

Regular Board of Education Meeting  
Wednesday, April 4, 2012 7:00 PM Eastern

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

Jenny Emery: Absent  
Lynn Guelzow: Present  
Cal Heminway: Present  
Edward Ohannessian: Present  
Benjamin Perron: Present  
Rosemarie Weber: Present  
Matthew Wutka: Present  
Present: 6, Absent: 1.

- I. Public Comment
- II. Administrative Reports
  - II.A. Superintendent's Announcements
  - II.B. Student Representative Reports
  - II.C. Schools in the Spotlight
- III. Consent Agenda
  - III.A. Minutes
  - III.B. Date for Graduation and Last Day of School
  - III.C. New Text
  - III.D. New Course
- IV. Old Business
  - IV.A. New Bus Purchases
  - IV.B. Five-Year Bus Services Contract
- V. New Business
  - V.A. SEIU Contract for FY13
  - V.B. MEUI Contract for FY13
  - V.C. 2013-2014 School Calendar
- 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

**Regular Board of Education Meeting – Approved Minutes  
March 21, 2012, 7:00 p.m.  
Central Services**

**Attendance Taken at 6:55 p.m.:**

Present Board Members:

Jenny Emery  
Lynn Guelzow  
Cal Heminway  
Edward Ohannessian  
Benjamin Perron  
Rosemarie Weber  
Matthew Wutka  
Jennifer Lengvarsky (Student Representative)

Absent Board Members:

Sean Goodridge (Student Representative)

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

**I. Public Comment**

There was one public comment unrelated to agenda items which was deferred to the appropriate time.

**II. Administrative Reports**

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

- Welcome to teachers, parents and administrators here this evening.
- We also extend congratulations to 8<sup>th</sup> grade Quincy McGee as being selected as a semi-finalist in the Black History Essay Competition sponsored by the New England Patriots and the Raytheon Corporation. Quincy will be recognized on April 2<sup>nd</sup>.
- Parent conferences began today with conferences at all schools. Elementary conferences will continue on Thursday and Friday this week.
- A Day on the Hill, a legislative network program sponsored by CAFE, was held last Wednesday. Five high school students attended and had the opportunity to hear the governor as well as meeting Senator Kissel.
- Happy to report that there have been no issues reported pertaining to the Silver Street bridge closure.
- Upcoming budget meetings as follows: Budget workshop next Wednesday, March 14<sup>th</sup>; Board of Finance Budget Hearing, Monday, March 26<sup>th</sup>; Town of Granby Budget Hearing, Monday, April 9<sup>th</sup>; and Town Vote on Monday, April. 23<sup>rd</sup>. All of these dates are posted on our website.
- The Gran-Bee will be held on Friday, March 30<sup>th</sup> at 6:30 in the HS Auditorium.
- I am happy to report that at this time the April vacation remains intact and that the last day of school still remains at Wednesday, June 13<sup>th</sup>. Please note that the last day for Kelly Lane will be on Thursday, June 14<sup>th</sup>.

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

- Spring sports have officially started and the Sport Parents' Night will be on March 27<sup>th</sup>.
- Students in Mr. Tokarz and Mrs. Berggren's advisories are collecting shoes, summer clothes, money, and bikes to donate to Ghana.
- The French Honor Society will be selling crepes on March 26<sup>th</sup> to raise money and spread French culture throughout the school.
- The annual dodge ball tournament is this Friday.
- Mrs. Petruzzi's advisory is collecting unused toys for their CCMC toy drive to go to patients at Connecticut Children's Medical Center.
- American Studies' classes are going to New York tomorrow to tour the MET and Central Park.
- The third quarter ends next Friday.
- There will be a blood drive on March 26<sup>th</sup> all day.
- The Drama Club's musical production of "No, No Nanette" was a hit this past weekend and the drama club is sad to see it end.

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

Mr. Traver presented the statement of accounts for February. There was an increase from \$69K to \$117K due to an increase in the salary account partially offset by recent large expenses for repairs and maintenance including ones brought to Board of Finance. The end of the year looks favorable and there will probably be an increase in the forecast.

## **II.D. Teaching and Learning**

Dr. Anna Forlenza-Bailey presented "Principals as Instructional Leaders." Dr. Bailey stated Instructional leadership is integral to our practice as instructional leaders and promotes growth in student learning. Instructional leadership shifts the question from, "What are teachers teaching?" to "What are students learning?" Teachers are provided time to work collaboratively by meeting in PLC, team, intervention, and staff meetings. Principals build their capacity as instructional leaders by administrative walkthroughs, administrative council meetings, principal seminars, and elementary administrative council meetings.

## **III. Consent Agenda**

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

### **III.B. High School Trips 2012-2013**

A motion was made by Rosemarie Weber and seconded by Jenny Emery to adopt the consent agenda. A request was made to break out the vote for the March 7<sup>th</sup> and March 14<sup>th</sup> minutes. A correction was noted to be made with regard to the beginning of the athletic field construction in 2012 not 2013. This motion passed unanimously at 7:24 p.m. (Abstention on 3/7 minutes by Ben Perron and Matt Wutka; Abstention on 3/14 minutes by Ed Ohannessian).

## **IV. Old Business**

### **IV.A. FY13 Administrative Budget**

Mr. Heminway stated that motion made at last week's budget workshop to accept the FY13 budget as presented by the Superintendent was tabled until all members of the board were present. A motion was made by Lynn Guelzow and seconded by Jenny Emery to take the motion off the table and reactivate the budget discussion. Mr. Addley answered additional questions that he had received from the Board pertaining to the FY13 budget. He explained the increased cost of full-day kindergarten from \$317 to \$397K was attributable to the actual salaries of teachers assigned to teach full day kindergarten. Mr. Addley also explained the original \$317K figure included a projected savings of \$30K in transportation. In

discussing the appropriations summary page of the budget, Mr. Addley noted the \$100K increase in small capital funds. Mr. Addley explained the total appropriations request included small capital and Q&D expenditures. Mr. Addley also stated that the representations of the Q&D fund in the budget were consistent with prior years. Mr. Traver stated the \$315 Jobs Fund was a one-time grant and was absorbed in the operating budget and there is no grant to replenish it this year. The \$315K grant money was not spent last year and the Board decided to use the funds this year to offset salary expenditures. The \$315K funds are built on the base for next year, which is consistent with Board of Finance guidance. Mr. Addley explained that the Bring Your Own Device policy would be discussed separately and after the budget process. The Board inquired if wireless would be necessary if the Board decides not permit students to bring their own devices. Mr. Addley explained the cost would be approximately four times more expensive for a hard wired infrastructure. He also stated the wireless technology was necessary in order to support the curriculum and the pending Balanced Assessments. The proposed wireless infrastructure presented in the budget will address the plan from the state and is the most cost-effective.

Comments from the public:

Amy Lupoli, Granby resident and Math and Science Consulting teacher, spoke in support of full-day kindergarten and the new common core stating that there are many new requirements for kindergarten students. She stated there is simply not enough time in the half-day program to do everything that will be required with the new standards.

Kim Dessert, Principal of Kearns Primary School, asked that the Board support full-day kindergarten and that full-day kindergarten would be putting students first.

Jen Bell, parent of a 2<sup>nd</sup> grader at Kearns Primary School, stated that she attended the meeting last week and a slide was presented of what would not be funded even if this budget was passed. As a result, she said she had confidence that the administration and board were making tough choices, in the best interest of the town, and she feels that all of the initiatives that are in the final proposed budget are very important.

Jay Durej, a Granby resident for 17 years and a paraprofessional in the school system, stated that she is concerned about the apparent move to eliminate paraprofessionals, especially in light of the recent state, national and district standards. Ms. Durej also expressed her concern over the demand on teachers without teaching assistants. Mr. Addley stated that the district is not eliminating all paraprofessionals, and has no plans to do so. He proposed continuing dialogue to clarify understanding on this topic. Dr. Pat Law, High School Principal, advocated for the additional guidance counselor. The increase of an additional guidance counselor will allow the high school to continue to support students with social and academic issues.

Colleen Nisbet, Guidance Counselor at the high school, stated that she appreciated publishing the counselor/student ratios. The current average is a 251 student caseload (DRG B average is 213 students). She stated that she hopes the Board will keep the guidance counselor in the budget.

Mr. Heminway, Board Chair, stated that the Board will vote on a total expenditure of approximately \$28.5M and should consider the entire budget even though Board members may not necessarily support every particular item. He stated that by voting for this budget, the Board will state that they value the work that has been done by the administration and the superintendent. Mr. Addley stated the budget is responsive to the Board of Finance and the community in keeping expenditures low. He shared that this

budget will strategically position the district to move forward in the next couple of years. Mr. Wutka stated he has supported every budget over the last 11 years and will support this year's budget. Mr. Perron stated we have a very engaged and thoughtful Board and that having opposing views does not mean the Board is not advocating for education. Ms. Emery stated that she is supportive of budget and that no one has spoken against the budget at the last two meetings. This motion passed unanimously to approve the budget as presented at 8:12 p.m.

## **V. New Business**

### **V.A. Leave-of-Absence Requests**

It is procedure that leaves-of-absence come before the Board. There are two requests this evening, one leave-of-absence is a definite, Matt Pinckney a 4<sup>th</sup> grade teacher at Kelly Lane. Mr. Pinckney's wife is a university professor and has an opportunity to study medicine abroad. The other request is for Julie Bragg, a guidance counselor at the high school. Julie has been in district since 2007. Ms. Bragg's request is a tentative request for a teaching ambassador fellowship. She is currently in the process of interviewing for this fellowship. Mr. Addley requested that the Board support these two leaves-of-absences. A motion was made by Jenny Emery and seconded by Ben Perron. This motion passed unanimously at 8:15 p.m.

## **VI. Miscellaneous**

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

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

The Curriculum Committee met this evening and also on March 7<sup>th</sup>. Many items have been discussed over the last two meetings. On March 7<sup>th</sup> they discussed the following: Developing and realigning what their mission is as a subcommittee and making sure they are addressing the issues brought to the Board; student success plans at the middle school level which will follow students when they get into high school (part of secondary school reform); technology plan, a state program that each district is required to have - discussed what we currently have and what is missing; Big History Course – Gates Foundation – looks at history in multidisciplinary sections and has been approved at the subcommittee level. At this week's meeting the subcommittee looked at the BOE calendar as a whole and will try to imitate that as to what curriculum issues may be coming up. Two other issues discussed: Gifted and Talented Program and Tracking Student Success after high school.

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

The Finance Committee met this evening and discussed the following items: February statement of accounts which was presented this evening - favorable \$117K so far this year primarily from the salaries line item; opened up the bus purchase bid - we are looking to purchase 3 buses - \$9K less than the budget; looked at fuel oil – will top off tanks at \$2.40/gallon; the Wells Road/Kelly Lane building project – audits will be conducted this year and town will receive any monies back; personnel review procedures; and 5-year bus services contract. Relative to the bus contract, all four companies received the same bid specifications and First Student came in at \$33/day less, or \$100,000/yr. This item will be put on the agenda to be voted on at the next meeting. In every case the First Student figures (even in rental situations) were less. In response to a question from Ms. Emery, Mr. Traver said that references had been checked and Suffield was satisfied with the service.

In public comment, Karen Bledsoe stated that she has been a resident in town for 6 years and that many bus drivers are here this evening. Ms. Bledsoe stated that if we get a new company then many drivers would lose their tenure that they have at M&J. She asked the Board to consider the drivers in town as they know the students.

Debbie Cossitt stated that has lived in town since she was 2 years old and that M&J is a local, state-owned company. She stated that First Student is headquartered in Scotland and has spent most years buying up or merging with other bus companies. She asked the Board to also consider staying with M&J Bus Company.

## **VI.B. Other Board-Related Reports**

### **VI.B.1. CPPAC**

The Building Committee for the athletic field project met last evening. There was an initial meeting two weeks ago. The Committee is responsible for overseeing the expenditure of referendum funds, with the primary focus being the athletic fields. The Committee met with CR3 last night and also reviewed the GAFLAC information. The focus of the meeting was to get from the Board of Education and the Town what the preferred 9-month period is they feel the fields should be off-line, and also coordination with the town with regard to mowing, etc.

### **VI.B.2. CREC/CABE**

A Day on the Hill was last week. Five high school students in addition to Dr. Law, Alan and Cal attended. The governor spoke and there was no discussion of secondary school reform or the common core standards.. At the CREC Council Meeting today, nothing is new except that interestingly many districts are making the efforts to deal with full-day kindergarten but are talking about significant increases in costs to do so.

### **VI.B.3. Granby Education Foundation**

The Gran-Bee is Friday, March 30<sup>th</sup>. All money does flow back to the district in terms of grants. There are 6 community grant applications for this round and one arts endowment grant being considered.

### **VI.B.4. District Efficiency Initiatives**

There was nothing to report.

## **VI.C. Calendar of Events**

The calendar of events was as presented.

## **VI.D. Board Member Announcements**

Mr. Addley informed the Board that advertising will begin for the pre-school program (pending BOE approval). Jenny Emery suggested a placeholder on the next agenda for an all-day board retreat to discuss policy and board goals and requested that a date be secured soon so that everyone can attend. Linda will send out dates for the summer via Doodle.

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

A motion was made by Matt Wutka and seconded by Ed Ohannessian to go into a brief executive session and then a non-meeting. This motion passed unanimously at 8:42 p.m.

Respectfully submitted,

Jenny Emery, Secretary

Linda Powell, Board Recorder

**GRANBY PUBLIC SCHOOLS  
2013-2014 SCHOOL CALENDAR**

**AUG/SEPT (19 days)**

<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>
26PD	27PD	28PD	29PD	30
2H	3⊕	4	5H	6
9	10	11	12♦	13
16	17	18	19♦	20
23	24	25	26♦	27
30				

**JANUARY (21 days)**

<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>
		1H	2♦	3
6	7	8	9♦	10
13	14	15	16♦	17
20H	21EX	22EX	23EX*24EX <sup>GS</sup>	
27	28	29	30♦	31

**MAY (20 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
26H	27PD	28	29♦	30

**OCTOBER (22 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
14H	15	16	17♦	18
21	22	23	24♦	25
28	29	30	31♦	

**FEBRUARY (18 days)**

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

**JUNE (9 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
16+	17+	18+	19+	20+
23	24	25	26	27
30				

**NOVEMBER (18 days)**

<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>
				1
4GS	5PD	6	7♦GE	8
11	12	13	14♦	15
18	19	20	21ES	22EE
25EE	26EE	27*	28H	29H

**MARCH (21 days)**

<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>
3	4	5	6GE	7
10	11	12	13♦	14
17	18ES	19	20♦	21
24	25	26EE	27♦EE	28 <sup>GS</sup> EE
30				

**LEGEND:**

- ⊕ First/Last Day of School
- H Holiday - No School
- PD Prof. Dev. - No School
- V Vacation - No School
- ♦ HS PLC late arrival
- \* Early Release - All Schools
- EE Early dismissal elementary only
- ES Early dismissal secondary only
- EX Early Release - HS Exams
- GE Grades Close - Elementary
- GS Grades Close - Secondary
- + Emergency Days

**DECEMBER (15 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
16	17	18	19♦	20*
23V	24V	25V	26V	27V
30V	31V			

**APRIL (17 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
14V	15V	16V	17V	18H
21	22	23	24♦	25
28	29	30		

**VACATIONS: DEC. 23, 2013 – JAN. 1, 2014      FEBRUARY 17-18, 2014      APRIL 14-18, 2014**

**KEARNS PRIMARY SCHOOL**

August 27	Kindergarten Meet and Greet
Sept. 9	Grade 2 Open House
Sept. 10	Grade 1 Open House
Sept. 12	Kindergarten Open House
Oct. 1	Early Release – Prof. Dev.
Nov. 5	Prof. Dev. - No School
Nov. 22	Early Release - Conferences
Nov. 25	Early Release - Aft/Eve Conf
Nov. 26	Early Release - Conferences
Jan. 23	Early Release - Prof. Dev.
April 8	Early Release - Prof. Dev.
Mar. 26-28	Early Release - Conferences
May 27	Prof. Dev. - No School

**KELLY & WELLS INT. SCHOOLS**

Sept. 16	Grades 3 & 4 Open House
Sept. 17	Grades 5 & 6 Open House
Oct. 1	Early Release – Prof. Dev.

Nov. 5	Prof. Dev. - No School
Nov. 22	Early Release - Conferences
Nov. 25	Early Release - Aft/Eve Conf
Nov. 26	Early Release - Conferences
Jan. 23	Early Release - Prof. Dev.
Mar. 26-28	Early Release - Conferences
April 8	Early Release - Prof. Dev.
May 27	Prof. Dev. - No School

**GRANBY MEMORIAL MIDDLE SCHOOL**

Sept. 11	Open House
Oct. 1	Early Release - Prof. Dev.
Oct. 4	Fall Parents' Day
Nov. 5	Prof. Dev. - No School
Nov. 20	Evening Conferences
Nov. 21	Early Release - Conferences
March 18	Early Release - Conferences
April 2	Grandparents'/Sr. Citiz. Day
April 8	Early Release - Prof. Dev.

April 10	Spring Parents' Day	May 27	Prof. Dev. - No School
June 12	8 <sup>th</sup> Gr. Moving-Up Ceremony		
<b><u>GRANBY MEMORIAL HIGH SCHOOL</u></b>			
Aug. 30	Freshmen Orientation		
Sept. 12	Open House		
Sept. 17	Sr. Parent Night		
Oct. 1	Early Release - Prof. Dev.		
Nov. 5	Prof. Dev. - No School		
Nov. 20	Evening Conferences		
Nov. 21	Early Release - Conferences		
Jan 21,22,24	Early Release - Exams		
	**All buses pick up at 2:20**		
Jan. 23	Early Release/Exams/Prof Dev		
	**All buses pick up at noon**		
Feb. 6	8 <sup>th</sup> Grade Parents' Night		
March 18	Early Release - Conferences		
April 8	Early Release - Prof. Dev.		
May 27	Prof. Dev. - No School		
June 13	Graduation		

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 185<sup>th</sup> 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	9:05 - 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 - 3:20
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**  
**March 21, 2012**  
**5:30 p.m.**

Attendance:

Matt Wutka	Present	Alan Addley	Present
Ed Ohannessian	Present	Harry Traver	Present
Lynn Guelzow	Present		

Meeting commenced at: 5:35 p.m. Meeting adjourned at: 6:52 p.m.

1. February Statements of Accounts – +\$69K to +\$117K – mostly from salaries and less from outside services.
2. Bus Purchase Bid Award – Proposal to look to buy three conventional buses. Sealed bid results.
3. 5-Year Bus Services Bid Award – Recommendation to vote on changing bus companies at next meeting.
4. Full-Year Heating Oil Forecast – We are covered on all outstanding contracts for this year.
5. Kelly Lane and Wells Road Building Project Audit – Currently being audited. Expect completion of audits by fiscal year end. Withholding approximately \$450K-\$500K.
6. Building Committee Projects (Update) – There have been two meetings on the project. Looking to start fall 2012 with completion by end of summer 2013. Many issues to still discuss by committee.
7. Personnel Review Process – Reviewed the process for teacher review and tenure process as well as administrator review process.
8. Other – Nothing to report.

March 30	Gran-Bee	6:30 p.m.	HS Auditorium
March 30-31	Robotics Competition	8:45 a.m. to 4:00 p.m.	Hartford Convention Center
April 4	Grandparents' Day	12:30-2:00 p.m.	Middle School
April 4	Curriculum Subcommittee Meeting BOE Meeting	5:30 p.m. 7:00 p.m.	Central Services Central Services
April 6	Holiday – No School		Offices Closed
April 9	Town of Granby Budget Hearing	7:00 p.m.	HS Auditorium
April 10	Parents' Day	7:35-9:15 a.m.	
April 16-20	April Vacation		Offices Open
April 23	Annual Town Meeting & Vote	7:00 p.m.	HS Auditorium
April 27-28	MS Drama Club Spring Production	7-9 p.m.	MS Cafeteria
May 2	Curriculum Subcommittee Meeting BOE Meeting	5:30 p.m. 7:00 p.m.	Central Service Central Services
May 16	Finance Subcommittee Meeting BOE Meeting	5:30 p.m. 7:00 p.m.	Central Services Central Services
May 28	Holiday – No School		Offices Closed
June 6	Boardwalk/Retiree Luncheon Curriculum Subcommittee Meeting BOE Meeting	8:00 a.m.-3 p.m. 5:30 p.m. 7:00 p.m.	All Schools/Sr. Ctr. Central Services Central Services
June 20	Finance Subcommittee Meeting BOE Meeting	5:30 p.m. 7:00 p.m.	Central Services Central Services
July 23	Board Summer Retreat		