

Regular Board Meeting
Wednesday, September 19, 2007 7:00 PM
Eastern

Town Hall
172 Main Street
Killingly, CT 06239

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Recognition of Visitors
 - 4.A. Honor Student for Article in Norwich Bulletin, Joshua Bryer
 - 4.B. Honor CAPT Performance by KHS Student Patrick Meagher
 - 4.C. Presentation of 2008 Teacher of the Year, Kate Brien
 - 4.D. Introduction of Assistant Principal at Killingly Memorial School, Steve Rioux
 - 4.E. Introduction of Assistant Principal at Killingly Central School, Peter Micari
 - 4.F. Killingly's Tercentennial Celebration, Theresa Barton
5. Report of Killingly High School Student Board Members
6. Report of Town Council Liaison
7. Reports
 - 7.A. Middle College High School Informational Meeting
 - 7.B. CMT/CAPT/AYP
 - 7.C. High School Schedule
8. Report of Superintendent of Schools and Assistant Superintendent of Schools
 - 8.A. Board of Education Annual Calendar
 - 8.B. Opening of School
 - 8.C. High School Project
 - 8.D. School Security
9. Consent Agenda
 - 9.A. Approval of Minutes
 - 9.B. Approval of Bills
 - 9.C. Approval of Employee of the Month
 - 9.D. Approval of Grants
 - 9.E. Approval of Line Item Transfer
10. Action Items
 - 10.A. Approval of Nurses Contract
 - 10.B. Approve Substitute Teacher Rates 2007-2008
 - 10.C. IRS Section 403b Plans and 90-24 Transfers
 - 10.D. First Reading, Policy #4120, Athletic Coaches
 - 10.E. First Reading, Revision to Bylaw #9323, Agenda Construction
 - 10.F. First Reading, Deletion of Bylaw #9325.2, Agenda Format
11. Report of Board Committees
12. Other Informational Items Including Open Action Items
13. Additions to the Agenda
14. Planning Future Activities
15. Executive Session (Negotiations)

Frequently Asked Questions

The Quinebaug Valley Middle College Magnet School is a RESC Interdistrict Magnet School model, reflecting a collaboration between Quinebaug Valley Community College; the public school districts of Killingly, Plainfield, Putnam, Thompson, and Windham; and EASTCONN. Situated on the Quinebaug Valley Community College Campus, the magnet school will serve a total of 125 disengaged high school students in grades 10 - 12 who are at risk of dropping out. In the first year, 2008 – 09, 30 tenth grade-level students from the partner districts will be selected, with an additional 30 students added each year until the program is fully enrolled. The magnet school is built on the pillars of rigor, relevance, and relationships, with a curriculum focus on the *middle college experience*. Able and ready students will be able to enroll in community college level classes that are integrated within the framework of their selected studies.

1. *Who are the partner districts?* Killingly, Plainfield, Putnam, Thompson, and Windham Public Schools are the partner districts.

2. *How are students selected to attend the magnet high school?* Students can self-select to enroll. School teachers, administrators, and guidance counselors from the partnering school districts can assist students and their parents and guardians to determine suitability for the school. An annual lottery will be held pursuant to state statutes governing magnet schools.

3. *How many slots are available to each partner district?* The following chart shows the number of slots each district has for the first year of enrollment, and for when the school will be fully enrolled.

District	Year I Slots	Total Slots/Year 5
Killingly	7	29
Plainfield	7	29
Putnam	4	17
Thompson	4	17
Windham	8	33
Total	30	125

4. *What happens if a partner district cannot fill all its available slots?* If partner districts cannot fill their available slots, students from non-participating districts will be eligible to attend.

5. *Who are the non-partner districts?* Non-partner districts are those school districts which have not signed a partnership agreement, and as a result, do not participate on the governance board.

6. *Can students from non-partner districts participate?* Yes, if there are open student slots available.

7. *How is the Middle College opportunity funded?* The middle college is funded by both support from the Connecticut State Department of Education and local district tuition. For 2008-09, district tuition is projected to be \$3,000 per student. Based on legislatively approved state tuition

payment for students enrolled in full-day magnet schools, the State Department of Education will pay \$7,620 for each student enrolled.

8. *What happens if there is a deficit?* Because this is a RESC Interdistrict Magnet School, any deficit is borne by the regional education service center. However, the governance board will be kept aware of any deficit prior to the start of each school year and can determine how to proceed to reduce or eliminate any deficit.

9. *Describe the curriculum, social, and academic support activities.* The core curriculum is an interdisciplinary one with an active-learning approach. Differentiated instruction and opportunities for real-world application of skills are stressed throughout the curriculum. A strong guidance and advisory component is integrated in the program. Each student will be guided and coached by an assigned Magnet School staff person (a mentor/coach); these relationships will be forged over the student's entire educational career. In addition, one-to-one and small group tutoring support sessions are built into the program, as is a community meeting session to engage students in the development and management of a respectful and inclusive learning community.

10. *What happens if a student with special needs wishes to attend? Who covers the associated costs?* The Magnet School accepts all students, regardless of ability or disability. Any extenuating cost for specialized service is the responsibility of the sending school.

11. *What happens if a student decides to withdraw?* A student can withdraw before the start of the school year, prior to the start of the second semester, or by informing the school's principal in June that he/she will not be returning. However, we advise that prior to withdrawing, each student and his/her family meet to discuss this desire and decision with the appropriate school staff. Students will be accepted back at their respective sending school.

12. *If a student starts in the 10th grade, does he or she have to be committed to the full three years of study?* The Magnet School has been developed to address the challenging needs of students who find the traditional high school environment poorly suited to their developmental, academic, career, or social needs. All students should start committed to succeed and complete their studies. But for students who find their desires and needs changing, they may withdraw as described above (question 11).

13. *Can students enroll in the school at anytime?* No. Students must enroll by September 30 of any school year.

14. *Describe the counseling and advising resources that will be available.* Counseling and guidance are critical pillars of the Magnet School. Each day will begin with a group advisory activity to help students think about their academic and career goals and the skills, habits, and steps necessary to reach their goals. In addition, each student will be assigned to a 'caring adult' from the Magnet School community to provide academic, vocational, motivational and emotional support. Additionally, we are planning to have a guidance counselor on staff to provide a developmental guidance program and professional academic and personal assistance to students and families.

15. *Who awards the high school diploma?* The Quinebaug Valley Middle College Magnet High School will award the diploma.

16. *How many credits are necessary for graduation?* Students will be expected to earn 24 credits in the following manner:

- English: no fewer than 4 credits
- Mathematics: no fewer than 3 credits
- Science: no fewer than 3 credits
- Social Studies: no fewer than 3 credits
- World Cultures, Language and Traditions: no less than 2 credit
- Arts or Vocational Education: no less than 1 credit
- Physical Education/Health: no less than 1 credit
- Fine/Practical/Graphic Arts: no less than 1 credit
- Community Service Learning: no less than 1 credit
- Electives: no fewer than 4 credits

17. *Will the Magnet School be held to the same state testing and graduation requirements as the partner district schools?* Yes, the Quinebaug Valley Middle College Magnet School will be held to the same state testing and graduation requirements.

18. *How many years is each partner district's agreement for participating in the school?* Partner school districts have agreed to participate in the magnet school for a minimum of five years.

19. *Will the staff be highly qualified?* Yes; the Quinebaug Valley Middle College Magnet School teachers and administrators will be appropriately certified and meet the federal and state determinations of 'highly qualified.'

Section II: Strength of Organization Effort

A. School Governance

1. Procedures for establishing governance board

The governance board will be established through an agreement among the participating school districts (Killingly, Plainfield, Putnam, Thompson, and Windham) and Quinebaug Valley Community College. Under this agreement,

- the college or EASTCONN shall have the power to: Apply for, receive directly and expend any state or federal grants which may be allocated to the School for specified programs;

the Board or its designee shall have the power to:

- To receive and disburse funds appropriate to the use of the Board by the State of Connecticut, the United States Government or given to the Board by individuals or private corporations;
- To establish personnel positions;
- To otherwise provide specified programs, services and activities;
- To establish, alter and repeal bylaws, policies and regulations that are not inconsistent with the Agreement.

Each participating school board will be represented by two persons: the duly elected chair of the school board or his/her designee, and the superintendent of schools or his/her designee. In addition, Quinebaug Valley Community College will be represented by the President of the college, a College faculty member, and a College administrator. A voting position on the Board will be offered to one person who will represent the business community. The Board will be chaired by the President of Quinebaug Valley Community College.

The Governing Board will meet monthly to provide additional support and oversight with specific responsibility to:

- Oversee all aspects of the Quinebaug Valley Middle College High School operations and activities including development of an annual budget, fiscal oversight and regulatory compliance in accordance with State and Federal laws, regulations and guidelines;
- Insure effective and ongoing communication between and among members of the Quinebaug Valley Middle College High School faculty, staff, and administration as well as students, parents and members of the community.
- Facilitate and coordinate relationships between and among participating school districts; and
- Monitor the instructional and programmatic outcomes of the Quinebaug Valley Middle College High School.

The Board will negotiate a contract with Quinebaug Valley Community College regarding the use of College space and equipment.

QVCC Middle College High School
Magnet School Operations Plan

The Board will develop policies regarding the allocation of spaces, enrollment, recruitment and other matters, subject to the State of Connecticut's policies regarding magnet schools.

Other boards of education may be included under the agreement. Each school board and the College must approve any amendment of the agreement.

2. Internal management

The Principal of the School will work with the Governance Board, and will attend all appropriate faculty and administrative meetings as identified by the President of the College and the Dean of Learning and Student Development. Conversely, Quinebaug Valley Community College will identify faculty representative(s) who will serve as liaison between high school and college faculties.

The Governance Board will provide administrative oversight and supervision for all programmatic aspects of the Quinebaug Valley Middle College High School, with fiscal, educational, and operational services provided by EASTCONN. In this role, EASTCONN, with approval of the full Board, will carry out the following management functions:

Curriculum: In collaboration with curriculum personnel of participating school districts and the College,

- Insure that curriculum is designed to meet and/or exceed the standards and content of Connecticut's Curriculum Frameworks and national standards;
- Identify or develop specific curriculum to meet the unique focus of the School; and,
- Continue to review and evaluate learning outcomes and revise curriculum and instruction to enhance student success.

Instruction: In collaboration with participating school systems and the College,

- Selection of instructional materials (text, audio/visual, computer software, etc.);
- Assessment of student progress and reporting of results to all participating LEAs. Assessment tools will include, but not be limited to, required State and Federal instruments and those specific to learning activities associated with arts/communication and technologies and with positive contributions to social justice through activities in communities throughout the region; and,
- Staff training and development, within the approved budget of the School and in keeping with the Middle College High School program and staff needs.

Personnel: The Board will, upon recommendation of the principal, have sole authority to establish and eliminate both full- and part-time positions, including encouragement of applications for appointment from an ethnically, racially and economically diverse pool.

The Board will utilize the approved affirmative action policies and the affirmative action plan of EASTCONN. The principal in collaboration with EASTCONN will be responsible for the hiring of faculty and staff. The principal will be responsible for cooperative development and implementation of an in-service training program and plans for staff development and staff evaluation. There will be a formal personnel evaluation system.

QVCC Middle College High School
Magnet School Operations Plan

The selection of the principal shall involve a collaborative effort between the Board of Trustees or designee and the governing board, recognizing that the final decision in such matters will be made by the governing board.

Fiscal: The Board will govern fiscal policies including:

- Establishment of a fiscal year beginning on July 1 and ending on June 30.
- Prescribe a form and determine a date for presentation by the principal of an annual expenditure and revenue budget for the ensuing fiscal year. The operating budget shall include:
 - An expenditure budget
 - A revenue budget that is sufficient to offset the expenditure budget and that shall include any estimated unexpended balance in the current operating budget, estimated federal and state grant receipts, any other miscellaneous revenues and apportioned contributions for the boards and/or the College;
- By January 1, the Board will adopt and submit to each board a recommended per-pupil tuition figure for the ensuing fiscal year.
- The budget, on approval by a two-thirds majority of the Board, shall be deemed approved and binding on all the boards with regard to their per-pupil tuition costs;
- During the course of the fiscal year, the Board will review the status of the operating budget periodically. The principal will report to the Board quarterly on the status of the School operating budget, including any non-Board revenue sources.
- The annual contributions required from each of the local boards shall be established by the Board with the understanding that expenses will not exceed a ten per cent (10%) increase over the previous year..
- EASTCONN will invoice each district on a semi-annual basis – adjusted after October 1 based on official enrollment counts.

Lottery: EASTCONN will design and conduct annual lotteries for participating districts that meet State, Federal and the Quinebaug Valley Middle College High School's requirements. Should the partner districts be unable to fill the allocation of seats, unfilled seats will be offered to other districts.

Communications: The President of Quinebaug Valley Community College will:

- Chair meetings of the Governing Board on a regular basis;
- Facilitate integration of the Middle College High School at the Quinebaug campus;

The Principal will:

- Prepare and submit for Governing Board review financial reports (in collaboration with the RESC) staffing information, program reports and program evaluation, and recommendations.

QVCC Middle College High School
Magnet School Operations Plan

Withdrawal from the Agreement:

Any school board may withdraw from the collaborative agreement provided that the board gives written notice of its intent to withdraw to the Board and to each of the other boards at least two years prior to the date of its proposed withdrawal. The Board will dissolve when all but one (1) of the boards has withdrawn from the collaborative agreement. If a district withdraws from the agreement, the district will continue its commitment to the students already in the program.

A Leadership Team will be created and authorized by the Governance Board. The Leadership Team will meet regularly in order to insure that the Middle College High School is operated in a manner that is productive and effective for students and is integrated with the Community College in a way that supports and enhances the quality of campus life and educational outcomes for both secondary and post-secondary students. Primary responsibility for college integration and cooperation will be delegated to the Dean of Learning and Student Development. The Principal of the School will carry out responsibility for educational program development and supervision, and responsibility for day-to-day operations. The Principal will be responsible for:

- Establishing an annual calendar consistent with Connecticut State Statutes;
- Oversight, maintenance and scheduling of facilities on the Quinebaug Valley Community College campus in cooperation with designated facilities and logistics personnel of the College;
- Identification and purchase of schools supplies and equipment consistent with the annual budget;
- Documentation and record-keeping related to student admission, attendance, performance, transition and follow-up;
- Preparation and dissemination of required reports, consistent with state regulations and timelines;
- Hiring, scheduling, and assignment of teachers and other staff consistent with instructional goals for the School;
- Management of student discipline, guidance, and support services with representative student participation; and,
- Other functions necessary for establishing and maintaining an efficient, effective day-to-day operation of the School.

It is anticipated that students will also play an essential role in the development of a supportive, creative and committed culture within the school. Students will be responsible for developing and managing day-to-day (school) community issues through a Student Government and Review Board. Students will formulate a code of ethics and will help to orient entering students to that code. Students will also manage many aspects of day-to-day operations including such activities as attendance monitoring, peer mediation and peer tutorials.

A joint statement of expectations and guidelines for students and staff will be developed and approved by the Governance Board.

MIDDLE COLLEGE MAGNET SCHOOL BUDGET FOR 3 YEARS 2008 - 2011

	Year 1 30 students	Year 2 60 students	Year 3 90 students
PERSONNEL:			
Teaching Principal (1)	90,000	92,700	95,481
Teachers (2)	100,000	105,000	113,300
Teachers (2)	N/A	105,000	113,300
Special Education (.5)	N/A	26,000	N/A
Special Education (1)	N/A	N/A	56,000
Paraprofessional (1)	N/A	16,800	N/A
Paraprofessionals (3)	N/A	N/A	51,000
Secretarial Support	25,000	26,000	27,000
Guidance Counselor (.5)	28,600	N/A	N/A
Guidance Counselor (1)	N/A	55,000	56,650
Nurse (.25)	N/A	15,000	N/A
Nurse (.5)	N/A	N/A	32,000
Social Worker (1)	N/A	N/A	60,000
Specialty area teachers (Music, Art, Work Study, etc.)	N/A	N/A	84,048
Substitutes	1,500	2,000	3,500
BENEFITS	41,215	105,375	155,000
IN-SERVICE	3,000	4,000	12,000
FIELD TRIPS/INTERNSHIPS	5,000	20,000	40,000
COMMUNICIONS	3,500	5,000	6,500
CONSULTING FEES	5,000	6,500	15,000
INSTRUCTIONAL SUPPLIES	N/A	10,000	30,000
EQUIPMENT	N/A	35,000	45,000
TRAVEL	4,000	4,500	5,000
NURSE SERVICES	5,000	N/A	N/A
LIABILITY INSURANCE	2,500	5,000	5,500
SUB-TOTAL	314,315	638,875	1,006,279
INDIRECT	4,285	31,925	50,411
TOTAL	318,600	670,800	1,056,690

REVENUE Year 1 (2008-2009)

CSDE funds through RESC @\$7,620 per student for 30 students =	\$228,600
LRA contribution @\$3,000 per student for 30 students =	90,000
TOTAL:	\$318,600

REVENUE Year 2 (2009-2010)

CSDE funds through RESC @\$8,180 per student for 60 students =	\$490,800
LRA contribution @\$3,000 per student for 60 students =	180,000
TOTAL:	\$670,800

REVENUE Year 3 (2010-2011)

CSDE funds through RESC @\$8,741 per student for 90 students =	\$786,690
LRA contribution @\$3,000 per student for 90 students =	270,000
TOTAL:	\$1,056,690

STUDENT ATTENDANCE – 2007/2008

KHS

DATE	8/30/07	9/7/07		
Grade 9	173	176		
Grade 10	218	211		
Grade 11	204	212		
Grade 12	194	189		
TOTAL	789	788		

KIS

DATE	8/29/07	9/7/07		
Grade 5	182	176		
Grade 6	202	200		
Grade 7	221	214		
Grade 8	197	189		
TOTAL	802	779		

KMS

DATE	8/29/07	9/7/07		
Grade K	84	89		
Grade 1	107	106		
Grade 2	117	114		
Grade 3	100	100		
Grade 4	106	105		
TOTAL	514	514		

KCS

DATE	8/29/07	9/7/07		
Grade K	93	90		
Grade 1	94	93		
Grade 2	91	91		
Grade 3	82	83		
Grade 4	83	81		
TOTAL	443	438		

