



Columbia Board of Education Regular Meeting Minutes June 2, 2014

7:30 P.M.

Horace W. Porter School Cafeteria

- Board Members Present: David Crim, Christopher Lent, Lisa Napolitano, Kathy Tolsdorf, Karin Vertefeuille-Vice Chairperson
- Board Members Absent: Lauren Perrotti-Verboven, Kerry Hoffman-Chairperson
- Administration Present: Lol Fearon-Superintendent, Alyssa Gwinnell-Principal, Jackie Middleton-Director of Student Services
- Others Present: Gary Miller-GLLC Services, Bev Ciurylo-Finance Director, Carmen Vance-First Selectman, Linette Dooley, Kelly Peck

I. Call to Order

Karin Vertefeuille called the June 2, 2014, regular meeting to order at 7:30 p.m.

Change to agenda:

K. Vertefeuille **MOVED** and L. Napolitano **SECONDED** to add to the agenda:

VIII. (f) Approval to Add a Paraprofessional Position to the 2014/2015 Budget

MOTION CARRIES: 5-0

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 May 5, 2014 Regular Meeting Minutes
- c) Approval of May 13, 2014 Special Meeting Minutes

L. Napolitano **MOVED** and D. Crim **SECONDED** to approve IV. Action Items a through c as presented above.

MOTION CARRIES: 5-0

V. Presentations

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

Mr. Miller handed out the Columbia Public Schools Five Year Budget Projection Based on Prowda Enrollment and 2014-15 Proposed Budget Report. He explained his process for generating the report; beginning with a solid student projection, looking at current staffing, student-teacher ratio, administration and noncertified employees. He considers the size of district buildings and the costs involved in maintaining the buildings. He considers current

trends, spending trends and averages. The major drivers are district size, high school tuition, salary and benefits. At this point, staffing is constant but as enrollment declines there will be changes in certain areas.

- **After School Program Update – Mrs. Alyssa Gwinnell, Horace W. Porter School Principal**

Mrs. Gwinnell reported that the After School Program has had a very successful first year! Sandy Millerd, Program Coordinator, has done a great job! 51 clubs in 4 sessions were offered to students in grades 3–8 the first half of the year and students in grade 2 were included the second half of the school year. 224 students participated. Club topics included Pokeyman, animal science, yoga, chess, book club, billiards, walking, guitar, and dance. Instructors included staff, past students and parents. Mrs. Gwinnell would like to offer more clubs next year and expand the offerings to include archery, life skills, “pick your own project”, and digital photography. The dismissal and attendance process is being looked at for improvement. Because the length of activities seemed a little long (dismissal is at 5:00 p.m.), time may be used differently next year. A ½ hour of homework time may be included at the beginning or end of each session. The After School Program is included in the 2014/15 budget and will start again in the fall.

VI. Correspondence/Communications

- Horace W. Porter School PTO Minutes – April 7, 2014
- Horace W. Porter School PTO Minutes – May 20, 2014

Mrs. Vertefeuille congratulated the PTO for this year’s successful fundraising and thanked the PTO for offering really creative activities for students and families.

VII. Discussion & Second Reading of Stipend Job Descriptions

K. Tolsdorf **MOVED** and D. Crim **SECONDED** to approve the second reading of the stipend job descriptions.
MOTION CARRIES: 5-0

Mr. Fearon reported that the administration will continue to work on updating district job descriptions. The next group to be worked on will be non-certified positions. The Technology Coordinator description will integrate past contract co-curricular and extracurricular stipend duties and should be ready for review by the Board in July.

VIII. Action Items **Discuss and Act Upon**

a) Approval to Rescind Letter of Non-Renewal to Mr. Cory Tobler, .5 FTE Physical Education Teacher

With the Life Skills program being reinstated to the 2014/15 budget, an additional .5 FTE P.E. Teacher will be needed. The savings in voag tuition and oil will cover this cost.

K. Tolsdorf **MOVED** and D. Crim **SECONDED** to approve rescinding the letter of non-renewal to Mr. Cory Tobler, .5 FTE Physical Education Teacher.

MOTION CARRIES: 5-0

b) Approval of Mrs. Kathy Mattessich Grade 8 Scholarship

In honor of Mrs. Mattessich, Porter staff and families have raised money for a memorial bench that will be installed in the playground area. With the leftover funds, organizers would like to institute two grade 8 \$50 awards that will be based on the recipients’ love of reading.

K. Tolsdorf **MOVED** and L. Napolitano **SECONDED** to approve the grade 8 scholarship in honor of Mrs. Kathy Mattessich.
MOTION CARRIES: 5-0

c) Approval of Salary Increase of 1.9% to Facilities Manager, Superintendent's Secretary

L. Napolitano **MOVED** and K. Tolsdorf **SECONDED** to approve the salary increase of 1.9% for the Facilities Manager and Superintendent's Secretary.
MOTION CARRIES: 5-0

d) Appointment of 2014/2015 Curriculum Team Leaders and Team Leaders

C. Lent **MOVED** and L. Napolitano **SECONDED** to approve the appointment of the 2014/2015 Curriculum Leaders and Team Leaders as presented and dated June 2, 2014.
MOTION CARRIES: 5-0

e) Approval of Food Service Manager Employment Agreement

D. Crim **MOVED** and K. Tolsdorf **SECONDED** to approve the Food Service Manager Employment Agreement as presented.
MOTION CARRIES: 5-0

f) Approval to Add a Paraprofessional Position to the 2014/2015 Budget

C. Lent **MOVED** and K. Tolsdorf **SECONDED** to approve the addition of a paraprofessional position to the 2014/2015 budget.
MOTION CARRIES: 5-0

IX. Reports/Discussions

- a) **Hot Lunch Partnership Update** – the Board of Education approved the partnership agreement with Hebron in conjunction with the salary agreement for the Hot Lunch Director. The Board is continuing to look at cost saving options.
- b) **Superintendent Evaluation** – this will be discussed in this evening's executive session.
- c) **Board of Education Evaluation**

X. Board of Education Subcommittees

- Future Meeting Dates:
 - June 9, 2014 – Special Meeting, *Long Range Plan Feedback (M. Wasta)* 6:30 p.m. HWP Cafeteria
 - June 13, 2014 – HWP School Grade 8 Graduation, 4:00 p.m. E.O. Smith High School Auditorium
 - July 7, 2014 – Regular Board of Education Meeting, 7:30 p.m. Horace W. Porter Cafeteria
 - August 4, 2014 – Regular Board of Education Meeting, 7:30 p.m. Horace W. Porter Cafeteria

XI. Superintendent's Report

- a) **Assistant Principal Selection Update** – 60 applicants submitted resume packets. Each packet was reviewed by 3 administrators who narrowed the pool down to 15 candidates to be reviewed by the Search Committee. The Search Committee consists of 1 BOE member, 1 parent, 3 teachers, 1 paraprofessional and 1 administrator. 7 applicants were interviewed by the Search Committee today. 2 finalists have been selected to meet with Superintendent Fearon. The decision target date of June 9th will be met.

- b) **Long Range Planning Focus Groups** – Mr. Fearon received the preliminary Long Range Planning Report generated by Dr. Michael Wasta today. He will send it out to all BOE members and Focus Group members.
- c) **Exit Interviews for Homeschooled and Magnet School Families** – Mr. Fearon reported his survey findings regarding homeschooled/magnet school families. There are 7 families with 11 children who home school their children. Most responded that it was a lifestyle choice. 1 family began for health reasons and then appreciated the flexibility of homeschooling. For others it is a religious choice. There are 30 students who attend area magnet schools. There was only one case of dissatisfaction with public schools. Magnet school families reported that they send their children to magnet schools for more focus in the areas that their children are interested in.
- d) **Update on Eastconn Professional Development Plan** – Porter has partnered with Eastconn for professional development services for TEval and technology integration.
- e) **Website Redesign** – this goes along with marketing our school district. There is a meeting scheduled for next Tuesday to look at RFP's and to recommend a vendor to do the website redesign.

XII. Future Regular and Subcommittee Agenda Items (Tentative)

- Summer Meeting Schedule
- Policy Subcommittee Meeting Schedule

XIII. Columbia Board of Education Member Remarks

- Kathy Tolsdorf said it is important for the Board of Education to conduct a Board of Education self evaluation.

XIV. Executive Session for the Purpose of Superintendent's Evaluation

C. Lent **MOVED** and D. Crim **SECONDED** to enter into executive session at 9:15 p.m.

MOTION CARRIES: 5-0

K. Tolsdorf **MOVED** and L. Napolitano **SECONDED** to adjourn executive session at 9:25 p.m.

MOTION CARRIES: 5-0

XV. Adjournment

C. Lent **MOVED** and D. Crim **SECONDED** to adjourn the meeting at 9:26 p.m.

MOTION CARRIES: 5-0

Respectfully submitted,

Karin Vertefeuille
Columbia Board of Education Vice Chairperson