

Bolton Board of Education
Monthly Business Meeting
December 11, 2013

Approved

The Bolton Board of Education held its regularly scheduled business meeting on December 11, 2013. The following board members were in attendance: Karen Bergin, Matthew Giuffre, Julie Begin, Kate Galle, Rich Hayes, Alison Romkey and Ron Rousseau. Superintendent Kristin Heckt, and BHS Student Representatives Zoe Ounpuu-Adams and Jacob Dayton were also present.

- A. Call to Order – The meeting was called to order at 6:30 PM by Chair Karen Bergin.
- B. Celebration of Excellence – The following students and staff were recognized:
Melissa LeGeyt (Grade 6), Erica Dean and Jacob Sondik (Grade 7) were selected as the BCS December Student Achievers. BHS students Alexis Apostolidis, Kaitlin Armstrong, Molly Belekewicz, Jacob Dayton, Jenna Ethridge, Amanda Frame, John Fisher, Julia Kowal, Robin Monk, Jeremy Mitchell, Ben Phelon, Victoria Sansevero, Madelyn Teller and Beril Tonyali were recognized for their Advanced Level Placement on all four CAPT sections. BHS student Hannah Bodner was the first BHS female soccer player to be selected to the All New England team. BHS Boys Soccer team and coaches Brian Dube and Matt Neil were recognized for competing in the Class ‘S’ State Tournament Championship game. Players: Co-Captain JD Stearns, Co-Captain Colin Cordero, Danny Samson, Nick Assard, Joe Sansevero, Jack Langton, Jarrett Neddow, Justin Larsh, Andrew Wright, Joe Wnuk, Brendan Hart, Alex Fazzino, Dan Krawic, Kevin Dean, Jacob Sargent, Christian Ruiz, Brian Law, Bill Mike, Ben Quarticelli, Matt Jawor and Eric Minicucci. BHS staff members Jennifer Pynch and Joyce Teed were selected as the December Employees of the Month for their efforts in bringing the “Names Can Hurt Us” assembly to our Bolton High students and staff.
- C. Election of BOE Officers – Chair Karen Bergin turned the meeting over the Superintendent Heckt. BOE members selected a vote by hand for nominations brought forward. Superintendent Heckt called for nominations for BOE Chair. Julie Begin nominated Karen Bergin. Rich Hayes nominated Matt Giuffre. Superintendent Heckt called for a vote on Karen Bergin’s nomination for Chair; Julie Begin, Kate Galle, Alison Romkey and Karen Bergin voted affirmatively. Superintendent Heckt called for a vote on Matt Giuffre’s nomination for Chair; Rich Hayes, Ron Rousseau and Matt Giuffre voted affirmatively. By a vote of 4-3, Karen Bergin was elected Chair. The meeting was turned over to Chair Karen Bergin. Nominations for BOE Vice-Chair were called for by Chair Bergin. Kate Galle nominated Matt Giuffre. There were no other nominations. Chair Bergin called for a vote for the nomination of Matt Giuffre as BOE Vice-Chair. All members voted affirmatively for Matt Giuffre as BOE Vice-Chair. Nominations for BOE Secretary were called by Chair Bergin. Rich Hayes nominated Alison Romkey. There were no other nominations. Chair Bergin called for a vote for the nomination of Alison Romkey as BOE Secretary, all members voted affirmatively.
- D. Comments from the Audience – None
- E. Additions to Agenda – Superintendent Heckt asked that item H.1. be moved up in the agenda. The BOE members agreed. Please see H.1. for notes.

F. Routine Business Items

1. Communications to Board Members – Chair Bergin received two. A parent asked if school travel is tied to curriculum and her response was “yes”. The second communication voiced concern on the change in BCS dismissal time. BCS Principal Mary Grande confirmed that there is no change in dismissal time, but a change in dismissal procedures for end of the day student pick-up to improve the safety and security of students and lessen classroom disruptions. Superintendent Heckt reiterated that parents must send in a note for students to be picked-up at any time during the day, including end of the day pick-up and that BCS administration will do their best to accommodate these needs within reason. Chair Bergin asked that communication with parents clearly state that we are following the legal and contractual requirements of classroom instructional time and commended Principal Grande and Assistant Principal Giard in the implementation of these procedural changes. Rich Hayes stated for clarification that the proper channels for Board communications is from BOE to Superintendent to Principal, as needed, and an appropriate response is sent at the direction of the responsible administrator.
2. Approval of Minutes – November 14, 2013 – A **motion** to approve the November 14, 2013 minutes was presented by Matt Giuffre, 2nd by Rich Hayes. After a clarification on a date being selected for the Joint Boards meeting, the minutes were approved unanimously.
3. BHS Student Representatives Report – Zoe Ounpuu-Adams reported that 7th and 8th grade students from Horace Porter and Bolton Center visited Bolton High School on December 2nd for a morning of student interaction and activities; Lieutenant Governor Nancy Wimer visited BHS students on December 5th; the BHS Varsity Girls Soccer team received the Keith Johnson Sportsmanship Award from the CT Association of Soccer Officials; BHS winter sports schedules will begin this week; senior demo projects are well underway and most seniors have started their college applications. Jacob Dayton reported that the College Financial night for parents that is presented by BHS Guidance was well attended and positive feedback has been received; a similar presentation geared to students is being considered; the BHS Band and Jazz concert was held and a large box of gift wrapping items and \$100 donations was collected for the Food Pantry; the BHS Chorus concert is Tuesday, December 17th; BCEF is hosting an evening with Mark Kennedy Shriver in the BHS Student Commons on Thursday, December 12th. Alison Romkey offered to send out an email blast using the PTA parent list.
4. Board of Education Committee Reports
 - a. CAPA – Rich Hayes provided background information on the items that were prepared by the CAPA Subcommittee to be submitted at the Town CAPA meeting which will be held on December 17 at 5:30 PM. A copy of the list was provided to all BOE members. A **motion** to approve the list was presented by Alison Romkey, 2nd by Kate Galle. After discussion on the individual items with additional information being provided by Rich Hayes, Director of Operations Ray Boyd, and Superintendent Heckt outlining the results of needed inspections, meeting discussions and

rationale in developing the list, the motion to approve the list was passed unanimously.

- b. Curriculum – Ron Rousseau reported the State has still not decided on the waiver request or the test window for CCSS; PD training for enVisions Math was provided for grade level teachers in 7-12.
 - c. Finance – Superintendent Heckt provided the November Financial Report for review and discussion. Superintendent Heckt also advised the Board of some possible unanticipated SPED costs that may be forthcoming and information on the line item transfers noted in the report. Rich Hayes requested that items involving change/transfers be captured at the bottom of the report in a footnote fashion. The Board members agreed and Superintendent Heckt will inform the Finance Director of the request for future reports. A **motion** to approve the report was presented by Rich Hayes, 2nd by Matt Giuffre; MUP.
 - d. Policy – Matt Giuffre reported that Superintendent Heckt has presented three policies that were currently not part of the BOE policies and felt they should be reviewed and moved forward for approval. It was agreed that the policies would be sent to BOE members by email for a first read and if there were no major changes brought forward, a request for approval would be made at the December BOE meeting.
5. Community Meeting Reports / Board of Education – None
6. Superintendent of Schools Report
- a. NESDEC Enrollment Projection Report/Analysis – The information was previously provided to BOE members and Superintendent Heckt provided comment on some key points that overall indicate that Bolton is not experiencing the enrollment decline that other CT towns are. There was discussion on NESDEC vs. CREC vs. State projection #'s and their accuracy, recent ratings information in CT Magazine, Bolton resident student #'s vs. all inclusive student #'s, sources for historical information and the need for specifics in any requests for such information. Chair Bergin stated that most of what our district does is mandate driven and we can't always base decisions on # projections. Chair Bergin also stated that these types of discussions are often taken up at BOE retreat meetings and Rich Hayes asked that some of the previous retreat discussion points along these lines be revisited.
 - b. Tech Grant Update – Sarah Malinoski, Director of Technology Instruction and Curriculum, provided updated information on the Technology Grant and anticipated expenditures. A list of technology items that will be purchased with the \$58,716 grant award was provided to BOE members. It is no longer required for the district to match the funds received before spending and the funds must be used this school year. Two teachers have been relocated to different classrooms and that classroom space and the LMC classroom have been identified as “new” computer labs and the Alain Jacques and Ray Boyd met with Superintendent Heckt and BCS administrators to begin planning needs (wiring, A/C, furniture, etc.) to have this space properly converted for testing capacity by the end of

February. There was discussion on the appearance of a shift in focus from Chrome Books to PC's/laptops which is different from the original grant expenditure information provided. In addition to comprehensive research on the integration of Chrome Books and similar technology in the classroom at various grade levels, administrators visited Plainville schools for a presentation on the use and roll out suggestions regarding implementing Chrome Books and the importance of supportive training PD days for teachers. Google provides free online seminars that involve approximately 20 hours to certify a staff member in training. With the limited time to prepare for the March CCSS testing, it was decided by BPS administration that the best approach would be to purchase the necessary computer technology that students and staff are familiar with to use for the new testing components of CCSS. Future technology purchases that are not part of the grant would also include needed replacement of some current computers, repair or purchase of Smart Boards and proper projection equipment. Purchase of and training for the Chrome Books would, at this time, be limited to the Tech Team, selected staff and administration with the focus on getting them comfortable with the daily classroom instruction and curriculum integration before Chrome Books are rolled out to the selected grade level students and staff. Superintendent Heckt assured Board members that the original focus is the same but the timeframe has changed based on newly acquired information. Board members stated they would like to see a measurable plan moving forward and Superintendent Heckt agreed that she could provide one, but incrementally (e.g., Phase I – Establish Tech Team to determine the best approach to ready the district for CCSS; Phase II – determine the feasibility of integrating Chrome Books – or something similar – into the classroom). The big plan isn't yet available because we don't know what technology will be available next month, let alone next year or the year after. Chair Bergin suggested that continued discussion on this topic would be well suited for a retreat item as would exploring the need for a Tech Subcommittee.

- c. BCS Roof Update – Superintendent Heckt stated that the BCS roof needs immediate repair that has been confirmed by consultant inspection. One quote has been secured and Ray Boyd is expecting two others next week. Superintendent Heckt requests an amount of \$12,870 to be transferred from the salary line item to cover the anticipated cost of these necessary repairs. Rich Hayes noted that the Building & Grounds Subcommittee will meet with Ray Boyd and administration to determine the best and proper course of action. He also clarified that the CAPA item for replacing the BCS roof is still a necessary expense. This is just a temporary, but needed, repair. A **motion** to approve the requested amount of line transfer was presented by Rich Hayes, 2nd by Matt Giuffre; MUP.
- d. District Website – Superintendent Heckt shared that she was recently contacted by Power I.T., our current website vendor, and they will no longer be providing website services as of June 30, 2014. Administration

has met with several other website vendors and contact has been made for potential, additional e-Rate reimbursement. There will be an increase to the annual website cost plus set-up and those figures will be provided as soon as they are available. Matt Giuffre requested to be on the committee to review the bids. Superintendent Heckt and Chair Bergin will discuss this further.

- e. Staff Update – Superintendent Heckt shared that staff member Mary Scoville passed away just before Thanksgiving and that we have recalled a part-time IA to fill that position. Mary was an Instructional Assistant at BCS for the past six years. Superintendent Heckt read a letter of intended retirement effective June 30, 2014 from BHS Technology teacher Joe Carvalho. A **motion** to accept the letter of retirement was presented by Rich Hayes, 2nd by Matt Giuffre; MUP.

G. Unfinished Business – None

H. New Business

- 1. Spain Trip, spring 2015 – BHS Spanish teacher, Senor Ruiz, requested approval for a planned trip to Spain during the April vacation break. It is anticipated that approximately 20 students would be interested in attending and it is possible that Senor Ruiz would arrange to travel with Fryeburg Academy from Fryeburg, ME. The specific itinerary would be selected by the students once the trip is approved and students can save \$200 if they sign up by the end of December. Julie Begin commented on what a wonderful time her son had when he participated in Senor's last trip to Spain. A **motion** to accept the request for travel to Spain was presented by Rich Hayes; 2nd by Julie Begin; MUP.
- 2. Retirement – addressed in 6.e. above.
- 3. Policy Changes – 5125.11, Student HIPAA Law; 5131.7, Weapons and Dangerous Instruments; 6171.2, Pre-k SPED. Matt Giuffre presented each policy individually and discussed prior to a call for approval. A **motion** to approve policy 5125.11 (Student HIPAA Law) was presented by Kate Galle, 2nd by Alison Romkey; MUP. Matt Giuffre noted that the Policy Subcommittee recommends to the Board that the alternate language of policy 5131.7 be approved. A **motion** to approve policy 5131.7 (Weapons and Dangerous Instruments) as recommended by the Policy Subcommittee was presented by Rich Hayes, 2nd by Julie Begin; MUP. A **motion** to approve policy 6171.2 (Pre-K SPED) was presented by Ron Rousseau, 2nd by Alison Romkey; MUP.

I. Future Business – None

J. Anticipated Executive Session – Discussion/Possible Action on Non-Affiliated Personnel Contracts – A **motion** to adjourn to Executive Session was presented by Chair Bergin at 9:30 PM, 2nd by Matt Giuffre; MUP. A Non-Affiliated contract and Administrative Assistant's assignment were discussed. The Board came out of Executive Session by consensus at 10:50 PM. A **motion** to raise the salary of the Director of Business and Finance to \$75,000 prorated for the remainder of the year, effective December 12, 2013, was presented by Matt Giuffre, 2nd by Alison Romkey. The motion passed 5-2 (Rich Hayes and Ron Rousseau voted against). A **motion** to move the Administrative Assistant to the Director of Instructional Technology and Curriculum from a .7 FTE to a 1.0 FTE

11-month employee, prorated for the remainder of the year, effective January 1, 2014, 2nd by Kate Galle; MUP.

- K. Alison Romkey made a **motion** to adjourn the meeting at 10:56 PM, 2nd by Julie Begin; MUP.

Respectfully submitted,

Lori Boyd
Board Clerk