

**CITY OF DERBY
BOARD OF EDUCATION
REGULAR MEETING
MINUTES – SEPTEMBER 20, 2007**

Meeting called to order: meeting called to order at 7:02 p.m.

Pledge of Allegiance: all rose and pledged allegiance

Roll Call Present: Ralph Cocco, Kim Kreiger, Martin Hubbard, Beth Collette, Renee Luneau, Kathy Ducharme. Also Present: Superintendent of Schools, Dr. Janet Robinson. There is a quorum. Absent: Leo DiSorbo, Sheila Parizo. Brad Tobin arrived at 7:40 p.m.

Additions, deletions, corrections to agenda Dr. Robinson had additions to the agenda under Old Business, #1 would be Principle Reports as requested by the board, and under Executive Session; it should read Personnel. Motion to accept the additions by Dr. Robinson by Ms. Kreiger, with a second by Ralph Cocco, all in favor, Motion passes.

Approval of minutes (August 16, 2007) Motion to approve the minutes by Beth Collette, second by Ralph Cocco, Kathy DuCharme abstains, all in favor, Motion passes.

Public Portion no one spoke
Public Portion – closed.

Delegations to be heard

Communications

Kathy DuCharme presented a letter from TEAM which acknowledges the Board of Education for their support of TEAM Early Education. They are presenting the Board of Education with a Partnership Award that recognizes a program or agency partner that has made a significant contribution to TEAM's mission during the past year or years through a programmatic or monetary gift collaboration. They are inviting the board to join them at their annual meeting on Wednesday October 10, 2007 at the Brownson Country Club in Shelton to make the formal award presentation.

Sub Committee Reports

Administrative Report

Student of Faculty The committee talked about the student of the faculty member. The faculty member asked the board to file the standard procedure to allow his out of district son attend DHS. The Committee suggested bringing this item to the full board for approval. There was a reading study on the agenda, however, Dr. Robinson was not present, Dr. Boice suggested Dr. Robinson discuss this further at another meeting.

SRO Officer There was a lengthy discussion regarding the SRO Officer. The Police Dept is no longer going to supply an officer at the high school. The committee recommended to the full board this issue to be addressed immediately. The committee, students and the faculty feel they are being put at risk by the lack of an officer being in the building on a daily basis, not an officer that is on call for the City. If something happens the committee feels the board will be blamed for it. Renee Luneau addressed the board. She was a school resource officer at Hill House High School from 1995 to 1997. The concept has been around for a long time. This is the only high school in the state that does not have a dedicated school resource officer. The duties are varied, mentor, liaison, problem solver and security in some aspects.

Recommended Coaches the committee approved a list and sent it to the full board for approval.

Discipline Committee Ms. DuCharme told the board, there was an incident at a bus stop which was a drop off after school and Dr. Boice had to call the police. Ms. DuCharme reiterated Renee's suggestion was if there was an officer in the building they would have been made aware immediately and someone could have drove by where the houses were. Ms. Collette asked if the board could hire an SRO as the Police Dept is short staffed. Dr. Robinson said she had a meeting with the Chief of Police and discussed this issue. He has agreed to put one of his people from his office back out on the street and provide maybe two to three days a week at the school. Ms. Luneau feels the school needs more. Ms. DuCharme said the board should approach the Board of Aldermen, who can then go to the Board of Taxation or whatever avenue they have to take. Ms. DuCharme reported that Dr. Boice said the school year had started off successfully, with only a few instances of dress code abuse.

Business Report

Aesop This is an integrated telephone and internet system. It was to replace the "sub calling" program that Derby has always had. It wasn't running as efficiently as it should have. With this program there is not an installation on site. The users log in via the web or phone and the preferred sub list will begin calling. There is a one time cost for set up of \$1,000.00. Derby could share the training cost with Seymour who will also be going on the same system, which is about \$2,000.00 with the annual cost being approximately \$3,000.00. The previous system cost the district approximately \$4,111.00. The side benefit is that all employees will use the system to call out and will allow for better tracking of absenteeism and sick time.

07-08 Budget The budget was presented and will require a vote from the full board. It is based on the 06-07 "spent" budget as well as Board of Taxation approved dollars.

Floater Custodian The position was filled to cut back on overtime. The custodian will perform the same custodial tasks as non-floater custodians and will work from 10:00 a.m. to 6:30 p.m. weekly.

Substitute Pay Nancy O’Dea Wyrick suggested to increase the substitute pay from \$65.00 a day to \$75.00 per day. This will place us at a more competitive rate. The full board will discuss and vote on this item.

Ms. Kreiger also reported on the Systems Administrator; Dr. Robinson presented the resume of Brian Dunnuck who is now hired. Nancy filled the committee in on the Facilities Manager which she has received many applications for.

Motion to approve the 07-08 school year budget by Ms. DuCharme, with a second by Ms. Kreiger, all in favor, motion passes.

Motion to approve the increase of substitute pay from \$65.00 to \$75.00 a day by Ms. Kreiger, with a second by Ms. Luneau, all in favor, motion passes.

Community Relations Report

07-08 Goals Ms. Collette reported on the time line strategies. Also discussed was the Discipline Committee regarding the dress code violations. The policy needs to be looked at.

Formation of Dress Code Committee The committee is looking for volunteers from the full board. The committee was also looking at approaching the PTO.

Mr. Tobin arrived at 7:40 p.m.

Mr. Hubbard asked Mr. Tobin if he would accept the volunteer position from the full board, Mr. Tobin agreed.

Middle School Building Committee Dr. Robinson said the agreement was signed with the architect. There were some issues with a complaint that was filed by some of the other architects firms as to the selection of the architect. The law states you have to accept the lowest acceptable bid. Mr. McLiverty was speaking to a school facilities unit in Hartford regarding the complaint that was lodged, that they did not take the lowest bidder, but was qualified. The next step is for the architects to speak with the educators to see what they are looking for in that building.

Finance Report

Financial Report The report shows the preliminary forecast information through the end of this fiscal period (June 2008). Under salaries there is a large projected balance because the employee’s hired were less expensive than the ones they replaced. Under professional services is projected to be a bit over. This is because during the months of July and August we contracted outside a lot because we didn’t have an IT person, the same goes for Facilities Management. The contract was extended until September 30th. In other purchased services the primary driver of this large deficit is Special Education tuition. It is offset in part with an estimated \$250,000 Excess Cost Grant projection. It is a tight budget but not an impossible one.

2007-2008 Budget approval (previously taken care of in the meeting)

Consent Agenda

Motion by Ms. DuCharme with a second by Ms. Kreiger to accept the consent agenda, all in favor, Motion passes.

Personnel Report

New Hires:

- A. Matthew Bradshaw, Middle School Cross Contry
- B. Tanya Risuci, Middle School boys' soccer
- C. Michael Stockmal, JV boys' baseball
- D. Ron Conyers, Varsity football volunteer
- E. Melanie Anderson, JV cheerleading
- F. Dan Rivers, Volunteer boys' soccer
- G. James Baron, Volunteer Freshman football
- H. Brian Dunnuck, Systems Administrator
- I. Jeffrey Marcel, ISS Monitor
- J. Louis Luskay III, Floater Custodian
- K. Diane Raynor, Office Clerk, DHS
- L. Betty Leiter, School Psychologist, DHS
- M. Cynthia Tracz, Paraprofessional Bradley School
- N. Rita Mammano, Paraprofessional Bradley School
- O. Maria Bowers, Paraprofessional Bradley School
- P. Katherine Gaynor, Paraprofessional Irving School
- Q. William Cornwall, Paraprofessional Irving School
- R. Cynthia Billinslea, Paraprofessional Irving School

Student Representative Report Sara Timpko said the seniors have the most concerns right now, because of a lot of changes. The concerns are regarding lunch and the early release situation. Seniors that have early release in seventh period and who have a sixth period class, would then have lunch after the sixth period and then have seventh period free. Would they be able to leave for their lunch period as was done in the previous year? Dr. Robinson said they would take that up for discussion. Sara noticed some of the websites that should be locked are not. The alpha mail wasn't locked and doesn't see why it was in the first place. Every student has an e-mail account, but unless they are taking an on-line course they are deterred from setting one up. The only concern is for sending information back and forth from home and school for the e-mail.

Superintendent of Schools Update Dr. Robinson said they had 12 educators from China visit the high school. They visited Suffield HS yesterday. Kim Liu helped translate. Linda Romano escorted a group with her students, and Anthony Gargano gave them a presentation on how our data teams analyze our CMT and CAPT results. It was like a live social studies lesson. The kids wanted to know about the length of the day. The school

day is often until 7 or 8 p.m. Most of the High Schools are about 3,000 students and the classes average 60 students.

The beginning of the school year started well with a couple of incidents that have been isolated. There were issues with where the bus let off, but there are issues with that neighborhood. Students are becoming accustomed to the dress code.

The leadership goals were hammered out by the community relations community. Dr. Robinson is trying to refine them into an action plan with some measurable steps to take. Dr. Robinson would like to do this as a first and second read. There is an achievement gap which needs to be resolved. There are teams writing curriculum, collecting data on their work. Every teacher will be meeting with the principals, in the beginning once a month, then it will go to every other month. The conversations will include every child's progress and how they are going to goal set for every child.

New Business

1. **Summer School Report** Dr. Robinson said there is a small fund that is earmarked, can only be used for early child hood. That fund is separate and we have been using that for two years now for first and second graders who are struggling readers. Cathy Pomeroy who is a literacy coach addressed the board. It is a 17 day program for reading, visited the library. Bradley and Irving students were involved. They used directed reading assessments scores at the end of May and students who felt short had letters sent home to the parents. We ended up with 34 students. Kindergarten instruction was sight words, printing, writing numerals etc. Everyone did show improvement.
2. **AYP Report** Dr. Robinson directed the board to the AYP reports in the meeting packet. It starts with the elementary which is the CMT. We take the CMT's third through sixth grade and the goals which are increasing every single year. Bradley in all categories met AYP adequate yearly progress. Irving in all categories made AYP. DHS/Middle School made AYP as a whole in most areas except, the Hispanic population did not make it in mathematics and the economically disadvantaged did not make it in mathematics. Because those two sub groups did not make AYP targets the school is listed as not making AYP. We have begun some remedial action there and have pretty strong math teachers in place. The High School which is the CAPT test at tenth grade achieved AYP.
3. **CAPT** Dr. Boice reviewed the CAPT scores with the high school teachers and also challenged them to take some action to make some changes. Student scores are compared to a performance standard not to each other. A copy of the results is in the meeting packet at the Town Clerk office.
4. **07-08 Goals** already taken care of earlier in the meeting.
5. **Dress Code** already taken care of earlier in the meeting.

6. Completion of BEST There are four teachers who have successfully completed their BEST portfolio.

- a. Marianne Feroce
- b. Anthony Gargano
- c. Jennifer Shea
- d. Joseph Benedetto

Old Business -

1. Athletic Handbook – second read. Motion to approve the policies 5145.12e, 5145.12z, 5145.12 appendix a, 5145.12 procedures, 5145.121, by-laws of the board 9110, by Ms. Luneau, with a second by Ms. Kreiger, all in favor, motion passes.
2. Principal Reports Mr. Novia spoke first regarding the High School. There is a scheduling system at the high school. The students are looking well dressed, very well behaved, and those few who have had to wear the scrubs, think they are pretty cool. There are a lot of new teachers, and guidance counselors. Mondays are reserved for teacher observations. It gives him an opportunity to get into the classroom to see what teachers are doing. Overall, a very good beginning of the school year.

Sally spoke next about the middle school, the first month was so good. The new eight period day has been both an academic and social plus. Academically it has allowed us to expose the kids to a learning enhancement class which is a project made in class. It has differentiated instructions providing both remediation and enrichment. It has also allowed us a twenty minute extended learning time that further enhances student learning. Socially, the different schedule means that the middle school students no longer switch classes at the same time as the high school students. We have changed minimum contact with the older students to non-existent contact. We are incorporating conflict resolution and character training into our flex classes. The positive discipline is working very well with the middle school. There are fewer referrals. The DMS halls and the DHS halls no longer have bells that signal the end of class. It results in a sense of calm.

Linda from Bradley School addressed the board and said they have 360 students this year had over the summer 30 new students enroll, 13 students withdrew and 7 of those withdrawals are going to magnet schools. The 3 full day kindergartens are working out beautifully. The teachers in the kindergarten and first grades are thrilled to have the paraprofessionals there and are very grateful to the board for that. The professional learning community has met twice this month. The teachers are in the process of writing their goals. The specialists are meeting also. The professional learning committee is looking at the CMT data to see where we need to be looking at in reading and math. Last Friday the data team met with Joanne and dissected those scores. Some children mastered the reading, what dropped their grade

was the DRP. This year we will be looking at that. Intervention folders have been given to all the teachers and learning coaches. The teachers are responsible for providing evidence that the children are looking at DRP activities. The discipline plan has been fabulous. It has decreased the referrals to the office. There was an open house and had our biggest crowd ever. We are looking to set up the enrichment program to volunteers and staff. There are three sessions, one in fall, winter and spring. The technology teaching has been a fabulous help getting everybody hooked up.

Fran from Irving School spoke next. The art room was moved to the second floor. The second grade classroom was moved to the former art room, former art room partition was used to add another room for a school counselor. First grade was moved to a new wing to make room for the all day kindergarten. Psychologists moved to the former reading room and the reading teachers were moved to the former psychologist room. This was done to keep the special education department in a certain area and to give the reading teachers a bigger classroom area. Four teachers moved out due to retirement and four new teachers moved in. However, the four other teachers optioned to change teaching assignments, thus requiring additional classroom switching over the summer. It was hectic. Kudos to the custodial staff, besides all that, they had a summer program and special education program running. They could not even touch the first floor until the end of July and still had that building up and running. Mr. Gallo also wanted to thank TEAM which has a program during the summer and put a couple of young fellows in the schools. They did a wonderful job. They re-chipped and dug out a lot of the dead grass in front of the building. They put down wood chips down. It looks really nice. They and a 75 year old custodian moved 25 yards of wood chips for the playground. The discipline program has been working very well. The onus is now on teachers and administration. The school counselor is wonderful and active with the children. Opening day there was not one child reported late. The parents were much calmer. Today was the first fire drill, which was the best fire drill in seven years. The boys club will be back with a plan to begin the program on October 1st without the education component if the grant is not approved. Dr. Robinson said they have managed to set up this after school program even without the grant coming through yet. We are writing up the grant and are 85% positive we will get it. When the grant comes through we will add the educational component to it. At this point they will do a homework time and recreational piece.

Executive Session

Personnel

Motion to go into Executive Session for personnel reasons and invite Dr. Robinson by Renee Luneau with a second by Kim Kreiger at 9:00 p.m., all in favor, Motion passes.

Motion to come out of Executive Session by Brad Tobin, second by Renee Luneau, all in favor, Motion passes.

Adjournment Motion to adjourn the meeting by Renee Luneau, with a second by Mr. Tobin at 10:17 p.m, all in favor, motion passes. Meeting adjourned.

Respectfully Submitted,

*Denise Cesaroni
Recording Secretary*