

**SHELTON BOARD OF EDUCATION
REGULAR MEETING
BOARD OF EDUCATION ADMINISTRATIVE OFFICE
382 LONG HILL AVENUE
SEPTEMBER 22, 2010**

The Board of Education met at 6:45 p.m. in Conference Room C to discuss teacher negotiations. Mike Pacowta moved to **go into Executive Session at 6:50 p.m.**; seconded by Thomas Minotti; vote 8-0; motion passed. Members present were Timothy Walsh, Thomas Minotti, Win Oppel, Kate Kutash, Kathy Yolish, Paula Ellis, Mike Pacowta and Jay Francino-Quinn. Invited to stay were Freeman Burr, Allan Cameron, Rita McDougald-Campbell and James Brant. Mike Pacowta moved to **leave Executive Session at 7:15 p.m.**; seconded by Jay Francino-Quinn; vote 8-0.

Chairman Timothy Walsh called the Regular Meeting of the Board of Education to order at 7:25 p.m.

Roll Call: (alpha order)

Paula Ellis

John Francino-Quinn

Kate Kutash

Arlene Liscinsky, Vice Chairman (arrived 8:11 p.m.)

Thomas Minotti, Secretary

Win Oppel

Mike Pacowta (departed 8:25 p.m.)

Timothy Walsh, Chairman

Kathleen Yolish

Initial quorum 8 present; 1 absent

8:11 – full quorum 9 present

8:25 – quorum 8 present; 1 absent

Board of Education Administration present:

Superintendent of Schools, Freeman Burr

Assistant Superintendent, Lorraine Rossner

Director of Finance, Allan Cameron

Director of Human Resources, Rita McDougald-Campbell

Operations Manager, William Banfe

(1 tape on file in City/Town Clerk's Office)

The Board led the Pledge of Allegiance.

Public Hearing

Paige Colon, 3 Fawn Meadow Lane, SHS senior and Pom Pon member, addressed the issue of suspension of the Pom Pon team due to the vacant advisor position.

Michele Dellolio, 21 Tahmore Place, parent, spoke on behalf of the team addressing the Pom Pon advisor position and recommended a candidate.

No one else wished to speak and the public portion was closed at 7:37 p.m. Chairman Walsh explained to the audience that the topic of Pom Pons was not on the agenda and legally could not be discussed at that time.

Approval of Agenda and Addendum

Mike Pacowta moved to approve the agenda; seconded by Jay Francino-Quinn; vote 8-0; motion passed.

Paula Ellis moved to approve the addendum; seconded by Thomas Minotti; vote 8-0; motion passed.

Approval of Minutes

Win Oppel moved to approve the minutes of the Regular Meeting of August 25, 2010; seconded by Paula Ellis; vote 7-1-0 (abstention – Timothy Walsh); motion passed.

Presentation

Tina Henckel, Assistant Director of STEM Education & Data Management, gave an informative presentation on the Student Spaceflight Experiments Program (SSEP), an initiative that provides middle and high school classes in grades 5-12 across the district the ability to propose experiments to fly in low Earth orbit, and to celebrate that accomplishment with their local community and with national and global audiences. It was noted that the Shelton Public School System will be the only school system in the State of Connecticut that has secured an experiment slot on the final space shuttle, STS-134, scheduled to launch in February 2011. A brief question and answer period ensued. It was noted that a press release is being prepared. Mrs. Henckel's presentation will be posted on the district website.

Communications to the Board

Freeman Burr stated a persuasive letter was received from two students, MacKenzie Mazerolle and Samantha Sheffer, recommending no school on Wednesdays for intermediate and high school students; copies were sent to all board members. In addition, several notes were received from building administrators in appreciation of the floral arrangements sent by the Board for opening day.

Appointments

Paula Ellis moved to approve the following appointments; seconded by Mike Pacowta; vote 8-0; motion passed.

Jenna Petrucelli, Special Education teacher at Booth Hill School
Therese Shobert, Special Education teacher at Perry Hill School
Erin Trojanowski, Special Education teacher at Long Hill School
Patricia Block, math curriculum leader at Shelton High School
Erik Martire, co-advisor to the National Honor Society at Shelton High School
John Ashcroft, freshman girls' soccer coach at Shelton High School
Scott Federowicz, network technician in Technology Center, Central Office
Danielle Green, full-time occupational therapist, systemwide
Mary Beth Hafele, .7 physical therapy assistant, systemwide
Michelle Sedlock, girls' volleyball coach at Shelton Intermediate School
Tina Coppola, Office Secretary in Accounts Payable, Central Office

Resignations

The Board was notified of the resignations of the following:

Elaine Branca, FCCLA (Family, Career, and Community Leaders of America)
advisor at Shelton High School, effective immediately
Rita McDougald-Campbell, Director of Human Resources, effective
September 28, 2010
Timothy Wheeler, part-time evening security guard at Shelton High School,
effective immediately

Superintendent Burr and several Board Members expressed appreciation and best wishes to Rita McDougald-Campbell.

Instructional Update

Freeman Burr called attention to the outstanding articles on education written by Kathy Yolish that appeared in the latest issue of *Shelton Life*. Board Members were reminded of the next meeting of Lighthouse Project on September 28 at 4 p.m.

(Note: Arlene Liscinsky arrived – 8:11 p.m.)

Mr. Burr stated he is awaiting Mayor Lauretti's response naming a representative to the Shelton Education Fund Advisory Committee, and the Board will also appoint a representative. The first meeting of the Shelton Education Fund Committee to discuss roles and responsibilities has been scheduled tentatively for October 6, from 5-6 p.m. The Shelton Education Fund Kickoff has been scheduled tentatively for October 27 from 5-6:30 at Perry Hill, followed by the Regular Board of Education Meeting.

Freeman Burr discussed the preliminary schedule for Effective Teaching Rubric Walk-throughs at each of the schools, the purpose of which is to calibrate the information collected on the rubric. He stated the data collected will drive professional development of administrators.

Superintendent Burr discussed School Improvement Plans, which will be synthesized into a District Improvement Plan; Scientific Research-Based Intervention (SRBI); Student Academic Support Centers.

Enrollment was discussed and Mr. Burr said the following classrooms will be added to bring class sizes to reasonable numbers:

Booth Hill	Gr. 2
Elizabeth Shelton	Gr. 3
Mohegan	Gr. 3
Sunnyside	.5 Gr. K

(Note: Mike Pacowta departed – 8:25 p.m.)

Mr. Burr discussed Title I, Free and Reduced Lunch participation. The following schools have qualified by formula (approximations): Long Hill, Sunnyside, Perry Hill and Shelton Intermediate. Shelton High School was .4% below district average of 17.8%. Per formula, the approximate funds will be: Long Hill \$60,000; Sunnyside \$40,000; Perry Hill \$100,000; SIS \$95,000. It is mandated that 5% or \$19,000 be earmarked for professional development. That leaves about \$25,000. Mr. Burr said because Shelton High is so close, it is within the scope of our discretion to give Shelton High the \$25,000.

(Tape 1; Side B – 8:29 p.m.)

In the past, Central Office controlled Title I funds; principals and school leaders will now decide how those funds are to be used in order to maximize student achievement. It was confirmed that some funds could be carried over to be used for summer programs or to add a tutor or half-time teacher. All schools identified for Title I, including the high school, will be eligible for free CALI training through CES. Mr. Burr suggested using the \$19,000 for the remaining schools for CALI training.

Mr. Burr announced that Jim Brant will be Interim Human Resources Director for up to 90 days. Jim will conduct external and internal feedback and input from school sites, union leadership, as well as Central Office. He will look at the current job functions in Human Resources. Further, he will work with Dana Urban and Al Cameron as we seek to get an effective Human Resource Information System to link financials with our personnel. Efforts will be made to align contract language regarding pay cycles, etc. Freeman Burr suggested putting a hold on the HR Director position opening until Jim Brant completes his fact finding, which may alter the job description. Details of Mr. Brant's hiring were discussed. Mrs. Ellis suggested the need for better communication between the Superintendent and the Board with regard to hiring decisions.

Freeman Burr discussed the interim appointment of Kathy Bender as Executive Director of Curriculum and Support Services and recommended posting the position in the spring when there would be a larger pool of applicants, and it would also allow Kathy to evaluate whether or not she is interested in Central Office work. He continued that the appointment of Dina Marks as acting Housemaster would be extended for the same amount of time. Mr. Burr confirmed that he has had discussion with the union, and a Memorandum of Understanding is being drawn up. Superintendent Burr noted that acting positions fall under the purview of the Superintendent and that none of the positions can be filled permanently without a Board vote. It is anticipated that candidate recommendations for both positions will be brought forward by the end of October. There was brief discussion about the interviewing process. Mr. Burr stated that Lorraine Rossner has been his right hand and has been a great resource and a benefit as he continues to transition.

Approved Field Trip

Superintendent Burr informed the Board of an approved field trip for JSA (Junior State of America) to attend the Regional Convention in Boston on November 20-21.

School Facilities Report

A written report was provided with agenda. Bill Banfe discussed the kindergarten door installation at Mohegan School and commented on the smooth opening of Perry Hill. The dedication ceremony at Perry Hill will be held on Sunday, October 24, at 1:00 p.m. Arlene Liscinsky stated the committee has not met about the high school chiller. Mr. Banfe addressed the moisture problem with the concrete floor in Perry Hill's lobby; the linoleum cannot be installed until a product is found to seal and mitigate the moisture. Chairman Walsh commended Bill Banfe for his coordination of the Perry Hill project.

Allan Cameron said a meeting of the BOE Technology Building Committee will be scheduled soon. Mr. Banfe confirmed that the SHS Fire Rehabilitation Building Committee has not met in several months.

Items Voted On

Win Oppel moved to approve the fundraising requests of the following for the 2010-2011 school year; seconded by Thomas Minotti; vote 8-0; motion passed.

Sunnyside School PTA

Shelton High School Girls Cross Country Parents Club

Long Hill School PTA

Shelton Marching Gaels Parents Association

Chairman Walsh expressed concern that not all groups request Board approval for fundraising. John Niski was asked to provide a list of all athletic groups conducting fundraising activities.

Paula Ellis moved to approve the stipend position as shown on the attachment provided; seconded by Win Oppel; vote 8-0; motion passed.

Arlene Liscinsky moved to approve the Shelton High School Mission Statement; seconded by Jay Francino-Quinn; vote 8-0; motion passed.

Comments by the Board Chair

Timothy Walsh said it is good to be back and expressed appreciation to those who sent cards or visited during his illness. Mr. Walsh said the 2009-10 budget was \$2.5 million in deficit; and through the efforts of staff, supported by this Board, we were able to get through it. He stated our budget is audited every year by the same auditing firm hired by the City to audit their books. Mr. Walsh commended all who worked so hard to see it through. Regarding this year's budget, a press release is being prepared to broadcast widely to show how we were able to rehire people. He referred to the Board's commitment to spend any extra dollars on staff.

Reports by Standing Committees

Athletics – Paula Ellis said a meeting will be scheduled to discuss the status of Pay to Participate and other topics.

Building and Grounds – Win Oppel said School Dude generated 156 orders over the summer and about a third of those have been addressed since the start of school; there are no major outstanding issues. Mohegan's gym floor is completed. The committee discussed the window of time to fix the chiller before spring and whether or not there will be money on the city side to do that. Rita McDougald-Campbell was asked to provide a job description for the HVAC position to ensure that candidates have the necessary skill set to include responsibility for the ice storage system at Perry Hill. With regard to the SHS renovation, the outstanding issues are the fire alarm system; phone jacks; band room supply doors; and the crane for the boiler plates is not sufficient to lift the plates, which means the boilers cannot be cleaned. The status of the playground moves was discussed, noting there is equipment left behind at Central Office. Jay Francino-Quinn will talk with Sunnyside to see if they will take the remaining items including swings and sand table, in addition to Lafayette's equipment. The fence will be removed and the area is expected to be filled.

Mr. Oppel referred to an addendum to a motion taken by the Board of Aldermen when accepting our return of Lafayette School, which included their acceptance of portables at Perry Hill. The BOE did not offer the portables and still owns them. Legal opinion has been sought. Bill Banfe confirmed that anything of value in terms of furniture, materials and supplies has been removed from Lafayette, and what remains will be discarded.

The committee requests a count of actual classrooms being used in each of our buildings after the October 1 census.

Mr. Burr mentioned receipt of Fire Marshal's reports that have been referred to Ken LaCroix for action and discussion. Freeman Burr asked to have this item included in next month's committee meeting agenda.

Cafeteria/Transportation – Kate Kutash reported the committee met on September 19. Linda Stanisci told the committee that school started smoothly; sales are higher than expected, and the new kitchen at Perry Hill is great. 70% of St. Lawrence students are being served lunch, as well as St. Joseph. Breakfast has been served since opening day at SHS and SIS, and Perry Hill will be started October 1. Sunnyside is looking into a breakfast program, and then the remaining elementary schools will be approached. Each elementary school will have input. Regarding transportation, Mrs. Kutash reported there were numerous problems at the beginning of the year, complicated by closing of a school, opening a school, newly using Infinite Campus and Versatrans and mismatch of information. More changes are made each week. The issues with the middle tier for SIS and Perry Hill need improvement; the shuttles, the shoot assignments and the bus assignments need to be improved. More exclusive buses are being considered for both schools. Additional changes affecting 9 buses for the second tier will be in effect on Monday; parent notification will go out on Friday. Mrs. Kutash said through the initiative of some of the RCA/ECA parents contacting People to Places, the contract looks good for round trip transportation for the remainder of the year, and we have applied for a grant to fund it. The committee discussed issues with day care drop-offs and will issue a document stating rules of practice applicable to day care providers.

Policy/Curriculum/Technology – Thomas Minotti stated the committee will meet on Tuesday, October 19, at 4:00 p.m.

Personnel – The committee will meet on September 29 at 6 p.m. Agenda will be sent by email.

Finance – Arlene Liscinsky said at the meeting held last week Al Cameron gave an update on 2009-10 budget. The budget calendar is being established with a goal of getting the budget completed by December 12 or 15.

Reports of Special Committees

CES – Arlene Liscinsky said the report is in the packet. She stated the Commissioner will speak about High School Reform and Race to the Top at the October CES meeting. Any questions for the Commissioner should be submitted to Barbara Pace at CES.

CABE – Kathy Yolish distributed a written report. Mrs. Yolish and Mr. Walsh will attend the CABE Convention in November.

Unfinished Business

Chairman Walsh inquired about communication from Aquaculture and Agriscience programs to evaluate their grading or curriculum and if they distribute their course information to our students and parents. Are they on the same par as Shelton in terms of weighted grades or quality points? Jay Francino-Quinn and Tom Minotti will look into this.

Kathy Yolish commented on the back to school nights at Perry Hill and Long Hill and said she received favorable emails from parents.

Jay Francino-Quinn commended Kathy Yolish for her excellent articles on education that appear in *Shelton Life* and said he has heard positive comments from parents about her various articles.

Adjournment

Paula Ellis moved to adjourn at 9:33 p.m.; seconded by Jay Francino-Quinn; vote 8-0; motion passed.

Diane Luther

Diane Luther
Recording Secretary – Board of Education
September 29, 2010