



Columbia Board of Education Special Meeting Minutes June 10, 2013

7:30 P.M.

Horace W. Porter School Conference Room

Board Members Present: Kerry Hoffman, Sondra Montesi, Lisa Napolitano, Lauren Perrotti-Verboven-Chairman, John Schroder, James Thorn-Vice Chairman, Kathy Tolsdorf

Administration Present: Francine Coss-Superintendent, Jackie Middleton

Others Present: Windy Petersen, Rebecca Muldoon, Nikki Keldsen, Jonathan Luiz, Louise Nowak, Sandy Millerd, Karin Vertefeulle, Laurie Rogers, Sandy Rijs, Thomas Doyle, Bev Ciurylo, Claire Charbonneau and family members, Alexis Petsa and family members, Paula Shepard

I. Call to Order

Chairman Lauren Perrotti-Verboven called the June 10, 2013 special meeting to order at 7:30 p.m.

II. Pledge of Allegiance

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

Time allotted for public participation is thirty (30) minutes; time allotted for an individual speaker is three (3) minutes.

Nikki Keldsen asked the Board to consider pushing back the start of the 2013/14 school year. It is rough to start on a Monday; a full week will be tough.

Laurie Rogers has a number of issues she would like addressed before the start of the next school year:

1. There are not a lot of lunch choices for vegetarians or vegans. She would like to see more veggie options or possibly a microwave for student use.
2. 20 minutes for middle school lunch irks her. Teachers and elementary students get 30 mins and she doesn't know why middle school students cannot have 30 minutes to eat their lunch. This is the middle school's only time for socialization. Silent lunches are given to the entire class when just a handful of students disobey the rules. During lunch detention students cannot go out to recess. Why is there no after school detention? She asks that lunch detention data be tracked.
3. It would be wonderful if buses could leave the school at 8:30 a.m. With the change in morning security methods, the buses back up traffic. There are 2 lanes when leaving Schoolhouse Road but often times cars block the view of the driver in the other lane or vehicles are smack in the middle lane.
4. She is disappointed in the roof project. Not enough time was given to get through the state meetings. It is annoying and disappointing to have this calendar change happen during the last month and a half of school. It has messed up vacation plans. Kids will have to be pulled out of school. At the other end, it also is messing up camps and the end of summer.

Karin Vertefeulle would like to confirm that the fans and water fountains will be fixed by the start of the next school year. She would like class schedules to go out to families sooner. She would like to see more Board of Education subcommittees with public participation; marketing, lunch, extracurricular. She asked why the MBR meeting was confidential. She asked if the kindergarten class number was up to 43 and if the cut off at 45 students would get an additional section.

Paula Shepard would like updates on the roof project and calendar changes.

Chairman Perrotti-Verboven thanked the audience for their input and explained that citizens can request items be put on the Board of Education meeting agenda. Subcommittee meetings are always public. The MBR meeting was in executive session so the Board could meet privately with the district attorney. The 2013/14 calendar revision is included in this evening's consent action items. The roof project will not happen this summer. All kinds of red tape came into play. Extra facility projects will

need to be done because the project will be put off until next summer. At this point there are 41 kindergarten students enrolled. The Board of Education agrees that smaller numbers are better for the younger grades. The Chairman will get answers to any questions not answered.

IV. Porter Grade 4 Invention Convention Participants

- Claire Charbonneau
- Aidan Merrill
- Alexis Petsa

Ms. Rijs introduced Claire and Alexis. Aidan Merrill could not attend the meeting.

Claire Charbonneau received the top prize in her competitive group at the Connecticut Invention Convention for her “Aqua Brush” which is a hair brush with a spray bottle attached to the brush for taming messy hair. **Alexis Petsa** invented “The Strap and Go” after her mother had to sand their long driveway this winter by hand. **Aidan Merrill** invented “The Strap and Go”. It gathers and holds many plastic shopping bags, making it easier to get into the house from the car when returning from shopping.

Mrs. Perrotti-Verboven thanked Claire and Alexis for presenting their inventions to the Board and audience of citizens. She said student recognition is one of the best things about being a Board member. The Board is very proud of these students and their inventions.

V. Presentations

- **Horace W. Porter School PASS Program** - *Windy Petersen, Special Education Teacher*

Mrs. Petersen reviewed the origin of the PASS Program which was created approximately twenty years ago by then School Psychologist Eva Mathieu and Student Services Director Mark Zoback. The purpose of the program was to provide servicing to meet the social, emotional, behavioral and academic needs of students who required more than could be met within the general education setting. The core philosophy of the program has remained the same as the program has evolved.

Entrance Criteria:

A student will be referred to the PASS Program through the SRBI, 504 and/or PPT process. Consideration for placement should include but is not limited by:

- Significant deficits in self-regulation, social and emotional stability and organizational needs
- Frequency and intensity of the behaviors are exhibited more than 6 week
- Tier 3 support through SRBI model
- Partial hospitalization programming and/or outplacement transitioning back to the general education setting

Exit Criteria:

A student will be exited from the PASS Program through a variety of data collection processes based on the process of identification (i.e., SRBI, 504, PPT). This will include, but is not limited by the following:

- Consistent progress met on point system (80% or greater in goal areas)
- No shut-downs, office referrals, or suspensions
- Good academic standing per progress reports, report cards and weekly teacher observations
- Maintained Level 3 status in the behavioral program system
- Specific behavioral plan outlining objectives to be met for exiting
- Quarterly progress monitoring through SRBI
- Team support (“Team” defined as parents/guardians, classroom teachers, support staff, counselors, administrators, and/or PPT) for the move to an academic resource room, 504 status, or into the general education case management.

Mrs. Petersen described meeting the program needs of the whole child. She ended the presentation with students explaining how the PASS Program has helped them.

- **Porter After-School Program** - *Alyssa Gwinnell, Principal*

VI. Financial Review

- 2012-2013 Payment of Bills
- Columbia School Expenditure Report for Fiscal Year 2012-2013 as of 06/06/13
- Columbia School Grant Status Actual & Budgeted Expenses as of 05/30/13

VII. Reports/Discussions

- Board of Education Chairperson
 - CT School Security Grant – Commentary from Jonathan Luiz, Town Administrator – Mr. Luiz reviewed the State Board of Education’s three phase School Security Competitive Grant Program to improve security infrastructure in CT schools for fiscal years ending June 30, 2013 to June 30, 2015. Reimbursement for towns will be ranked in descending order according to town wealth. The wealthiest town will be eligible for a 20% reimbursement rate and the poorest town will be eligible for an 80% rate. Columbia’s reimbursement is calculated at 48.21%. Mr. Luiz offered his assistance to help the Board of Education expedite this grant quickly and meet the first phase deadline of July 29, 2013. *Mrs. Perrotti-Verboven said the Board will improve security and replace doors using 2012/13 surplus funds. She thanked Mr. Luiz for attending this evening’s meeting.*
 - Fiscal Policy Meeting Update – Mrs. Kerry Hoffman – the next Fiscal Policy meeting will be Wednesday, June 12, 2013.
 - Curriculum Subcommittee Common Core Curriculum Materials & School Visitations – The Board would like to visit area magnet schools and emulate their programs at Porter. Jim Thorn and Kathy Tolsdorf will head this up.
 - Common Core State Standards Update – Mrs. Kathy Tolsdorf – On April 2nd, Mrs. Tolsdorf and Mrs. Coss attended the Common Core State Standards workshop where the importance of common core standards, implementation of common core standards and a panel discussion took place. Common Core Standards are a set of K-12 expectations for English language arts and mathematics, adopted by 45 states across the country and designed to ensure all students are able to compete and succeed globally. The standards require states to focus on what children know and don’t know before they move on.
 - Gymnasium AED Machine – The Board discussed obtaining an additional AED machine for the school gymnasium. It was agreed that instead of the REC Department purchasing and maintaining a portable AED machine for the gym, the BOE will purchase, install and maintain an additional gym AED machine.
 - Teacher Negotiations – the BOE met with the district attorney this evening to discuss the upcoming teacher contract negotiations.
 - E.O. Smith High School Contract Extension/Update – The district attorney is reviewing the 2024 extension language.
 - Future Facility Use of the Porter School Building – the Board will be discussing lower “A” wing future usage and possible reconfiguration of the main office.
 - Policy 1120-Board of Education Meetings – Current policy language does not specifically state who can and cannot comment at Board meetings. No action is needed.
 - Review of Kindergarten Orientation – Mrs. Perrotti-Verboven said the orientation went very well. She thanked Mrs. Nye and the PTO for a well organized orientation. Students gave the tour and there were many new parent faces whose children are the first to attend HWP.
 - Upcoming Special Meeting Date – the Board will require a special meeting to discuss MBR and surplus dollars.
 - New York Grade 8 Field Trip – Mrs. Perrotti-Verboven chaperoned the grade 8 field trip. It was 48 hours of “busy”. Hotel staff, tour guides and strangers commented on how well our students behaved. The trip is educationally sound and should be partially funded by the Board of Ed. She would also like to put chaperone/student ratios in the policy.

VIII. 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 6, 2013 Regular Meeting Minutes
- c) Approval of May 14, 2013 Special Meeting Minutes
- d) Approval of 2013/2014 Horace W. Porter School Calendar (Revision)
- e) Approval of Policy 1120- Board of Education Meetings (Revision)
- f) Parent Request to Place a Student in Kindergarten Who Does Not Meet the State Age Requirement
- g) Acceptance of Resignation of Karen Johnson, Board of Education Meeting Clerk
- h) Approval of Destruction of Records
- i) Approval of Recommended Smith/Jennings Security Assessment

L. Perrotti-Verboven **MOVED** and J. Thorn **SECONDED** to remove items consent action items:

- b) Approval of May 6, 2013 Regular Meeting Minutes
- c) Approval of May 14, 2013 Special Meeting Minutes
- e) Approval of Policy 1120- Board of Education Meetings (Revision)
- f) Parent Request to Place a Student in Kindergarten Who Does Not Meet the State Age Requirement

MOTION CARRIES: 7-0

L. Perrotti-Verboven **MOVED** and J. Thorn **SECONDED** to approve as presented:

- a) Approval of Payment of Bills
- d) Approval of 2013/2014 Horace W. Porter School Calendar (Revision)
- g) Acceptance of Resignation of Karen Johnson, Board of Education Meeting Clerk
- h) Approval of Destruction of Records
- i) Approval of Recommended Smith/Jennings Security Assessment

MOTION CARRIES: 6-1-0

S. Montesi, L. Napolitano, L. Perrotti-Verboven, J. Schroder, J. Thorn, K. Tolsdorf VOTED FOR THE MOTION
K. Hoffman VOTED AGAINST THE MOTION

Mr. Schroder said as a parent with four very busy children he "gets" the reasons for revising the 2013/14 calendar but as a Board member he needs some reassurance. Mr. Luiz reviewed the roof project schedule and meetings that will be delaying the roof project until the summer of 2014.

IX. Correspondence/Communications

- Cystic Fibrosis Foundation to Mr. Doyle – Thank You for Donation 05/08/2013
- Windham Public Schools 2013-2014 School Calendar
- Commissioner of Education to Superintendents – Certification of Compliance with the New Meal Pattern for 2012/13 (11/27/2012)
- Department of Construction Services to PREP Meeting Participants
- Superintendent Coss to Karen Johnson – Board Meeting Clerk Resignation 05/29/2013
- Gary and Clare Pillion to Mrs. Gwinnell – Special Thanks to:
Mrs. Caputo, Mr. Prince, Mr. Landherr, Ms. Piatek, Ms. Rijs and Mrs. Nye

X. Reports/Discussions

- Board of Education Subcommittees
 - Future Meeting Dates:
 - July 15, 2013:
 - Policy Subcommittee Meeting, 6:00 p.m. Horace W. Porter School Conference Room
 - Curriculum Subcommittee Meeting, 6:30 p.m. Horace W. Porter School Conference Room
 - Budget/Security Subcommittee Meeting, 7:00 p.m. Horace W. Porter School Conference Room

- Regular Meeting, 7:30 p.m. Horace W. Porter Cafeteria
- August 19, 2013:
 - Policy Subcommittee Meeting, 6:00 p.m. Horace W. Porter School Conference Room
 - Curriculum Subcommittee Meeting, 6:30 p.m. Horace W. Porter School Conference Room
 - Budget/Security Subcommittee Meeting, 7:00 p.m. Horace W. Porter School Conference Room
 - Regular Meeting, 7:30 p.m. Horace W. Porter Cafeteria
- Superintendent's Report
 - Administrator Highlights for May 2013
 - April 2013 School Lunch Claim Report, Inspection Report, Child Nutrition Program & Projections
 - Workers Compensation Claims Detail & April Report
 - 2012-13 Education Revenues Update
 - CT Reads-the 2013 Governor's Summer Reading Challenge –Ms. Lynn MacMullen, School Librarian, runs a very good summer reading challenge program.
 - 2012 Public School Enrollment by District By Racial Imbalance Categories
 - Security Assessment Proposals
 - Waste Removal Proposals
 - Secretary 2013/2014 Calendar
 - Administrators' Summer Calendars
 - Oxygen – with the help of Mr. Schroder, emergency oxygen has been obtained for the nurse's office.
 - Minimum Budget Requirement Discussion – the town will make a decision by June 28th to either pay \$2 for each dollar or allow that same amount to be included in the 2013/14 budget.

XI. Future Regular and Subcommittee Agenda Items (Tentative)

- July 15, 2013
 - Professional Development Plan/Schedule Presentation
- August 19, 2013
 - CMT Performance Review
- September 3, 2013 (Tuesday)
 - Recycling Plan
 - Facility Walkthrough

XII. Columbia Board of Education Member Remarks

XIII. Adjournment

K. Hoffman **MOVED** and L. Napolitano **SECONDED** to adjourn the June 10, 2013 special meeting at 9:50 p.m.
MOTION CARRIES: 7-0

Respectfully submitted,

James Thorn
Columbia Board of Education Vice Chairman