

Board of Education Meeting
August 20, 2013

Call to Order

Board Chair, Sue Porcello, called the meeting to order at 6:06 p.m. in the Suffield High School Media Center. Present: Board members Sue Porcello, Mary Lou Sanborn, Mary Roy, Lori D'Ostuni, Scott Schneider, George Beiter and Jeanne Gee and Superintendent of Schools, Karen Baldwin.

Executive Session

Gee moved, D'Ostuni seconded to move into executive session. The motion passed unanimously.

A contract issue was discussed.

Regular Session

D'Ostuni moved, Gee seconded to move into regular session at 6:34 p.m.

Chair Sue Porcello reconvened regular session at 6:40 p.m. with the same persons present plus Jim Collin, Assistant Superintendent and observers.

The meeting opened with the Pledge of Allegiance.

Public Comment

None

Addition to the Agenda

MOTION #13-43: Porcello moved, Sanborn seconded to add **“Statement from the Chair” to the agenda.** The motion passed unanimously.

Statement from the Chair

Chair Sue Porcello tendered her resignation as Board of Education Chair effective immediately citing family obligations. She thanked the Superintendent and the Board for their support over the past few years. She will remain on the Board of Education.

MOTION #13-44: Roy moved, D'Ostuni seconded **the nomination of Robert Eccles as Suffield Board of Education Chair.** Board member Eccles was not able to attend the meeting but sent a message accepting the nomination. The motion passed unanimously.

Vice Chair, Mary Lou Sanborn, chaired the remainder of the meeting.

Communications

The Superintendent introduced Interim Business Manager, Phil Russell, to the Board.

Approval of Minutes

Gee moved, Porcello seconded to approve the minutes of the July 23, 2013 Board of Education meeting. The motion passed with one abstention (Schneider).

Consent Agenda

None

Discussion Action Items

- Approval of Tentative Agreement Between the Suffield Board of Education and the Nurses Union 2013-16
The Superintendent reported that the Board had met in executive session prior to the meeting to discuss the tentative nurses contract for 2013-16. **MOTION #13-45:** Roy moved, Porcello seconded **to approve the Tentative Agreement between the Suffield Board of Education and the Nurses Union 2013-16.** The motion passed unanimously.
- District Application for State Technology Grant
Director of Technology, Becky Osleger, gave an overview of the State Technology grant that was submitted to the State on Friday, August 16. Monies from this grant would be used to support the district in preparing students for Smarter Balance testing and implementing the new Common Core State Standards.

Board member Zawawi entered the meeting at 6:45 p.m.

- Final Site Transition and Learning Management System
Assistant Superintendent, Jim Collin, updated the Board on the Final Site transition to date. A letter will be sent to all parents regarding Bring Your Own Technology (BYOT). This support to teaching and learning will assist in implementing Board of Education Goal 1: “Develop and implement policy, systemic practices and cultural shifts needed for a digital learning environment.” He also discussed communication to parents by way of class pages which will be set up by each teacher on Final Site. Board member Sanborn asked for an update on this item at the end of the first semester.
- June 30, 2013 Financial Report
Diane Raymo, consultant, explained the new monthly financial report. She stated that a narrative would be included each month with the report. Board member Beiter asked if the report could also be sent electronically. There was discussion on the continuing deficit in food service. Sodexo needs to take a closer look to see where revenues can be raised. Diane stated that while we contract out the food service operation, we do not contract out the employee portion and, therefore, still pay salaries, insurance, etc. Board member Gee asked if other area towns were also experiencing this situation in food service. The Superintendent stated that contract negotiations with the food service staff were getting underway. Information will be shared with the Board as it becomes available. **MOTION #13-46:** Schneider moved, Roy seconded **to approve the June 2013 Financial Report.** The motion passed unanimously.
- 2013-14 Board of Education 1.89% Operating Budget Realignment
Diane Raymo, consultant, reported on her work in re-aligning the 13/14 Board of Education budget. The Superintendent added that many cost effective changes have been made to date including some teacher changes in Gr. K-3. There were two resignations at grade 2 and the staff were replaced by collapsing a section at grade 3 and kindergarten; teachers were transferred. A special education teacher at McAlister resigned. We collapsed a section of special education (based on review of caseloads) at

the middle school and transferred at teacher from SMS to MIS. The reading position K-12 is not being filled as we have Reading Language Arts Consultants servicing children K-2/3-5/ and 6-12.

Diane highlighted the areas of deficit. Board member D'Ostuni asked about class sizes in Grades K-3. Board member Zawawi asked what impact the elimination of classes and positions would have. Board member D'Ostuni asked about the number of students attending magnet schools from last year to this year and Board member Gee asked to see a report about the trending of students from Suffield to magnet schools. The Superintendent will send Board members this information. The July and August financial reports will be brought to the Board in September. **MOTION #13-47:** Porcello moved, Schneider seconded **to approve the 2013-14 Board of Education 1.89% Operating Budget Realignment.** The motion passed unanimously.

- Authorized Signature Change for Child Nutrition Programs
MOTION #13-47: Schneider moved, Zawawi seconded **to approve the authorized signature change for the Child Nutrition Programs – CT State Department of Education.** The motion passed unanimously.
- Authorization Blum Shapiro Shared Services Study
MOTION: #13-48: Gee moved, D'Ostuni seconded **that the Board of Education delegates to the recently formed Steering Committee the management of the project evaluating the potential combined services with the town on the business manager functions to include the signing of any documents related to the project. The Steering Committee will report back to the full Board on any findings of the projects and make any relevant recommendations on any proposal related to the project.**

Reports to the Board

Superintendent's Report

- We are in good shape for the opening of school next Tuesday. Freshman Orientation was held at the high school today, New Teacher Orientation is scheduled for tomorrow. Thursday is all staff convocation and Friday is a professional development day. An administrative retreat was held August 15 and 16.
- The new bus company, M&J, has been working hard to prepare the routes. Dry runs will be held this week.
- ACCE projects of the SMS/McAlister parking lot resurfacing, remodeling of the Spaulding boy's restrooms and interior door lock replacements at Spaulding, McAlister, and SMS all took place during the summer. Photos of the changes were viewed by the Board.

Chair's Report

Sue Porcello stated that she would be assisting new Chair, Bob Eccles, in the transition to the Chair position and that she would take over his committee assignments.

Subcommittee Reports

- Human Resources/Personnel – Chair Mary Roy stated that the salaries of the non-affiliated staff members were being studied and recommendations for salary increases may be presented for some of these people. Salary re-alignments for the Human Resources Assistant, Technology and the Secretary for the Assistant Superintendent are also being considered. The Web Master position has been filled.
- Policy – The Policy Subcommittee met on July 24. Two policies are now being placed on the table for 30 days:
 - 1330REG – Use of School Facilities
 - 3280.1 – Gifts, Grants and Bequests
- Student Programs and Services – This Subcommittee met last night. There was discussion of math and pathways to complete course work. There has been curriculum writing in math at the high school this summer in three courses. District wide curriculum writing – both units and lesson planners were distributed.

Future Business

- Common Core State Standards – Implementation of Smarter Balanced Assessment
- Large Animal Facility
- Substitute Service Budget Study Beginning August 2013
- School Climate Survey – Sept-Nov. 2013
- National Honor Society – September 2013
- Food Service Update Budget Study beginning August 2013
- Electricity Account – September 2013
- Final Site Update – Jan/Feb. 2014

Public Comment

None

Executive Session

MOTION #13-49: Gee moved, Schneider seconded to enter executive session at 8:55 p.m. The motion passed unanimously. A short recess was called.

Executive session reconvened at 9:07 p.m.

A personnel issue was discussed.

Adjournment

Schneider moved, Gee seconded to adjourn the meeting at 10:23 p.m. The motion passed unanimously.

Respectfully submitted,

Lori D'Ostuni
Secretary

LD/ajk