

# **DANBURY BOARD OF EDUCATION MEETING MINUTES**

***WEDNESDAY, MAY 22, 2013***

**Administrative Center, 63 Beaver Brook Road**

## **CALL TO ORDER**

The Chairperson, Sandy Steichen, called the meeting to order at 7:18 pm and those assembled recited the Pledge of Allegiance.

## **ROLL CALL**

Present: Eileen Alberts, Shirley Chilian, Gladys Cooper, Annrose Fluskey-Lattin, Richard Hawley, Richard Jannelli, Kathleen Molinaro, Sandy Steichen, Robert Taborsak, Phyllis Tranzillo

Also Present: Drs. Glass and Pascarella, Kim Thompson and Joe Martino from Administration

Absent: Gary Falkenthal

## **RECOGNITIONS**

### **Dr. Harry Rosvally, Outstanding Science Supervisor Leadership Award**

The Board received an Award Plaque from the Connecticut Science Supervisors Association in recognition of its long-standing support of science education in the district and to the greater community and in honor of STEM Curriculum Administrator Dr. Harry Rosvally, Jr. CSSA President Melinda Meyer presented the award to Superintendent Dr. Sal Pascarella and Board Chairperson Sandy Steichen and explained that Dr. Rosvally had been awarded the Fred Scimone Outstanding Science Supervisor Award for 2013 last month at the joint CT Science Teachers Association and CT Science Supervisors Association annual awards banquet. Ms. Meyer gave a brief overview of some of Dr. Rosvally's contributions to the state over the past decade, having served on the Board of the CT Science Supervisors Association and the CT Science Teachers Association as well as the CT Nanotechnology Initiative, CT Math Science & Technology Leadership Council, and the Southern CT Science & Engineering Foundation. In addition, Dr. Rosvally has facilitated Inquiry workshops for hundreds of state science teachers on behalf of the CT Science Center in Hartford and he has mentored science leaders in Danbury and other school districts. Board Chairperson Sandy Steichen accepted the plaque on behalf of the Danbury Public School System. Dr. Rosvally told the Board that his teaching career in Danbury started in the early 90's where he met his lovely wife Linda and could not have accomplished all of this without her support.

### **WCSA Superintendents' Student Awards**

Ms. Steichen stated that the WCSA Superintendents' Award is based on three criteria: Community service and service to others; academic prowess (relative to ability) and leadership service to the school community. She then presented each student with an award certificate. Staff members from Danbury High School, ACE, Rogers Park Middle School and Broadview Middle School spoke on behalf of each of the students telling the Board of their accomplishments both in school and in the community. Ms. Steichen then thanked all the students and their parents.

Justin Kenny, DHS  
Natasha Mendoza, ACE  
Anna Port, RPMS

Amelia Furey, DHS  
Jonathan Wencek, BMS  
Spencer Mead, RPMS

John King, ACE  
Natalie Mathews, BMS

## **PUBLIC PARTICIPATION**

Several staff members of Head Start told the Board that changes have to be made between the Board and the employees of Head Start. The staff of 28 has between 10 and 36 years of employment with the Danbury School system. Sondra Cherney read a letter written by Mr. Maloney regarding Head Start and that several items require discussion. Head Start has been in Danbury for 40 years. Ms. Steichen stated that the Board had received a copy of that letter. Another Head Start employee recommended that a task force be set up to discuss several items; some concerns are the impact that this layoff will have on staff's retirement and planning; as well as it affecting children.

Seventeen parents addressed the Board on the lottery for the proposed new Magnet Middle School. Some parents want the lottery skipped for the students that are already in the Magnet School, while other parents felt the only fair and equitable way to fill the seats is by lottery therefore every child in the school system has a chance to be part of the new school. A few parents stated that the policy did not give every child an equal opportunity and that a policy needs to be developed to address this. One parent felt there was no other way other than the lottery; while another felt the parents at AIS feel entitlement. It was also mentioned that there is a perception that the education is better at the Magnet School. Some parents took issue with that statement and felt all the schools in the system provided a good education for Danbury's students.

Jean Hyer, who has been a para-educator in Danbury for 26 years, asked that the Board explain self-insurance. She said that she knew a new insurance plan was going to be adopted and wanted to know if there was going to be some training so that the staff would understand how it works; also wants to know what period it covers. She also stated that she is aware that the para's contract has been ratified, but is unsure where it goes from here. Ms. Steichen said someone will get back to her to respond to her concerns.

## **CONSENT CALENDAR**

**MOTION -** S. Chilian moved, seconded by K. Molinaro that the Board of Education approve the items on the Consent Calendar, as recommended:

### MINUTES

Special Board Meeting (Exp)	5/7/13
Board Meeting	5/8/13
Superintendent's Evaluation Committee Meeting	5/9/13

### PERSONNEL

Accept Resignations:	Susan Conlon	Elizabeth Cotter	Desiree Kennedy
	Jennifer Kober	Amy Torres	Michael Trevail
	PJ Yochum		
Accept Retirements:	Jessie Ballenger(32 years)	Mary Fitzpatrick (16 years)	
	Margie Blansfield(20-1/2years)	Anne Kisver (43 years)	

New Hires: 5/3/13 – 5/16/13

<u>Name</u>	<u>Location</u>	<u>Non-Certified Subject</u>
Garrity, Jennifer	Morris Street	Head Teach School Readiness
Henriques, Eulalia		AIS Custodian
Burrows, Samantha		SUB Teacher
Campos, Patricia		SUB ELP Assoc.
Messier, Allison		SUB Nurse

**Motion passed at 8:29 pm.**

### **EMPLOYEE REPRESENTATIVE**

Cindy Mirochine, President of NEA, told the Board that Rogers Park Middle School has had their first overview of the teacher evaluation plan. She said on Saturday they did an extensive training. She stated they will get that information to every single teacher in the district. Teachers' has a full day of training on Friday.

### **STUDENT REPRESENTATIVES**

Danbury High School: Not present

Alternative Center: Jessica Pacheco told the Board that the end of the year is exciting at ACE with many events happening. The 2013-2014 year will be the 35<sup>th</sup> Anniversary of ACE. The alumni had a celebration on May 18<sup>th</sup> and one alumnus had attended ACE 30 years ago. One traveled from Maryland to help celebrate Joe Pepin's birthday; the founding principal of ACE. A former staff member attended from Puerto Rico. The year-long celebration will be documented with a plan to have at least one event per month over the next year. Gathering in the courtyard in the ACE circle tradition, we sang happy birthday and with the words of Mr. Pepin, "ACE is still the place!" Student Ashley Doanhue was an honorable mention in the Cultural Poetry Society for her spectacular poem "Wings" about the Sandy Hook tragedies. We are very proud of her. Some of the events that took place were a tour of JP Morgan Chase; race for Sandy Hook fund raiser and upcoming events are white water rafting; trip to Six Flags; CASSP Conference at Lincoln College; and organizing a coffee house at Hatters Park.

**PRESENTATION** - None

### **ACTION ITEMS**

#### **Intra-District Magnet School Policy**

**MOTION:** S. Chilian moved, seconded by R. Taborsak that the Board of Education accept for second reading and adoption the Intra-District Magnet School Policy

Ms. Chilian, Chairperson of the Policy Committee read the following excerpt from the Policy to the Board:

*"The Board of Education directs the Superintendent to develop an application and selection process that reflects the Board of Education's commitment to equal opportunity and access through an open lottery system. This process will include an annual schedule of deadlines for application*

*and a lottery process in the event the applications exceed available space, with an annual waiting list established if necessary which expires with the onset of a new lottery.”*

Ms. Alberts told the Board that stopgaps have to be in-place to make this equitable. It should be done by lottery. Something has to be put in the regulations between now and the two years when this will go into effect. She was not sure how it could be phrased. Mr. Taborsak said he understands what she feels and added if there are more applications than slots, you have to have a lottery.

Mr. Steichen asked that a vote be taken on this Intra-District Magnet School Policy as written in Exhibit 13-106:

<i>In favor:</i>	Shirley Chilian	Gladys Cooper	Annrose Fluskey-Lattin,
	Richard Hawley	Richard Jannelli	Kathleen Molinaro
	Sandy Steichen	Robert Taborsak	Phyllis Tranzillo

*Abstain:* Eileen Alberts

*Absent:* Gary Falkenthal

**Motion carried at 8:45 pm.**

Rogers Park Middle School trip to Puerto Rico

MOTION: S. Chilian moved, seconded by K. Molinaro that the Board of Education approve the Rogers Park Middle School trip to Puerto Rico, January 16-21, 2014

**Motion carried at 8:46 pm.**

April 2013 Operating Results Analysis (General Fund)

MOTION - S. Chilian moved, seconded by K. Molinaro that the Board of Education accept the April 2013 Operating Results Analysis (General Fund) Mr. Martino told the Board that during the month of April 2013, the District expended \$12,135,860 resulting in a fiscal year-to-date expenditure value of \$87,168,865.

**Motion carried at 8:47 pm.**

April 2013 Operating Results Analysis (Grants/Projects)

MOTION - S. Chilian moved, seconded by K. Molinaro that the Board of Education accept the April 2013 Operating Results Analysis (Grants/Projects)

Mr. Martino told the Board that during the month of April 2013, the District expended \$1,339,365 resulting in a fiscal year-to-date expenditure value of \$12,792,870.

**Motion carried at 8:51 pm.**

Mr. Jannelli asked Mr. Martino if we did nothing would all this Grant money just come to us? How much of it to do we have to go out and hustle and how much just comes in. Mr. Martino said as far as the Alliance grant money, we had to apply for it. I will update at the next Board meeting where we do have to apply and when it just comes in.

#### School Lunch Prices

MOTION: S. Chilian moved, seconded by R. Taborsak that the Board of Education approve the 5 cent State mandated increase in school lunch prices

**Motion carried at 8:52 pm.**

#### Technology Reserve Fund

MOTION: S. Chilian moved, seconded by K. Molinaro that the Board of Education authorize the expense of \$357,000 for technology upgrades at DHS and BBAC

**Motion carried at 8:53 pm.**

A Board member asked about these funds and Mr. Martino said the \$357,000 was set aside from our budget last year. Buying the equipment will be the first new equipment we have bought in a long, long time.

*THE BOARD TOOK A 3 MINUTE RECESS*

### SUPERINTENDENT'S REPORT

#### 5K run/walk

The Superintendent said there was a 5K run/walk to show our support for Newtown. 26 different schools participated and we raised \$25,000 for the Dawn Lafferty Hochsprung Memorial Scholarship and the Lauren Rousseau Memorial Scholarship.

#### Association of School Business Officials International Meritorious

Dr. Pascarella said the budget season is upon us. The Board is updated twice a month on where we stand on the budget vs. expenditures. There is a process that the Board may want to consider. We cannot be sure all of it will fit our district, but some parts of it may.

Mr. Martino said ING has a Meritorious Budget Award Program. We had a meeting and some conversations on the program and looked and measured everything. Currently we report the budget figures by school. In your Board packet there is the Award Program showing the criteria check list. Dr. Pascarella said we have wanted a long term budget and with this program we may be able to do a 3 or 5 year budget as next year a lot of things are going to happen.

#### Facilities/Construction Update

Dr. Pascarella called on Richard Jalbert, Head of Sites and Facilities, to talk about the many constructions that will be taking place this summer. He told the Board that 20 contractors did a walk-through at the elementary schools therefore he expects that the bids will be very competitive. He then went on to give

an update; Phase 1, which is the site work and asbestos abatement, will be completed by August 1<sup>st</sup>. Phase 2 should be done by June 2013 and the schools ready to use in the fall. The Mill Ridge Education Center will be renovated and expanded into a middle school for 600 students; the goal is for that school to also be ready in the fall of 2014. He stated that Stadley Rough School will gain 3 classrooms and larger cafeteria; Shelter Rock will get 5 classrooms and restrooms; Park Avenue will get an additional 8 classrooms a library and media center and a new elevator and cafeteria. Other projects are planned at these schools if the money is available. In addition to the schools, the public building department is replacing the roof on Osborne Street and no children under 18 will be allowed in the building due to abatement. Morris Street is looking to get a State reimbursement. Projects that we are doing we will propose to the Board, replacing the gym floor at Morris Street and I will have more information on that in the next week; replacing stage curtain at Great Plain, and energy retrofits at KSI, KSP, Hayestown and Stadley Rough. In regard to the Beaver Brook generator, Mr. Martino and I have been working on that.

#### Administrative Hiring Update

Ms. Thompson said we have two administrators that will be departing the District. By the next meeting we will have some information and give the Board a recommendation on Laura Kaddis' position. Jessie Ballenger's position replacement is well underway and we are presently reviewing applications. We have had quite a few internal and external applications. She stated that she is happy with the work done by the panels. We have had 300 applicants for certified and non-certified positions for the 2013-2014 school year. Presently, administrators are going through the process. We estimate that we will have in excess of 50 positions available and at the moment we are still counting.

#### District Communication Plan

Dr. Pascarella asked Anne Mead to describe to the Board the communication plan that is being developed for the district. She stated that taking information from the Board's strategic planning and other surveys done within the school community, Jesscia Lyon, Senior Vice President of Co-communications in Farmington, Ct. is in her discovery phase of designing a communications plan. She will give the district an analysis of communications gathered from the discovery phrase and then develop research-informed strategies and tactics to help achieve DPS goals, prioritize planned objectives and create a time line of deliverables.

#### King Street Intermediate – SDE waiver for makeup day

The Superintendent told the Board that he received a letter from Brian Mahoney the Chief Financial Officer Acting Director, Division of Legal and Governmental Affairs stating that Commissioner Pryor and the Department's legal staff have reviewed his e-mail dated April 2, 2013 asking for a waiver for a makeup day. In his response, Mr. Mahoney stated that since the school was open for the day, he does not believe that a waiver is required for a portion of a school and reiterated that all children receive a minimum of 900 instructional hours during the school year, including the children in the King Street Intermediate building.

### DISCUSSION

#### 2013-2014 Budget

Mr. Jannelli told the Board that during our meeting earlier in the evening, we touched on all the items in the budget. Mr. Martino stated that he sent the budget to the Finance Committee and that we did have some reductions in the budget one FT; \$350,000 for retirement (22 certified retirements) and project an additional 4; 45 dependents moved from the medical plan. He also stated that we are going to partner

with the City on self-insurance. There was a reduction in legal expenses of \$25,000 and gave some other reduction figures.

Ms. Molinaro said regarding Head Start there are a lot of rumors out there concerning the staff. Is there a way that we can have a meeting with our Head Start people to examine how the money is be funneled if they are going to be laid off – or not laid off. Ms. Thompson said I will be in contact with the leadership to meet with me and the Superintendent a week from tomorrow to answer all these questions. I have been working with the Union and stated that they need to solidify the contract that we just ratified and that she hopes to have it signed next Thursday. Mr. Maloney and the Superintendent have been having on-going meetings. Until the other pieces were in-place we could not meet with the staff. Ms. Molinaro suggested that the staff put a little pressure on their people to get the contract signed.

#### Self Insurance

Mr. Martino told the Board that we are going to partner with the City on self-insurance and our attorney and their attorneys are meeting to discuss the plan. We will be coming back to the Board soon with an update. We also will need a semi-annual review and a liaison to oversee it.

#### Security Audit

Mr. Martino said before we leave in June we will have an executive summary of all the buildings.

### **INFORMATION**

#### Superintendent's Goals & Objectives Action Plan

The Superintendent said you have a copy of my goals and objectives action plan. If you have any questions regarding any part of the plan, please do not hesitate to call me.

#### Attendance Regulations

Dr. Pascarella said DHS' governance had some suggestions. We revisited the State policy and we made some modifications. The regulations needed to be changed for better consistency across the district.

#### Articles of Incorporation, 501c3, Family Literacy Center

Mr. Martino said this has been a long time coming and that it will bring in donated funds to the Literacy Center.

### **BOARD CHAIRPERSON'S REPORT**

#### Memorial Day Parade

Ms. Steichen asked who would be marching in the Memorial Day Parade. Dr. Pascarella was not in the Board room at that time - a Board member said that he would be marching.

### **BOARD REPORTS, COMMUNICATIONS AND COMMENTS** – No reports

## **EXECUTIVE SESSION**

MOTION: S. Chilian moved, seconded by K. Molinaro that the Board of Education convene in Executive Session to discuss personnel matters relating to the evaluation of the Superintendent

### **Motion carried at 9:40 pm.**

Present: Eileen Alberts, Shirley Chilian, Gladys Cooper, Annrose Fluskey-Lattin, Richard Hawley, Richard Jannelli, Kathleen Molinaro, Sandy Steichen, Robert Taborsak, Phyllis Tranzillo

Also Present: Drs. Glass and Pascarella, Kim Thompson and Joe Martino from Administration

Absent: Gary Falkenthal

Ms. Steichen called the Executive Session to order at 9:43 pm and turned the meeting over to Ms. Thompson. The Superintendent's Evaluation and the Para contract were discussed. It was decided to use the CAFE rubric template for the Superintendent's Evaluation, but in the narrative form.

## **ADJOURNMENT**

E. Alberts moved, seconded by R. Taborsak that the Board of Education adjourn its meeting of May 22, 2013 and the meeting adjourned at 10:02 pm.

\_\_\_\_\_  
Richard Hawley, Secretary