

BOARD OF EDUCATION OFFICE
50 Sheffield Street
Old Saybrook CT 06475
(860) 395-3157

The Old Saybrook Board of Education met in Regular Session on Tuesday, September 20, 2016, at the the Board of Education Central Office, Old Saybrook, CT 06475.

Board Members

Kelley Kennedy
Holly King
Philip Broadhurst
Eileen Baker
James Henderson
Alan Hyla
Karen Brodeur
Joanne Sullivan
George Chang

Others

Jan Perruccio, Superintendent of Schools
Kathy Bai, Director of Pupil and Professional Services
Amity Goss, Director of Curriculum, Instruction, and Assessment
Julie Pendleton, Director of Operations, Facilities, and Finance
Joseph Anastasio, Associate Principal of Old Saybrook High School
Matt Walton, Associate Principal of Old Saybrook Middle School

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Chairman Kennedy called the meeting to order at 7:31 p.m.

II. COMMUNITY COMMUNICATIONS

Audience of Citizens

No citizens addressed the Board of Education

Student Representative Reports

The Board of Education Student Representatives reported the following:

- Boys soccer is 3-0-1
- Boys football is 1-2
- Perfect Pals has started their meetings
- Girls field hockey is 0-2
- Girls soccer is 2-1-1
- spirit week begins next week
- Interact Club helped at a soup kitchen in Old Lyme over the weekend
- Fall play – The Diary of Anne Frank, which will be performed in November

Correspondence

There was no Board correspondence.

III. MEETING MINUTES

Baker/King

“Move to approve the September 6, 2016, Regular Meeting Minutes as presented”

MOTION: CARRIED (9-0-0)

IV. EDUCATIONAL ISSUES FOR DISCUSSION AND POSSIBLE ACTION

Field Trip Request – CMEA All-State

The highly selective Connecticut Music Educators Association All-State festival is open to all students by audition. Students must audition for and be accepted to the Southern Region festival, and also attend that festival. Those students must then audition again for All-State, and only a small subset are chosen to participate. Students in this festival rehearse in a band, orchestra, or chorus for three days, and then perform in a concert.

This year's event will be held in Hartford, at the Bushnell Theater, from March 30-April 1. The cost for each student is approximately \$300.00. Departure from Old Saybrook High School will be on Thursday, March 30, at 7:30 a.m. Students will return on Saturday, April 1, at 3:00 p.m.

Baker/King

“Move to approve the CMEA All-State Music Festival field trip as presented”

MOTION: CARRIED (9-0-0)

Field Trip Request – New England Music Festival

Each year, all students in the music program are given the option to independently prepare a solo or ensemble piece outside of class and to audition for acceptance to the NEMFA concert festival. While at this three-day event, our students will rehearse difficult music with students from other schools. The festival culminates in a concert. This year's festival is to be held in Norwalk, CT at Brian McMahan High School from March 16-18. This will be Old Saybrook's eleventh consecutive year participating in the NEMFA festival.

The cost for each student will be \$92.00. Departure from Old Saybrook High School will be on Thursday, March 16 at 7:30 a.m. Students will return on Saturday, March 18, at 2:00 p.m.

Baker/Brodeur

“Move to approve New England Music Festival field trip as presented”

MOTION: CARRIED (9-0-0)

Field Trip Request – National Association for Music Education’s National Honor Band Festival

The highly selective NAFME National Honor Ensembles Festival is open to all students by audition. Students must audition for, be selected to, and then attend the CMEA Southern Region festival as well as our Connecticut All-State Festival. Those students must then audition again for Nationals, and only a small subset are chosen to participate. Students in this festival rehearse in a band, orchestra, or chorus for three days, and then perform in a concert. This year's event will be held in Grapevine, Texas at the Gaylord Resort Hotel and Conference Center, from November 10-13, 2016

The cost for each student will be \$675, plus airfare, all of which is borne by the student. Departure for the trip will be Thursday, November 10, with a concert being held at the Grapevine conference center on Sunday morning at 9:00AM.

Baker/Brodeur

“Move to approve National Association for Music Education’s National Honor Ensembles field trip to presented”

MOTION: CARRIED (9-0-0)

Restorative Practice Presentation

During the course of the 2015-2016 school year, staff attended a conference on restorative practice, which was hosted by LEARN. The goal of this conference was to find meaningful and developmentally appropriate responses to student behavior beyond what is already in place. Discussion about this training ensued at the high school and the middle school. Mr. Anastasio and Mr. Walton have spearheaded efforts at their respective schools with regards to this matter. Mr. Anastasio and Mr. Walton presented an interim report on the growth of this program, as it is conceptualized in our district.

Restorative Practices Promote:

- Building respectful and trusting relationships as the foundation for teaching and learning
- Opportunities for students to develop self-discipline and positive behaviors
- Repairing harm and restoring relationships

Goals of Restorative Practices:

- Blend restorative practices with existing discipline policy
- Educate staff on philosophy
- Train designated staff in restorative practice
- Support teachers and staff

- Implement restorative practice throughout our schools

Financial Software

The town recently completed a lengthy process of searching for an upgraded financial accounting system that would maximize efficiency, allow for improved financial reporting and tracking, online access for employees, efficiencies in overall operating environment, and improved tracking of inventory.

The town secured funding at a town meeting to cover the cost of conversion to the new accounting system and the purchase of the financial accounting software. The total cost for this project is approximately \$170,000, which includes some additional funds for training needs above and beyond what will be provided under the contract. It is our understanding there will be financial savings on the software support contract once the software is being fully utilized. This contract will be combined and paid for by the town.

The town was able to negotiate a phase in process for both the town and the Board of Education. The first step is to convert the town's accounts payable and payroll over the next two years and then proceed with converting the Board of Education after all performance expectations have been met on the town's side. The Board of Education will have the ability to design their own performance specifications once their conversion process begins.

School/Field Use Process

A Field/School Facility Usage Handbook was designed by a committee made up of the following:

- Board of Education Members
- Director of Operations, Facilities, and Finance
- Athletic Director
- Administrators
- Turf Field, Track and Tennis Court Committee Members
- Custodian
- Groundskeeper
- Old Saybrook Parks and Recreation Members
- Old Saybrook Soccer Club Representative
- Old Saybrook/Westbrook Youth Football League Representative
- Touchdown Club Representative
- Old Lyme Ticks Representative

This handbook includes all the procedures, requirements and necessary paperwork to use the Fields and Facilities of Old Saybrook Public Schools. The cost and upkeep to maintain all of our facilities is on-going and the committee has provided guidance and support for all stakeholders.

There were several meetings held to develop a comprehensive handbook to provide all groups with the criteria, applications, insurance requirements, fees, rules, and permits for use of the field and facility requests and usage. This final draft has been reviewed by the committee, Principals, and Board of Education Facilities Committee prior to bringing this to the Board of Education for possible approval.

The Board of Education reviewed a draft of the Field/School Facilities Use Handbook and made recommendations for edits and additional language.

Kathleen E. Goodwin Window Project – Oakpark Architects Invoice

OakPark Architects submitted an invoice for work performed to close out the project #106-0039EC. Invoice #1422-11 in the amount of \$1,700 represents 100% completion of the Kathleen E. Goodwin Window Project.

Brodeur/Hyla

“Move to approve Invoice #1422-11 for project number 106-0039EC to Oakpark Architects in the amount of \$1,700.00”

MOTION: CARRIED (9-0-0)

Kathleen E. Goodwin Window Project – Rudolph Netsch Construction Company Payment Application

Rudolph Netsch Construction has submitted an Application for Payment #5 in the amount of \$124,437.99. This application for payment has been certified by the architect.

Brodeur/Hyla

“Move to approve Application Payment #5 to Rudolph Netsch Construction Co. for project #106-0039-EC in the amount of \$124,437.99.”

MOTION: CARRIED (9-0-0)

Teacher and Administrator Evaluations

Each year, the district is required to submit the teacher and administrator evaluation plans to the state for approval if substantive change has occurred since the prior year. Once the approval is given, the evaluation plans must be presented to the Board of Education for a formal vote to adopt the documents. The Old Saybrook Public Schools Teacher Evaluation Plan was submitted to the State Department in June. Roughly a week later, in June 2016, the district received approval from the Department of Education. There was no change to the administrator evaluation plan.

Teacher Evaluation Plan Changes:

1. The performance category title Proficient was replaced by the performance category title Accomplished
2. Post Observation Form B was streamlined, based on educator feedback
3. The Connecticut Common Core of Teaching (CCT) Rubric for Effective Service Delivery was added to provide more specific, actionable feedback for school counselors and school psychologists

Board of Education Liaison/Committee Assignments

The Board reviewed vacancies in liaison and committee assignments. Chairman Kennedy stated that past practice would be to have the new board member fill the vacancies left by the exiting board member. Board Member Hyla agreed to fill the vacancies left by the departed Board Member, with the exception of the non-bargaining unit employees contract negotiation team, which will be filled by Board Member Chang and the Old Saybrook High School liaison, which will be filled by Board Member Henderson.

V. REPORTS BY ADMINISTRATORS

Goodwin – There were nearly twenty candidates for the numeracy position. Two candidates are moving forward this week to meet with Principal Sutman and Superintendent Perruccio.

Old Saybrook Middle School – There was additional report.

Old Saybrook High School – The new schedule is garnering positive feedback from the student body.

Curriculum, Instruction, and Assessment – There was no additional report

Operations, Facilities, and Finance – There was no additional report

Pupil and Professional Services – There was no additional report.

Superintendent – Superintendent Perruccio informed the Board that she attended a Shipman and Goodwin Legislative Update conference. She stated that the conference focused heavily on new Student Data Privacy Laws. Superintendent Perruccio expressed that these new laws could potentially hinder some of the innovative ideas that are imbedded in the strategic plan. She stated that she is considering asking a representative from Shipman and Goodwin to come and speak with the entire staff about these new Student Data Privacy laws.

Superintendent Perruccio also briefly discussed legislative changes to hiring practices.

VI. REPORTS BY BOARD COMMITTEES/LIAISONS

Budget and Fiscal – Chairman Sullivan stated that she attended the September 20th Board of Finance meeting with Superintendent Perruccio and Director Pendleton. Together, the group updated the Board of Finance on final numbers for the 2015 – 2016 school year and the beginning of of the 2016-2017 school year.

CABE – Chairman Baker stated that there will be a legal issues meeting on October 13, 2016. She also reminded the Board that the annual CABE/CAPSS Convention will be November 18 and 19.

Facilities – Chairman Broadhurst informed the Board that the Facilities Committee met on September 12. The main item of discussion for the meeting was the School/Facility Use Handbook.

LEARN – Board Member Broadhurst stated that LEARN met on September 8, 2016. The meeting consisted of discussion about the start of the school year and some preliminary discussion regarding cuts in state funding and how they would affect LEARN.

Strategic Plan – Chairman Brodeur reiterated that the new strategic plan was approved on September 6, 2016.

Personnel – Chairman Brodeur reminded the Board that the fall Leadership Evaluation meeting would be held on October 4, at 5:30PM.

Policy – Chairman Baker stated that she would be meeting with Superintendent Perruccio on September 21 to begin preliminary discussion on policy changes for the year.

PTO/PTO/Ram Boosters – Superintendent Perruccio stated that she would be delivering a strategic plan presentation to the Old Saybrook High School PTO.

Chairman Report – There was no update from Chairman Kennedy.

VII. COMMUNITY COMMUNICATIONS

Audience of Citizens

No citizens addressed the Board of Education.

VIII. REMINDERS

- Special Board of Education Meeting – September 27, 2016 – 7:00PM (Joint Meeting with the Board of Selectmen at Town Hall)
- Regular Board of Education Meeting – October 4, 2016 – 5:30PM (Fall BOE)

- Leadership Meeting)
- Regular Board of Education Meeting – October 18, 2016 – 7:30pm

IX. ADJOURNMENT

Baker/Brodeur

“Move to adjourn at 9:46 p.m.”

MOTION: CARRIED (9-0-0)

Karen Brodeur, Secretary
Old Saybrook Board of Education

Minutes recorded and typed by:
Trent Gerbers, Executive Assistant
*DRAFT - Subject to approval at the next BOE meeting