



Columbia Board of Education Regular Meeting Minutes May 5, 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
- Others Present: Gary Miller-GLLC Services, Bev Ciurylo-Finance Director, Sandy Rijs-Enrichment Teacher, Chris Urban-Hot Lunch Director, the families of Haley Crim, Elizabeth Kollegger and Renee Gilchrist

I. Call to Order

Kerry Hoffman called the May 5, 2014, regular meeting to order at 7:31 p.m.

Change to agenda:

K. Hoffman **MOVED** and K. Vertefeuille **SECONDED** to change the order/add to the agenda:

VI. Long Range Plan Presentation (after V. Action Items)

XII. The Board of Education Authorizes the Superintendent to Make Fund Balance Transfers Within Line Items of the 2013/14 Budget as Discussed.

MOTION CARRIES: 6-0

II. Pledge of Allegiance

III. Proclamation

- Porter Invention Convention Participants
 - Haley Crim, Grade 5 - "The Right Sock"
 - Renee Gilchrist, Grade 6 - "1 Coat Color"
 - Elizabeth Kollegger, Grade 5 - "The Fresh Zest"

Mrs. Gwinnell introduced Porter's top three Invention Convention scorers; Haley Crim, Renee Gilchrist and Madeline Kollegger. **Ms. Rijs** reported that Porter had 19 inventors in grades 4 through 8 this year. Each participant elected to do this extra project on their own. HWP's top 3 scorers went on to the State level where there were over 800 participants. **Haley, Renee** and **Elizabeth** explained and demonstrated their inventions to Board of Education members. Board members were very impressed.

Mrs. Hoffman presented each student with a Certificate of Achievement.

Mr. Crim congratulated Haley, Renee and Elizabeth. He is very proud of each one of these young ladies.

IV. 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.

- **John Schroder** was at the Book Fair with his wife and saw that Facilities Technician, Don Spooner, was diligently cleaning floor scuffs using a long rod with a tennis ball at the end. Mr. Spooner explained that it is something he does every night. Mr. Schroder would like to commend Mr. Spooner for his attention to this detail and for the good care he gives to the school building.
- **Mr. Schroder** is disappointed that Mr. Shooshan is resigning from his position as Assistant Principal. He was on the AP Search Committee and feels that Porter's administrative level seems to be a spinning, revolving door. He hopes that the Board of Education will offer Mr. Shooshan an exit interview.

V. 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 April 7, 2014 Regular Meeting Minutes
- c) Approval of April 23, 2014 Special Meeting Minutes

C. Lent **MOVED** and K. Vertefeuille **SECONDED** to approve V. Action Items a through c as presented above.

MOTION CARRIES: 6-0

VI. Presentation

- **Long Range Plan – Budget Planning Update – Mr. Gary Miller, GLLC Services**

Mr. Fearon introduced Mr. Miller of GLLC Services. Mr. Miller will be preparing a Long Range Plan for the Columbia School District. He starts this process by using a model that he modifies depending on the size of the district. The last five year's budgets have been reviewed. He thanked Mrs. Ciurylo for her help compiling district information needed for this report. Today Mr. Miller met with Porter administrators to verify past and present staffing levels. Future staffing levels, enrollment figures, educational costs and the cost associated with running the building will be forecasted in the Long Range Plan.

Mrs. Napolitano asked if Mr. Miller takes into account and has a buffer for Connecticut's economy. **Mrs. Tolsdorf** thinks it is exciting that the district is preparing a long range plan but does not want the plan to be based on status quo. **Mrs. Hoffman** thanked Mr. Miller for attending this evening's meeting. She and the Board look forward to working with him.

VII. Discussion & First Reading of Stipend Job Descriptions

Mr. Fearon updated the Board of Education on the Stipend Review Committee's work creating district co-curricular, extra-curricular and other stipend position job descriptions. The April 1 contract deadline was met. Appendix III is a draft of the process of identifying, posting, filling and acceptance of the positions. The Computer Coordinator/Technology Teacher job description will be pulled and addressed by the Board of Education at a future date.

Mrs. Vertefeuille asked that the following additions/corrections be made:

1. *Athletic Coordinator* – should meet with teacher to be informed of student special needs
2. *Columbia Lions Leo Club Liaison/Advisor* – responsibilities are too specific
3. *Drama Coach* – should it specifically state that there will be two performances? This coach will develop the budget for the drama program.

4. *Eastern CT Regional Band Coordinator* – should state that the coordinator must be a certified teacher
5. *Stage Manager* –should match Drama Coach with number of performances
6. *Student Council Advisor* – should state that this advisor can be an outside person. Add leadership to responsibilities or this can be stated in the bylaws.
7. *Yearbook Advisor* – should be more generic

Mrs. Napolitano thanked the Stipend Review Committee for their effort and hard work to meet the contract deadline. **Mr. Fearon** said the next step is to look at non-certified position job descriptions.

VIII. Correspondence/Communications

- **Correspondence Relating to Coventry High School Invitation**
Mrs. Vertefeulle expressed thanks to Coventry for their invitation for Columbia high school students to attend their very good high school. At this time, adding another school would be a lot to manage. There would be the additional cost for transportation and support services plus the need to align curriculum and calendars with an additional district.
- **Horace W. Porter School 2014/2015 Approved Calendar**
Mrs. Vertefeulle asked the Superintendent to review the Open House dates for the 2014/15 school year with Principal Gwinell.

IX. Reports/Discussions

- a) **Hot Lunch Partnership Update – Superintendent Fearon** reviewed the hot lunch partnership meetings/discussions conducted with Hebron Superintendent Jeffrey Newton, Hebron Finance Director Dick Huot, Columbia Finance Director Bev Ciurylo, Hot Lunch Director Chris Urban and Columbia Superintendent Lol Fearon. Hebron's contract with their vendor is expiring June 30, 2014. The vendor administrative costs for Hebron are approximately \$100,000 per year. Vendor districts must assign all State/Federal paperwork, including USDA ordering, to district/school personnel. Statewide, 4% of districts are vendor-managed.

The 2014/15 hot lunch partnership with Hebron has a projected savings of \$22,537 for Columbia. At this time, Porter's 2013/14 hot lunch deficit is \$11,000. The proposed agreement focuses on professional management, reviews administrative costs and responsibilities and expands the use of UCONN interns. Of seven surrounding towns, 6 out of 7 are self operating. Participation rate among those seven districts ranges from 33% to 56%. The draft agreement has a built in six month review with an annual review in all three years of the agreement.

Board members complimented **Mr. Urban** on Porter's superior program but expressed concern regarding:

- maintaining Porter's current hot lunch program
- possible liability to the district
- the 50/50 split of time and costs
- salaries

Superintendent Fearon said this is a great way to reach out and form partnerships. **Mrs. Hoffman** would like to be respectful of Hebron but protect Porter's hot lunch program.

- b) **Superintendent Evaluation** – The Board will do a six-month superintendent evaluation this June and after that annually each June.
- c) **Board of Education Evaluation** – The Board of Education will establish a calendar for annual evaluation and establishing goals.

X. Board of Education Subcommittees

- Future Meeting Dates:
 - May 13, 2014 – Annual Town Budget Meeting, 7:00 p.m., Horace W. Porter School Cafeteria
 - June 2, 2014 – Regular Board of Education Meeting, 7:30 p.m. Horace W. Porter Cafeteria
 - June 13, 2014 – H. W. Porter School Grade 8 Graduation, 4:00 p.m. E.O. Smith High School Auditorium

XI. Superintendent's Report

- a) **Assistant Principal Selection Process** – the position was posted on April 28th. Twenty applications have already been received. There is a fairly aggressive timeline with a deadline of May 28th. An interview committee will be formed and meet with the superintendent. Questions will be based around the six common core domains. Five to seven candidates will be selected for the first round of interviews. Two finalists will be presented to the superintendent and the finalist will be presented to the Board of Education with a possible appointment by June 20th.
- b) **Long Range Planning Focus Groups** – Focus Group meetings will be held on May 19 (with a light supper) and June 9.

XII. The Board of Education Authorizes the Superintendent to Make Fund Balance Transfers within Line Items of the 2013/14 Budget as Discussed

L. Napolitano **MOVED** and C. Lent **SECONDED** to authorize the Superintendent to make fund balance transfers within line items of the 2013/14 budget as discussed.

MOTION CARRIES: 6-0

XIII. Future Regular and Subcommittee Agenda Items (Tentative)

- May policy meeting
- June meeting - update on curriculum, school website, after-school program

XIV. Columbia Board of Education Member Remarks

XV. Adjournment

K. Vertefeuille **MOVED** and D. Crim **SECONDED** to adjourn the meeting at 9:32 p.m.

MOTION CARRIES: 6-0

Respectfully submitted,

Karin Vertefeuille
Columbia Board of Education Vice Chairperson