



## Columbia Board of Education Regular Meeting Minutes July 7, 2014

7:30 P.M.

Horace W. Porter School Cafeteria

Board Members Present: David Crim, Kerry Hoffman-Chairperson, Christopher Lent, Lisa Napolitano, Kathy Tolsdorf, Karin Vertefeuille-Vice Chairperson

Board Members Absent: Lauren Perrotti-Verboven

Administration Present: Lol Fearon-Superintendent, Alyssa Gwinnell-Principal, Jackie Middleton-Director of Student Services, Michael Kenyon-Assistant Principal/Data Coordinator

### I. Call to Order

Kerry Hoffman called the July 7, 2014, regular meeting to order at 7:32 p.m.

#### Change to agenda:

L. Napolitano **MOVED** and C. Lent **SECONDED** to change the agenda and move VIII.b. Educator Evaluation and Support Plan – SDE Feedback to V. Action Items – Discuss & Act Upon e) Educator Evaluation and Support Plan.

**MOTION CARRIES: 6-0**

### II. Pledge of Allegiance

### III. Comments from the Audience (Bylaws of the Board #9300)

Time allotted for public participation is twenty (20) minutes; time allotted for an individual speaker is three (3) minutes.

### IV. Action Items (Consent)

*To be read by Board of Education Chairperson prior to taking action:*

A consent agenda is presented by the Chairman at the beginning of a meeting. Items may be removed from the consent agenda on the request of any one member. Items not removed may be adopted by general consent without debate. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the assembly.

- a) Approval of Payment of Bills
- b) Approval of June 2, 2014 Regular Meeting Minutes
- c) Approval of June 9, 2014 Special Meeting Minutes

K. Vertefeuille **MOVED** and D. Crim **SECONDED** to approve items IV. a), b), c) as presented.

**MOTION CARRIES: 6-0**

### V. Action Items - Discuss and Act Upon

#### a) Security Project

D. Crim **MOVED** and L. Napolitano **SECONDED** to approve the Horace W. Porter School security project.

**MOTION CARRIES: 6-0**

*Discussion:* The State requires the Board of Education to approve the completed project. Punch list items are completed, doors are working properly, a front door buzzer has been installed and the project is slightly under budget.

**b) Dennis Harvey Math & Science Scholarship**

K. Tolsdorf **MOVED** and K. Vertefeuille **SECONDED** to approve the Dennis Harvey Math and Science Memorial Scholarship.

**MOTION CARRIES: 6-0**

*Discussion:* Mr. Harvey was a loved, long time teacher and coach at Porter. Mr. Harvey's wife and son contacted Mr. Fearon and proposed the grade 8 scholarship in honor of Mr. Harvey.

**c) Approval of Website Re-design Sales Agreement**

C. Lent **MOVED** and L. Napolitano **SECONDED** to approve the website re-design sales agreement with Revize Software Systems for the amount of \$10,750.00.

**MOTION CARRIES: 6-0**

*Discussion:* Mrs. Gwinnell, Ms. Vertefeuille and Mr. Doyle reviewed and evaluated 15 RFP's. Revize Software Systems has been selected to re-design Porter's website. Teacher pages will have more functionality, calendars and website features will be easy to update. It will take approximately 12 weeks to complete the work, \$10,750 will be used from the 2013/14 budget and e-rate funds will be applied for and may reduce the cost by 40%. Mrs. Hoffman thanked the committee for all their hard work.

**d) Acceptance of Resignation of Christian Urban, Food Services Director**

K. Vertefeuille **MOVED** and C. Lent **SECONDED** to accept the resignation of Christian Urban with regret.

**MOTION CARRIES: 6-0**

**e) Educator Evaluation and Support Plan**

K. Vertefeuille **MOVED** and L. Napolitano **SECONDED** to approve Columbia's Educator Evaluation and Support Plan as presented by Mrs. Gwinnell.

**MOTION CARRIES: 6-0**

*Discussion:* The State Department of Education requires the Columbia Board of Education to adopt the district's CSDE-approved plan.

**VI. Appointment of Assistant Principal/Data Coordinator**

K. Vertefeuille **MOVED** and L. Napolitano **SECONDED** to appoint Mr. Michael Kenyon as the Horace W. Porter School's Assistant Principal/Data Collector effective July 8, 2014.

**MOTION CARRIES: 6-0**

Mr. Fearon said it was his great pleasure to introduce Mr. Kenyon. Mr. Kenyon introduced his family and said he is very excited to be at Porter and is looking forward to working with Columbia students and families. Mrs. Hoffman congratulated Mr. Kenyon and welcomed him.

**VII. Presentations**

**a) Curriculum Update – Mrs. Alyssa Gwinnell, Horace W. Porter School Principal**

Mrs. Gwinnell summarized the district's curriculum work with Mary-Jane Pazda by grade level. Throughout the school year monthly updates were provided by Curriculum Team Leaders. Summer work will continue on Library and Elementary Technology, Kindergarten and Grade 1, middle school Spanish, Science, Math and Language Arts. A schedule will be created which focuses on curriculum during team time, Curriculum Team Leaders will meet to discuss after school curriculum meeting formats with continued monthly summaries, professional development will be facilitated and progress will be reviewed monthly and adjustments made as needed.

**b) Developing a Compelling Vision – Mr. Lol Fearon, Superintendent**

Mr. Fearon handed out documentation for developing a compelling vision statement. A Vision Statement is a vivid, idealized description of a desired outcome that inspires, energizes and helps to create a mental picture of the target. The vision statement should focus on the desired outcome of the project at its completion. A powerful vision statement should stretch expectations and aspirations. Goals and objectives will measure the results.

The BOE will meet 07/14/2014 at 6:30 p.m. to develop a draft vision. In August a consultant will help to examine organizational structure and program objectives. A Steering Committee will be created to identify specific goals, objectives, actions and monitoring processes in the plan. The Plan will be developed August through November with Board of Education approval in December.

**VIII. Correspondence/Communications**

- a) Superintendent Fearon to Ms. Nicole Henry – Congratulations on Reaching Tenure 06/30/2104
- b) Notification of Timeline for Contract Negotiations – Administrators' Contract

**IX. Board of Education Subcommittees**

- Future Meeting Dates:
  - August 4, 2014 – Regular Board of Education Meeting, 7:30 p.m. Horace W. Porter Cafeteria
  - September 2, 2014 (Tuesday) – Regular Board of Education Meeting, 7:30 p.m. H.W.P. Cafeteria

**X. Superintendent's Report**

- a) **Report on Teacher Evaluations 2013-14** – Mr. Fearon reported teacher evaluations are complete. 17 teachers are rated proficient, 33 exemplary and 2 not rated due to leave of absences.
- b) **Roof Project Status** – Mr. Fearon reported the project is 40% complete as of June 30<sup>th</sup>. It is anticipated the project will be completed within the next 30 days. The roof top mechanicals have been removed and the drains are being worked on. The project is on target.

**XI. Future Regular and Subcommittee Agenda Items (Tentative)**

- a) Technology Overview based on curriculum
- b) Technology Coordinator role/stipend position
- c) Technology audit

**XII. Columbia Board of Education Member Remarks**

- Board members welcomed Porter's new Assistant Principal/Data Coordinator Mr. Kenyon!

**XIII. Executive Session for the Purpose of Superintendent's Evaluation**

L. Napolitano **MOVED** and D. Crim **SECONDED** to enter into executive session for the purpose of discussion of the Superintendent's at 9:16 p.m.

**MOTION CARRIES: 6-0**

K. Vertefeuille **MOVED** and C. Lent **SECONDED** to adjourn executive session at 9:35 p.m.

**MOTION CARRIES: 6-0**

**XIV. Approval of Superintendent's Contract**

**XV. Adjournment**

K. Tolsdorf **MOVED** and D. Crim **SECONDED** to adjourn the meeting at 9:40 p.m.  
**MOTION CARRIES: 6-0**

Respectfully submitted,

Karin Vertefeuille  
Columbia Board of Education Vice Chairperson