated in the Granby Public Schools will graduate on time prepared for 21st Century citizenship

Mission

All students will become powerful thinkers, effective collaborators and compassionate contributors in preparation for success in a dynamic, interdependent world.

To produce 21st century citizens who are powerful thinkers, effective collaborators and compassionate contributors all students must have access to engaging, standards based curriculum, instruction and assessment that is clearly articulated and aligned K-12, scaffolding opportunities for deep application, reflection and transfer of learning. Our standards based instructional program is predicated on our belief that all students can learn at high levels given the right access, resources and support. To guide our instructional program all stakeholders: students, teachers, parents, administration and community members must demonstrate the core belief that student effort and effective instruction create achievement. As a result our instructional program is guided by the following professional learning community questions:

- What is it we want our students to know and be able to do? Aligned K-12 standards based curriculum and instruction.
- How will we know when our students reach their learning goal? Clearly articulated and aligned summative, benchmark and formative assessments.
- What will we do when our students don't understand or have not mastered the content? A comprehensive response to intervention that includes timely and effective interventions.
- What will we do when our students have already mastered the content? A comprehensive response to intervention that includes timely and effective interventions.

Instruction

Objectives/Priorities of the Instructional Program

The Granby Board of Education is committed to developing the whole child. Therefore the Granby instructional program establishes high expectations in all content areas through the identification and scaffolding of rigorous learning targets, big ideas and essential questions to guide all curricular implementation. It is our belief that students learn best when they can apply their critical thinking, problem solving and inquiry skills in collaboration with others through authentic performance based learning assessments as evidenced by our guiding learning principles.

An underlying assumption of the Granby instructional program is the powerful impact highly skilled teachers and administrators have on the success of students. Teachers and administrators deep knowledge of content, standards and ability to make personal connections positively impact student achievement; therefore an integral part of our instructional program is the ongoing professional development and coaching of educators in highly effective curriculum, instruction and implementation methods for all learners.

Policy adopted:

**GRANBY PUBLIC SCHOOLS
Granby, Connecticut**

By-Laws of the Board

Board Member Development

The Board of Education places a high priority on the importance of a planned and continuing program of in-service education for its members. The central purpose of the program is to enhance the quality and effectiveness of public school governance in our community. The Board shall plan specific in-service activities designed to assist Board members in their efforts to improve their skills as members of the policy-making body; to expand their knowledge about trends, issues, and new ideas affecting the continued welfare of the local schools; and to deepen their insights into the nature of leadership in a modern democratic society.

Funds may/shall be budgeted annually to support the program. The Board, as a whole, shall retain the authority to approve or disapprove the participation of members in planned activities. The public shall be kept informed about the Board's continuing in-service education and about the program's anticipated short and long range benefits to our schools.

The Board regards the following as kinds of activities and services appropriate for implementing this policy:

1. Participation in school board conferences, workshops and conventions held by CAFE and NSBA.
2. District-sponsored training sessions for Board members.
3. Subscriptions to publications addressed to the concerns of Board members.

In order to control the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidelines:

1. The Superintendent shall maintain a calendar of school board conferences, conventions and workshops.
2. Funds for participation at such meetings will be budgeted on an annual basis.
3. Board members will be reimbursed for their travel expenses.

By-Laws of the Board

Board Member Development

4. When a convention, conference or workshop is not attended by the full Board, those who do participate will be requested to share information, recommendations and materials acquired at the meeting.
5. To provide such development, the Board shall annually provide membership in the Connecticut Association of Boards of Education.

Board members are encouraged to attend workshops presented by CABE and NSBA.

Professional journals and books in school professional libraries shall be made available to all Board members.

(cf. 1100 - Communication with the Public)
(cf. 4133 - Travel Reimbursement)

Policy adopted:

**GRANBY PUBLIC SCHOOLS
Granby, Connecticut**

By-Laws of the Board

Self-Evaluation

The Board of Education is made up of duly elected individuals to oversee the Public Schools of the community. This very responsible and complex job requires that the Board blend its diverse opinion into a common purpose which will give direction to the school system. The local community looks to its Board of Education to provide leadership for the school system. The success of the system depends on how well that role is carried out.

Therefore, it shall be the policy of the Board of Education that there shall be an annual program of self-evaluation in which each member shall participate.

Annually, the Board will conduct a self-evaluation. The evaluation will include, but not be limited to, the following areas: student achievement, community relations, educational policy, planning and setting goals, allocating resources, selecting and/or evaluating the Superintendent, promoting good employee relations, Board governance, and Board member professional development.

Policy Review and Evaluation

The Board shall follow through the policies it has formulated. It shall evaluate how the policies have been executed by the school staff, and shall weigh the results. The Board shall rely on the school staff, students, and the community to provide evidence of the effect of the policies which it has adopted.

Legal Reference: Connecticut General Statutes

10-220 Duties of boards of education.

Policy adopted:

**GRANBY PUBLIC SCHOOLS
Granby, Connecticut**

2011-2012
Granby Board of Education Meeting Schedule

Following is a schedule of the Board of Education meetings for 2011-2012.
All meetings will begin at 7:00 p.m. unless noted otherwise and will take place in the large meeting room at Central Services.

August 24, 2011 (Facilities Tour & BOE Meeting)
September 7, 2011
September 21, 2011
October 5, 2011
October 19, 2011
November 2, 2011
November 16, 2011
December 14, 2011
January 4, 2012
January 18, 2012
February 1, 2012
February 15, 2012
March 7, 2012
March 14, 2012 (Budget Workshop)
March 21, 2012 (Budget Workshop)
March 28, 2012 (Budget Workshop – If necessary)
April 4, 2012
May 2, 2012
May 16, 2012
June 6, 2012 (Boardwalk and Retiree Luncheon)
June 20, 2012

The Curriculum/Policy/Technology/Communication Subcommittee will meet on the 1st Wednesday of every month at 5:30 p.m. in the Library at Central Services.

The Finance/Personnel/Facilities Subcommittee meets on the 3rd Wednesday of every month at 5:30 p.m. in the Library at Central Services.

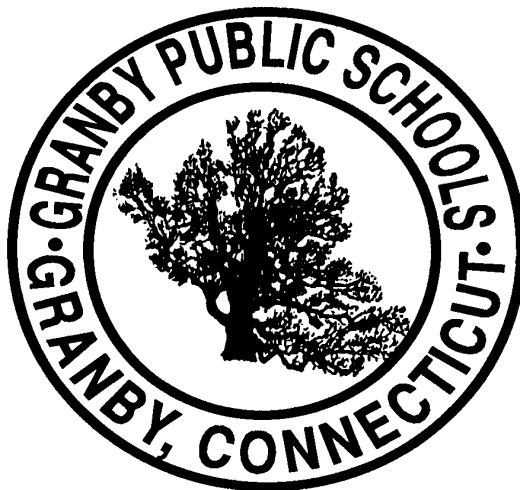
GRANBY PUBLIC SCHOOLS
DRAFT
Agreement

Between the

**GRANBY ASSOCIATION
OF SCHOOL ADMINISTRATORS**

and the

GRANBY BOARD OF EDUCATION



EFFECTIVE JULY 1, 2012 – JUNE 30, 2013

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AGREEMENT
between the
GRANBY BOARD OF EDUCATION
and the
GRANBY ASSOCIATION OF SCHOOL ADMINISTRATORS

ARTICLE I

RECOGNITION

The Granby Board of Education (Board) recognizes the Granby Association of School Administrators (Association) as the exclusive bargaining representative for those certified professional employees employed by the Board in positions requiring an intermediate administrator or supervisor certificate, or the equivalent thereof, and who are not excluded from the purview of CGS Sec. 10-153a to Sec. 10-153g inclusive. The Board agrees to collect association dues on behalf of the Association. The Association shall indemnify and save the Board harmless against all claims, demands, suits, or other forms of liability, which may arise by reason of any action taken in making deductions and remitting the same to the Association pursuant to this article.

ARTICLE II

BOARD PREROGATIVES

- A. It is recognized that the Board has and will continue to retain, whether exercised or not, all statutory rights, responsibilities, and prerogatives to direct the operations of the Board in all its aspects as well as (but not limited to) the following rights, responsibilities, and prerogatives:
1. To maintain educational activities and programs as in its judgment will best serve the interest of the students;
 2. To determine the type of work to be performed by all its personnel;
 3. To assign all work to employees or other persons;
 4. To decide the methods, procedures, and means of conducting the work;
 5. To select, hire, and demote employees, including the right to prescribe and enforce reasonable rules and regulations for the maintenance of discipline and for the performance of work;

6. To discharge or otherwise discipline any employee;
 7. To promote, transfer, and lay off employees;
 8. To decide the need for facilities;
 9. To establish or continue policies, practices, and procedures for the conduct of Board business, and from time to time, to change or abolish such policies, practices, or procedures.
- B. These rights, responsibilities, and prerogatives are not subject to the arbitration level of the grievance procedure, nor are they subject to delegation in whole or in part, except that the same shall not be exercised in a manner in violation of a specific term of this Agreement.

ARTICLE III

GRIEVANCE PROCEDURES

A. Definition

A grievance shall mean a complaint by an Administrator that rights under the specific language of this Agreement have been violated, or that there is a misinterpretation or misapplication of the specific provisions of this Agreement. As used in this Article, the term "Administrator" shall mean either (a) an individual Administrator or (b) a group of Administrators having the same grievance.

B. Procedure

At any point in the formal grievance procedure, a representative of the Association may accompany the Administrator.

An Administrator with a grievance shall first discuss it with the Superintendent of Schools (Superintendent) in an effort to resolve the matter informally.

In the event the grievance is not resolved in the previous step, it shall be presented in writing to the Superintendent within ten (10) workdays of the event giving rise to the grievance. Within five (5) workdays after the receipt of the written grievance, the Superintendent shall meet with the Administrator in an effort to resolve the grievance. The Superintendent shall render a decision to the Administrator and the Association, in writing, within five (5) workdays after the conclusion of said meeting. In the event the aggrieved Administrator is not satisfied with the disposition of the grievance in the previous step, or in the event no decision has been rendered within five (5) work days after the conclusion of said meeting with the Superintendent, the Administrator shall file the grievance in writing with the Board within ten (10) work days of the meeting with the Superintendent. Within ten (10) workdays after the receipt of the written grievance, the Board, or its designated representative, shall meet with the aggrieved Administrator in an effort to resolve the grievance. The

decision shall be rendered in writing to the Administrator and the Association within ten (10) workdays after the conclusion of said meeting.

In the event that the aggrieved Administrator is not satisfied with the disposition of the grievance at the previous step, or in the event no decision has been rendered within ten (10) work days after the conclusion of the meeting with the Board, the Administrator may, within five (5) work days after a decision by the Board or ten (10) work days after the conclusion of the meeting with the Board, whichever is sooner, request in writing that the Association submit the grievance to arbitration. If the Association determines that the grievance has merit, it may submit the grievance to the American Arbitration Association, with a copy to the Board, within five (5) workdays after receipt of the request from the aggrieved Administrator.

The arbitration shall be conducted in accordance with the administrative procedures, practices, and rules of the American Arbitration Association. The Arbitrator shall hear and decide only one grievance in each case. The Arbitrator shall be bound by, and must comply with, all the terms of this Agreement. The Arbitrator shall have no power to add to, delete from, or modify in any way any of the provisions of this Agreement. The decision of the Arbitrator shall be binding on the parties to the dispute. The cost for the services of the Arbitrator, including per diem expenses, if any, and actual travel and subsistence, shall be borne equally by the Board and the Association.

An Administrator may be represented at the arbitration by himself/herself, an attorney of his/her choice, or a member of the Association.

ARTICLE IV

HOLIDAYS

A. The following paid holidays will be granted:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Lincoln's Birthday	Veteran's Day
President's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Day
Independence Day	Day before Christmas (If it is a work day)

B. If school is in session on any paid holiday and an Administrator works, the Administrator will be granted an additional floating holiday.

C. Designated holidays that fall on weekends shall be considered floating holidays.

ARTICLE V

VACATIONS

- A. Each Administrator shall be entitled to a vacation of twenty (20) days, which shall be earned and used within the life of a given fiscal year (July 1 - June 30). Each year thereafter, one (1) vacation day shall be added up to a maximum of twenty-five (25) days of vacation. Vacation days will be prorated for twelve month administrators who work less than full-time.
- B. If an Administrator leaves the employ of the Granby Board of Education, the last salary payment shall reflect a pro-rata adjustment for any vacation time earned during the current fiscal year prior to the date of termination which had not been taken, or for any vacation time unearned but taken prior to termination.
- C. In the case of unused vacation time under ordinary circumstances, carryover of up to seven (7) days shall be allowed.
- D. All vacation schedules must be approved by the Superintendent.

ARTICLE VI

RETIREMENT BENEFITS

A. Supplemental Retirement

Full-time twelve month administrators hired prior to July 1, 2005 who meet established criteria will be eligible for supplemental retirement benefits. Administrators hired after June 30, 2006 will not be eligible for this benefit.

Administrators who qualify for these benefits may elect to retire under the following circumstances:

1. An Administrator whose age and years of teaching total at least eighty (80) and who has been employed for the past fifteen (15) years in Granby may elect to retire under the following circumstances:
 - a. The Administrator must notify the Superintendent of his/her intention to retire on or before January 1 of the school year of retirement. In the case of an unexpected retirement due to health or incapacitating injury, notification shall be waived.
 - b. The Administrator must file for and collect retirement benefits, if eligible, immediately upon leaving the employment of the Granby School System.
 - c. An Administrator eligible for these retirement benefits shall receive payment from the Board for forty (40) percent of the average of the highest three (3) salaried years in Granby. This amount will be paid in two (2) equal payments in July of the first two (2) years following retirement. In the event of the death of the Administrator following retirement, the second payment shall be made to the Administrator's estate.

ARTICLE VII

LEAVES OF ABSENCE

A. Sick Leave

1. Each Administrator will be allocated twenty (20) sick days per year. Sick leave may be transferred from another district as part of the appointment process upon approval by the Superintendent and with notification to the Board. Sick leave may be accumulated to a maximum of two-hundred twenty (220) days for any given year of the contract.
2. On or before July 15 of each year, the Superintendent's Office shall prepare and distribute, to each Administrator, in writing, an accounting of his/her accrued sick leave time.

B. Temporary Leave of Absence

1. Each Administrator shall be entitled to six (6) personal days per year with pay for:
 - a. Religious holidays
 - b. Sickness or death of close relative or a member of the immediate household
 - c. Attendance in court or for other legal reasons beyond the Administrator's control
 - d. Within the discretion of the Superintendent or his/her designee, absence for personal reasons limited to situations not under the control of the Administrator, which cannot be resolved other than during school hours not to exceed two (2) days per year. An extension of two (2) personal days may be made at the discretion of the Superintendent, based on emergency circumstances, provided that the Administrator requesting such extension has used up all his/her vacation days. (Example: multiple deaths in the family within one year).

C. Child-Rearing Leave

1. An Administrator shall be entitled, upon written request submitted to the Superintendent at least thirty (30) days prior to the date Child-Rearing Leave may commence, to an extended leave without pay or benefits for purposes of child-rearing apart from any period of childbirth disability leave with pay and benefits. Such Administrator shall be entitled to such leave for the remainder of the school year in which the child is born, adopted, or fostered.
2. Upon a request to return to active duty made at least thirty (30) days prior to the expiration of the Child-Rearing Leave, the Administrator shall receive re-appointment to his/her former position for which he/she is qualified provided his/her position has not been eliminated. The specific re-appointed position shall be at the discretion of the Superintendent.

3. The Administrator returning from a Child-Rearing Leave shall be placed on the salary schedule at the appropriate level and shall be credited with the accrued sick leave earned prior to the leave-taking.
4. During Child-Rearing Leave, the cost of insurance coverage in which the Administrator is eligible to participate and payments to the State Teachers' Retirement System will be borne by the Administrator.

D. Sabbatical Leave of Absence

A Sabbatical Leave of Absence is considered a privilege to the recipient and a benefit to the school system. The Leave Program is specifically designed to provide stimulating professional growth opportunities for the administrative staff, and as a consequence, enhances their ability to fulfill their responsibilities more effectively. Administrators on Sabbatical Leave one-half (1/2) year or less shall be paid his/her normal salary for the leave period. For leaves greater than one-half (1/2) year, the Administrator will be paid two-thirds (2/3) of his/her normal salary for the leave period. (See Board of Education Policy).

ARTICLE VIII

INSURANCE BENEFITS

- A. The Board shall provide health and dental plans to all Administrators. The first year of the plans are described in Appendix A.
- B. An optional high deductible HSA plan is described in Appendix D.
- C. The Board may offer a network dental option.
- D. Administrators may participate in either medical or dental or both insurances offered under this Agreement.
- E. Administrators will be able to select individual, two person, or family plan options
- F. The Board will provide life insurance at three times the Administrator's annual salary. Administrators will share in the cost of their life insurance premium at a level of twenty-five (25) percent each year. Any GASA member premium must be documented and explained by the Board prior to September 1 of each contract year.
- G. The board shall provide full premium payment for a Long Term Disability Insurance Plan with a one hundred eighty day (180) waiting period.
- H. All Administrators will be required to have a comprehensive physical examination upon initial employment at the Board's expense.
- I. A 125 (A), (B), and (C) plan will be available as allowed by Internal Revenue Code.
- J. Details of all insurance plans under this Agreement are filed with the Superintendent and

may be examined during regular office hours. The terms and conditions of these plans shall determine the benefits to which Administrators may be eligible, and this Agreement will not be construed to alter these terms or grant additional benefits not provided in them.

- K. Retired Administrators may continue to participate in the Granby Employee Health Plan for a period of two years following retirement at Board expense as long as the coverage is uninterrupted. Upon completion of this two-year period, retired employees may continue in these insurance plans at their own expense under the Granby insurance group rates as long as their coverage is uninterrupted.
- L. The Board shall have the right to change insurance carriers, make changes in the plan which result in a comparability of benefit and/or to self-insure in whole or in part in order to provide the insurance coverage and no increase in expenses to any bargaining unit members, and provided further that coverage which results in change in carriers and/or self-insurance are at least equal to the coverage described above, in terms of coverage, benefits, and administration. The President of the Association shall be notified in writing within thirty (30) days of any intention to change carriers and/or to self-insure and shall have an opportunity to review the proposed changes.
- M. The Board may offer additional medical plan alternatives to Medicare eligible participants. Such plan options would include supplemental coverage to Medicare Parts A and B as well as a prescription provision. Such plan options may provide a different benefit structure than that provided to Active participants, subject to insurance carrier requirements.
- N. The Board will make available an optional vision benefit program. Participation in the program will be voluntary and all membership costs will be paid by the participant. The program will provide participants with access to services, materials and supplies at pre-determined prices when obtained from participating providers. Open enrollment will coincide with other health benefits offered by the Board.
- O. Employee premium sharing contributions to health insurance options for each year of the Agreement are specified below:

	2012-2013
PPO	19%
HSA	15%
Dental	20%

The Board will contribute 50% of the annual Health Savings Account deposit based on an annual total deposit of \$1,500 for an employee plan and \$3,000 for an employee plus one or family plan. The Board will pay set-up and monthly maintenance fees for Health Savings Account plans. Employees will assume responsibility for all other transaction fees.

ARTICLE IX

PROFESSIONAL DAYS AND PROFESSIONAL DEVELOPMENT FUND

- A. Professional days may be granted and the duration determined at the discretion of the Superintendent of Schools, for such events as
1. Educational visits
 2. Professional conferences
 3. Curriculum workshops
 4. Any other professional activity deemed by the Superintendent to be of value to the Granby Public Schools
- B. The Board agrees to establish a professional development fund of \$15,500 in the first year of this Agreement. The fund will increase by \$500 per year each year thereafter for the duration of the Agreement. This fund is to be distributed at the discretion of the Superintendent. This discretion will extend to course completion and reimbursement of tuition, books, and fees. The Superintendent must approve such courses prior to enrollment. Requests for funding of conferences with a cost in excess of \$500 and multiple funding requests will be forwarded to members of the Association. The Superintendent will consider such Association input in the approval process.

ARTICLE X

STAFF REDUCTION AND RECALL

It is recognized that the Board has the role and exclusive prerogative to eliminate administrative positions consistent with the provisions of the General Statutes. Elimination of administration positions may result from decreases in the student enrollment, changes in curriculum, financial restraints, or other circumstances as determined by the Board.

A. Reductions

1. The Board may, in the first instance, exercise its right and power to reduce the number of administrative positions without determining which staff members, if any, will be dismissed or what other staffing changes will be made to effectuate the purpose of position elimination. Whenever the Board considers it practicable, notification of elimination of position shall be made one year prior to the termination of the present work year assignment. It is expressly understood and agreed to by the parties that the decision to eliminate any administrative position and to dismiss any Administrator as a result will not be subject to the grievance procedure set forth in this Agreement.
2. If an Administrator's position is eliminated, the Board shall assign the Administrator to an available administrative position within the level. An available administrative position within the level shall be defined as a vacant position or an administrative position held by an Administrator with less seniority.
3. The Superintendent can approve an Administrator displacing another

Administrator with less seniority in a different level if, in the judgment of the Superintendent, such an administrator is qualified to carry out the responsibilities of that position. The Superintendent is permitted to exercise this authority once in each case of a loss of position due to reduction in force.

4. Assistant principals cannot displace principals.
5. Level shall be defined as follows:
 - a. Elementary School Level (K-6)
 - b. Middle School Level (7-8)
 - c. High School Level (9-12)
 - d. Director
6. Seniority shall be defined on the basis of the following criteria:
 - a. Have tenure in Granby as specified in Section 10-151 of the Connecticut General Statutes;
 - b. Total months in contracted service as an Administrator in Granby;
 - c. Total months in contracted service as an Administrator in the level;
 - d. Total months of continuous contracted service as an Administrator in public and private education.
7. If an Administrator is moved within or to another administrative level, the Administrator will be paid at the present salary schedule or the highest salary schedule for the position, whichever is lower.
8. Should there be no administrative position available, the Administrator shall then be eligible to be re-assigned to a position in the teacher bargaining unit and acquire such bumping rights as may be provided for administrators in the teacher bargaining unit agreement. Said Administrator may only be assigned to a teaching position at the level of his/her immediately prior administrative experience or in a position for which said Administrator is certified and qualified as determined by the Superintendent.

B. Recall

1. The most senior Administrator whose contract has been non-renewed or terminated or who has been re-assigned to the teachers' unit, shall have the right of first refusal for any open administrative position in the level from which said Administrator was removed, if such opening occurs within two (2) years from the effective date of the Administrator's non-renewal, termination, or re-assignment.
2. If the most senior laid-off Administrator refuses such administrative appointment, he/she shall no longer have any rights under this Agreement, and the next most senior Administrator shall then be entitled to the right of first refusal pursuant to the above-noted conditions. This recall process shall continue as necessary.

ARTICLE XI

SALARY SCHEDULE AND PROCEDURES

- A. Newly appointed Administrators shall be placed at a salary rate no lower than the first step for that position. Any placement above the first step is at the discretion of the Superintendent, giving consideration to such factors as education and experience.
- B. Annual step increases, consistent with satisfactory performance, will be granted with each added year of service; however, for FY2012-2013, administrators will remain on the same step on the salary grid as they were on in FY2011-2012.
- C. The salary schedule will include five levels:
 - Level 1: Assistant Middle School Principal
 - Level 2: Assistant High School Principal, Language Arts Supervisor K-12
 - Level 3: Elementary Principals
 - Level 4: Middle School Principal, Director of Curriculum, Director of Special Services
 - Level 5: High School Principal

The salary for any position that is less than twelve months will be prorated on a per diem basis.

- D. The Board will establish an account to reimburse Administrators for incidental expenses incurred when it is necessary for an Administrator to stay for meetings beyond normal working hours. This account will be funded at a maximum of \$500.00 annually. Administrators may be reimbursed from the fund by submitting receipts to the Business Office until such time as the \$500.00 annual limit is reached.
- E. Administrators who have earned a doctoral degree shall be awarded a stipend of \$1,000 per year.
- F. The Board will make a contribution to a tax sheltered annuity plan 403(b) of \$2,500 per year per administrator for the duration of this contract. The Board will make this contribution for all administrators who make a matching dollar contribution each school year. Should an administrator elect not to make a matching per dollar contribution in the first year of the contract, the Board will provide no matching contribution for that initial year or any subsequent year of this agreement.

Administrators shall be limited to a plan in which the Board already has employees participating, however, not less than five plans shall be available to an Administrator.

For purposes of reporting total salary compensation to the Teacher Retirement Board (TRB), the Board will report the total of the administrator salary as determined by position and experience as specified in Section G Salary Schedule, including Section E when applicable, and the contribution made by the Board to each administrator's tax sheltered annuity. Those administrators participating in a tax

sheltered annuity shall have this total compensation subject to TRB Contribution.

In the event that the TRB does not accept the reported total salary compensation as a valid report of salary, the Board shall not be held responsible for the TRB decision nor shall the Board be subjected to any action by the Granby Association of School Administrators or an individual administrator.

G. Salary Schedule

2012-2013

	Step1	Step 2	Step 3	Step 4	Step 5	Step 6
Level 1	\$107,065	\$109,332	\$111,648	\$114,014	\$116,429	\$118,897
Level 2	\$112,205	\$114,583	\$117,010	\$119,489	\$122,020	\$124,607
Level 3	\$119,148	\$121,673	\$124,251	\$126,883	\$129,570	\$132,315
Level 4	\$122,778	\$125,378	\$128,035	\$130,747	\$133,519	\$136,346
Level 5	\$127,487	\$130,186	\$132,946	\$135,761	\$138,638	\$141,576

- H. If an administrator is appointed to a summer school position, the stipend for the position shall be negotiated between GASA and the Superintendent of Schools. Agreed funding levels will be determined upon the scope of programs and the number of students and staff.

ARTICLE XII

DURATION OF AGREEMENT

- A. This Agreement contains the full and complete agreement between the Board and the Association on all bargainable issues, and neither party shall be required during the term hereof to negotiate or bargain upon any issue whether it is covered or not covered in this Agreement. All prior practices, agreements, and understandings are void and of no force and effect unless specifically incorporated herein.
- B. This Agreement shall be in full force and effect from July 1, 2012 – June 30, 2013.

Side Letter Number One

Kathleen Sutton shall be eligible for severance pay after fifteen years of service in the Granby Public Schools. Severance pay will be figured on the basis of one (1) day for each year of service as a teacher or administrator in Granby, multiplied by 1/90th of her final salary. To be eligible for severance pay, she must notify the Superintendent in writing by December 15 of the last school year of service. In the case of an unexpected resignation or retirement due to health or incapacitating injury, the notification requirements shall be waived.

When her age and years of teaching and administrative service in Granby total at least eighty-five (85) and she has been employed for the last fifteen years, Kathleen Sutton may qualify for \$15,000 of additional retirement benefits under the following provisions:

1. Notify the Superintendent of her intention to retire on or before December 15 of the last school year of service. In the case of an unexpected resignation or retirement due to health or incapacitating injury, the notification requirements shall be waived.
2. File for and collect retirement benefits, if eligible, immediately upon leaving the employment of the Granby School System.

Payments under this Side Letter will be made in two (2) equal payments in July of the first two (2) years following retirement. In the event of the death of the Administrator following retirement, the payment will be made to the Administrator's estate.

Side Letter Number Two

Kimberly Calcasola shall be eligible for benefits included in Article VI, Retirement Benefits in the Agreement between the Granby Board of Education and Granby Association of School Administrators dated July 1, 2006-June 20, 2009.

The Agreement specifies that "Full-time twelve month administrators hired prior to July 1, 2005 who meet established criteria will be eligible for supplemental retirement benefits. Administrators hired after June 30, 2006 will not be eligible for this benefit."

Kim Calcasola was hired as a full-time twelve month administrator prior to July 1, 2005. Although her position has changed to a ten-month position, she will be considered to be a twelve month administrator for the purpose of eligibility for supplemental retirement benefits as long as all other requirements are met.

This Side Letter pertains to only the named individual and is a non-precedent setting agreement. It shall not be cited as precedent or past practice by any party in any other proceeding.

**GRANBY ASSOCIATION OF SCHOOL
ADMINISTRATORS**

By _____

Date _____

GRANBY BOARD OF EDUCATION

By _____

Date _____

**APPENDIX A: 2012-2013 School Year
Preferred Provider Plan (PPO) – Schedule of Benefits
July 1, 2012 – June 30, 2013**

SERVICE	BENEFIT*													
	IN NETWORK	OUT OF NETWORK												
Annual Deductible	N/A	\$400/individual \$800/two person \$1200/family												
Co-Insurance	N/A	80% til OOP Maximum then 100%												
Out of Pocket Maximum (Including deductible)	N/A	\$1400/individual \$2800/two person \$4200/family												
Inpatient Hospital**	\$500 co-pay, then 100%	80%												
Surgery**	100%	80%												
Assistant Surgeon**	100%	80%												
Anesthesia	100%	80%												
Emergency room co-pay	\$150	80%												
Outpatient Surgery co-pay**	\$350	80%												
Inpatient Physician Services	100%	80%												
Lab and X-Ray (includes routine mammogram and pap smears)	100%	80%												
Office Visits	\$35 co-pay ; 100%	80%												
Prescription Drugs	Prescription benefits shall be based on a 3-tier formulary model of approximately 1000 drugs with physicians having discretion to request Dispense as Written (DAW). The co-pay structure is as follows: <table border="1"> <thead> <tr> <th>Tier</th> <th>Retail 30 day</th> <th>Mail Order 90 day</th> </tr> </thead> <tbody> <tr> <td>Generic</td> <td>\$15</td> <td>\$30</td> </tr> <tr> <td>Formulary</td> <td>\$30</td> <td>\$60</td> </tr> <tr> <td>Non-formulary</td> <td>\$45</td> <td>\$90</td> </tr> </tbody> </table>		Tier	Retail 30 day	Mail Order 90 day	Generic	\$15	\$30	Formulary	\$30	\$60	Non-formulary	\$45	\$90
Tier	Retail 30 day	Mail Order 90 day												
Generic	\$15	\$30												
Formulary	\$30	\$60												
Non-formulary	\$45	\$90												
Routine Well Child Care (including immunizations) Visits for first 2 years shall take place as follows: 2 weeks, 1 month (Immunization), 2 months, 4 months, 6 months, 9 months, 1 year, 15 months, 18 months, 2 years and 1 visit per year age 2-21	\$35 co-pay; 100%	80%												
Annual OB/GYN Exam	\$35 co-pay; 100%	80%												
Outpatient Maternity Care	\$35 co-pay; 100%	80%												
Annual Physical Exam Age 22-30 one exam every three years Age 31-40 one exam every two years Age 41 and over one exam annually	100%	100%												
Allergy Injections	\$35 co-pay; 100%	80%												
Hearing Testing (once every 2 years)	\$35 co-pay; 100%	80%												
Vision Testing	\$35 co-pay ; 100%	80%												
Chiropractic Care	\$35 co-pay ; 100% up to \$750/calendar year	80% up to \$750/calendar year												
Rehabilitative Therapy (up to 60 days/illness, injury)	\$35 co-pay; 100%	80%												
Mental and Nervous or Substance Abuse Outpatient Inpatient**	\$35 co-payment; 100% \$500 co-pay, then 100%	80% 80%												
Skilled Nursing Facility**	Skilled Nursing Facility: \$500 co-pay, 100% up to 90 days/calendar year													
Home Health Care	100% up to 200 visits/year	80% up to 60 visits/year												
Hospice Care	100%	80%												
Durable Medical Equipment	100% up to \$15,000/year with pre-authorization	80% up to \$1,000/year												
Medical/Surgical Supplies	100%	80%												
Transplants	\$20,000 maximum for procurement with pre-authorization													

Note

- Deductible applies to Out-of-Network services
- Out-of-pocket maximums include Out-of-Network Deductible and Coinsurance expenses for covered services; non-covered services do not accumulate
- In-network benefits are based upon agreed fees; out-of-network benefits are based upon Maximum Allowable Amounts (*); balance billing may result for non-network
- Benefits are subject to compliance with PAC/UR requirements (**)

**APPENDIX B: 2012-2013 School Year
Health Savings Account (HSA) – Schedule of Benefits
July 1, 2012 – June 30, 2013**

SERVICE	BENEFIT*	
	IN NETWORK	OUT OF NETWORK
Annual Deductible		\$1500/individual \$3000/family
Co-Insurance	100%	80% til OOP Maximum then 100%
Out of Pocket Maximum (Including deductible)		\$3000/individual \$6000/family
	In-Network After Deductible Plan Pays	Out-of-Network After Deductible Plan Pays
Inpatient Hospital**	100%	80%
Surgery**	100%	80%
Assistant Surgeon**	100%	80%
Anesthesia	100%	80%
Emergency room co-pay	100%	80%
Outpatient Surgery co-pay**	100%	80%
Inpatient Physician Services	100%	80%
Lab and X-Ray (includes routine mammogram and pap smears)	100%	80%
Office Visits	100%	80%
Prescription Drugs	100%	80%
Routine Well Child Care (including immunizations) Visits for first 2 years shall take place as follows: 2 weeks, 1 month (Immunization), 2 months, 4 months, 6 months, 9 months, 1 year, 15 months, 18 months, 2 years and 1 visit per year age 2-21	No Deductible, Plan Pays 100%	80%
Annual OB/GYN Exam	No Deductible, Plan Pays 100%	80%
Outpatient Maternity Care	100%	80%
Annual Physical Exam Age 22-30 one exam every three years Age 31-40 one exam every two years Age 41 and over one exam annually	No Deductible, Plan Pays 100%	80%
Allergy Injections	No Deductible, Plan Pays 100%	80%
Hearing Testing (once every 2 years)	100%	80%
Vision Testing (part of annual physical)	100%	80%
Chiropractic Care	100%	80%
Rehabilitative Therapy (up to 60 days/illness, injury)	100%	80%
Mental and Nervous or Substance Abuse Outpatient	100%	80%
Inpatient**	100%	80%
Skilled Nursing Facility** 90 days cal. year	100%	80%
Home Health Care 200 days. cal. year	100%	80%
Hospice Care	100%	80%
Medical/Surgical Supplies	100%	80%

Note

- Deductible applies to In and Out-of-Network services
- Out-of-pocket maximums include In and Out-of-Network Deductible and Coinsurance expenses for covered services; non-covered services do not accumulate.
- In-network benefits are based upon agreed fees; out-of-network benefits are based upon Maximum Allowable Amounts (*); balance billing may result for non-network services.
- Benefits are subject to compliance with PAC/UR requirements (**)

**Curriculum/Policy/Technology/Communication Subcommittee Meeting Minutes
May 4, 2011
5:30 p.m.**

Attendance:

Ronald Walther	Present	Alan Addley	Present
Deb Torgersen	Present	Diane Dugas	Present
John O'Connor	Present		

Meeting commenced at: 5:39 p.m. Meeting adjourned at: 6:47 p.m.

1. Curriculum Director's Report – Reviewed report – see attached.
2. Update on the following draft policies: Policy 6120, Objectives of the Instructional Program; Policy 9240, Board member Development; and, Policy 9400 Self-Evaluation –
 - Policy 6120 - missing from audit, to next BOE meeting
 - Policy 9240 - missing from audit, minor changes, to next BOE meeting
 - Policy 9400 – missing from audit, minor changes, to next BOE meeting
3. Early Childhood Feasibility Study Update – Reviewed committee recommendations. To BOE no later than first meeting in June.
4. High School Electronics Lab Update – Update on facility definition and curriculum plan.
5. Other -

May 13	Concert of Hope	7:00 p.m.	HS Auditorium
May 16	Finance Subcommittee Meeting Executive Session	5:30 p.m. 6:30 p.m.	Central Services Central Services
May 17	Kelly Lane 5-6 Band Concert and 4-6 Chorus Concert	7:00 p.m.	Cafetorium
May 18	BOE Meeting	7:00 p.m.	Central Services
May 19-20	Wells Road Drama Production	7:00 p.m.	Cafetorium
May 19	6 th Grade Parents' Night	6:30 p.m.	MS Cafeteria
May 20	Senior Prom		Riverview, Simsbury, CT
May 24	Senior Awards Night	7:00 p.m.	HS Auditorium
May 26	High School Arts Exposition High School Chorus Concert	5:30-7:30 p.m. 8:00 p.m.	HS Auditorium
May 30	Memorial Day – No School		Offices Closed
May 31	Race to Nowhere Documentary	7:00 p.m.	HS Auditorium
June 1	Boardwalk/Retiree Luncheon Curriculum Subcommittee Meeting BOE Meeting	TBD 5:30 p.m. 7:00 p.m.	
June 2	Middle School Band Concert	7:00 p.m.	HS Auditorium
June 3	Underclassmen Awards Assembly	12:30 p.m.	HS Auditorium
June 7	Kelly Lane Art/Sci/Tech Fair Gr. 4 Band & Gr. 3 Chorus Concert	3-8 p.m. 7:00 p.m.	Kelly Lane Cafetorium
June 9	6 th Grade Picnic		Kelly/Wells
June 10	Field Day		Kelly/Wells
June 15	8 th Grade Moving-Up Ceremony Finance Subcommittee Meeting BOE Meeting	5:00 p.m. 5:30 p.m. 7:00 p.m.	HS Auditorium
June 16	Graduation	5:30 p.m.	HS Grounds
June 17	Make-up Day for Kearns (1/2 day)		