

**REGIONAL SCHOOL DISTRICT NO. 17  
BOARD OF EDUCATION  
REGULAR MEETING  
OCTOBER 3, 2006**

A meeting of the Regional School District No. 17 Board of Education was held October 3, 2006, in the Haddam-Killingworth High School lower Media Center. Board of Education Chair Robert Baranoff called the meeting to order at 7:32 p.m. The Pledge of Allegiance was recited.

Members present: Amy Jacques-Purdy, Jo Ferjak, Nancy Gorski, Richard Cabral, Robert Baranoff, Mark Almeida, and John O'Leary. Diane Stock arrived at 7:35 p.m. Michael Trahan arrived at 7:40 p.m.

Members absent: Daniel Cronin, and Douglas Stevenson.

Also present: Superintendent of Schools Gary S. Mala and Board Clerk Ann Lang.

**Report of Student Representatives**

Mr. Cabral **MOVED** and Ms. Gorski **SECONDED** that "Report of Student Representatives" be added to the agenda as item 2A. Motion passed unanimously.

**Audience of Citizens**

Cindy Baklik, president of the Touchdown Club, spoke on behalf of the club in support of lighting the high school track.

(Ms. Stock arrived)

Mr. Almeida reported that the Facilities and Transportation Subcommittee, Mr. Mala, members of the Touchdown Club and community members reviewed the history of the Touchdown Club's request to light the football field at the high school. Upon reviewing all options, it was felt that lighting the track would be a better alternative because it could be used for more events. He noted that more than \$37,000 has been raised. He estimated the cost of the project to be between \$100,000 and \$120,000. The lights, installation, and labor will be donated. The district will work with the boards and commissions in the town as well as the Planning and Zoning Commission to seek appropriate approval and determine what is necessary to do the project correctly.

Mr. Almeida **MOVED** and Mr. Cabral **SECONDED** that a Building Committee be established to look into lighting the track area at the high school complex. Motion passed unanimously.

The Building Committee will report back to the Board and the final decision will be made by the Board of Education at a future date. The Board will vote on Building Committee members at the next meeting. People interested in being on the Building Committee were asked to contact Mr. Mala.

### **Report of Student Representatives**

Kelsey Sokol and Ashley Page introduced themselves as the student representatives to the Board of Education for the 2006-07 school year. They reported that the Student Council is working on making a suggestion box for homerooms. Student Council officers will collect and review them each month and the student representatives will make a report to the Board based on those suggestions. They noted a blood drive will be held in November and the theme of homecoming this year is black and white. They stated that the clubs are getting underway and everything is going well.

### **Standards-Based Grade Reporting System (Region 17 Grade Reporting Committee)**

Burr Elementary School Principal and tri-chair of the Report Card Committee Eric Larson presented a draft of the new K-8 report cards recommended by the Report Card Committee and approved by the Curriculum Council at a meeting earlier in the day. He noted the report cards will be standards-based. All curriculum was aligned with the Connecticut Frameworks and either the CMT or CAPT. The committee reviewed a variety of report cards and formats from across the country and around the state and parents and teachers were surveyed. In addition, they reviewed K-12 content areas to make sure they were no gaps or redundancy. The software that will be used is from MMS. This topic was referred to the Education Committee.

### **Discussion and Action on Healthy Food and Beverages in Schools Application**

Mr. Mala noted that the Board voted at the last meeting to accept state reimbursement based on last year's sales. There have been discussions with the food service people and they are prepared to move forward. Mr. Mala suggested putting this on the next agenda because the Board will need to vote on exemptions.

### **Vending Machines**

In response to questions from the Board at the last meeting, Mr. Mala distributed information received from each principal regarding the vending machines in their buildings. He noted that the Coke and Pepsi companies control the machines and return a portion of the money to the school. That money is used primarily for student activities, and the approval of those funds is the responsibility of the building principal. He also noted there has been no oversight beyond the building level of the transactions of those vending machines. The food service program has no control over the machines. The contents of the machines as well as anything sold to students, including fundraisers, must comply with the State Nutrition Guidelines.

### **Approval of Minutes**

Mr. Cabral **MOVED** and Ms. Ferjak **SECONDED** that the Board approve the minutes of the August 29, 2006, Education Subcommittee meeting as presented. Motion passed unanimously.

Mr. Cabral **MOVED** and Ms. Jacques-Purdy **SECONDED** that the Board approve the minutes of the September 5, 2006, regular Board of Education meeting as presented. Motion passed unanimously.

Mr. Almeida **MOVED** and Ms. Stock **SECONDED** that the Board approve the minutes of the September 21, 2006, special Board of Education meeting as presented. Motion passed. Aye: Jo Ferjak, Nancy Gorski, Diane Stock, Robert Baranoff, Mark Almeida, John O'Leary and Michael Trahan. Abstentions: Amy Jacques-Purdy and Richard Cabral.

### **Board Committee Reports**

1. **Facilities and Transportation Subcommittee** – Mr. Almeida reported that at the last meeting the committee received the following information: (1) Michael Distefano reported on capital projects, (2) the installation of the new phone system at Killingworth Elementary School went well, (3) two underground tanks at the bus garage were removed, however, some contaminated soil must be removed from around the area, (4) Michael Zanelli reported that the district went out to bid for transportation for the new school. A meeting will be held next week to discuss the impact of the district providing transportation for half of the year rather than outsourcing. The bell schedule will also be reviewed. Mr. Mala noted that there is a significant price increase in bus purchases because the district is required to have a specific diesel engine that conforms to new state regulations. Also discussed was (5) the middle school move and (6) a five-year capital plan.
2. **Building Subcommittee** – Mr. Almeida reported that at the last meeting the committee reviewed the construction engineer's report. Flooring, carpeting, and dropped ceilings are being installed. Mr. Mala stated that Peter Oddo has assured him the building will be ready to open on time. He also noted all of the technology for the building has been ordered and there will be three dates selected for delivery.
3. **Education Subcommittee** – Ms. Ferjak reported that the committee met September 19 and heard presentations by Cheryl Chandler and Amy Mueller from Youth and Family Services regarding the results of their survey and their action plan. In addition, building administrators shared their action plans to address the results of the CMT and CAPT scores at each of their buildings.
4. **Communications Subcommittee** – Ms. Ferjak reported that the committee met before the Education Subcommittee and were updated on ongoing communications. They discussed how best to inform parents about the move to the new school. Mr. Baranoff suggested that the committee discuss ways to inform parents about the new report cards.
5. **Finance Subcommittee** – Mr. Cabral reported the committee met prior to this meeting. He noted that a revenue and expenditure report by program will be prepared monthly. They also will review the five-year capital plan. They discussed putting more

information on the web site and reviewed the 2006-07 budget. He noted that all items are currently within budget.

6. **Policy Subcommittee** – Ms. Ferjak reported that the next meeting has been scheduled for October 23.
7. **Negotiations Subcommittee** – Mr. Baranoff noted that a meeting needs to be scheduled.
8. **Prevention Council** – Ms. Stock reported that the council will be reviewing the results of the Youth and Family Services survey at this month's meeting.
9. **LEARN** – Ms. Stock reported that at this month's meeting there was a presentation about paperless Board meetings.
10. **Park and Recreation** – Mr. Trahan spoke with the Director about the snacks provided at the Park and Recreation program.
11. **Haddam Board of Selectmen** – Ms. Jacques-Purdy did not attend their last meeting. Ms. Jacques-Purdy noted that she has a conflict with the meetings and Board members from Haddam discussed each taking a turn attending the meetings.
12. **Killingworth Board of Selectmen** – Mr. Cabral had nothing to report. Mr. Baranoff noted that a meeting has been scheduled for October 10 at 5 p.m. regarding the bill presented to the district by the town of Killingworth regarding the new building.
13. **Alternative Energies Task Force** – Mr. Trahan had nothing to report.

### **Library Media Center Automation System**

Mr. Mala reported that he has researched the library automation system. He has also been in touch with someone who has contacts with people with similar systems and is waiting to hear back from him.

Mr. Mala reviewed the Destiny Resource Management Solution, noting it is a very comprehensive piece of software that will integrate all the systems among the five schools. The cost for all five schools would be \$69,267.40, which includes the first year maintenance cost. The annual maintenance fee beginning in the second year would be \$17,743. The server would run an additional \$3,600. Mr. Mala noted this system is well beyond what the architects included in the specifications. Installation in the new school only would cost approximately \$35,000, excluding the server.

**Community Dialogue Sessions/Activities to Encourage Public Engagement**

The Board discussed ways to encourage public participation and input. Suggestions included Board members attending PTO meetings or meetings of other town organizations, providing more information on the web site, having meetings with pre-arranged topics, and creating a community panel. Mr. Baranoff asked Mr. Mala to draft a short statement that might appear on the web site or could be read at a Board meeting soliciting public input.

**Fundraising**

Mr. Mala offered to research the fundraising that occurs in the district and report his findings to the Board. Mr. Almeida noted that there are implications to the fundraising at the schools because of the state's nutrition standards.

**Military Recruiters (National Defense Authorization Act, 200, Section 544 [I], [ii])**

Mr. Mala reported that according to the National Defense Authorization Act, 2002, Section 544 [I], [ii], schools must, upon request, provide military recruiters names, addresses, and telephone numbers of students. It was noted that a letter is sent home to parents every year where they can decline to have that information released.

**Paperless Board of Education Meetings**

Ms. Stock noted that she attended a meeting at LEARN at which there was a presentation by CAFE regarding paperless Board meetings. She noted that documents would be web based. The cost would be \$2,000 for the first year and \$1,000 thereafter. Mr. Mala noted his concern about security of the documents if they are off site. Ms. Stock will contact the person who presented the report at LEARN to see if he would be available to make a presentation to the Board.

**Breakfast Programs (HKMS & HKHS)**

Mr. Mala stated that along with reviewing the transportation needs for the new middle school, he would like to initiate a breakfast program at both the middle and high school. He stated that it not only ensures that students would eat breakfast but also creates additional revenue and gives students a chance to interact with each other. He suggested that the Facilities and Transportation Subcommittee review the topic.

**Strategic Planning Update**

Mr. Baranoff noted that the Board has asked Mr. Mala to summarize the focus group information by category, provide the goals to review and take the belief statements and categorize them by common theme. Another meeting was scheduled for October 10 and a tentative meeting was scheduled for October 24 at 6:30 p.m.

### **Review of Board of Education Subcommittee Membership and Meeting Schedules**

Mr. Baranoff asked Board members to review the committee assignments.

#### **From the Superintendent**

1. **Student Attendance on September 22** – The Board reviewed student attendance on September 22, the day of the Durham Fair.
2. **Summary of September 22 Professional Development Day Activities** – Mr. Mala noted that professional development was focused on power standards and the new grade reporting system. The high school has activated the NEASC process again and has a February submission date. The high school will be visited again in 2010.
3. **Teaching and Learning Model** – Jane Dion, Patty Muzzulin, and Jim Downey are visiting classrooms in every school on a rotating schedule every week to help teachers with their teaching. They will also be building a base of teachers who can act as resources to other teachers in their building. They will also be identifying professional development needs.
4. **Highlights of District Web Site** – Mr. Mala noted that more and more information is going on the web site and he encouraged people to visit it. Mr. Almeida suggested putting the meeting schedule and the schedule of when Board meetings are on the educational access channel on the web site.
5. **Final AYP (Adequate Yearly Progress) Results from HKHS** – Final results are due within the week and will be shared at the next meeting.
6. **Schedule for New School Information Sessions** – Mr. Mala noted that information will be provided to the community regarding the opening of the new school.
7. **Employee Assistance Program (EAP)** – Mr. Mala reported that the Employee Assistance Program costs \$8,000 annually and has been resumed.
8. **Correspondence** – None.

#### **From the Interim Director of Fiscal Operations**

Mr. Mala reported that a permanent Director of Fiscal Operations has been hired and will begin October 23.

#### **Future Meetings**

1. Communications and Education Subcommittees – October 17

2. Strategic Planning – October 10, 6:30 p.m., Central Office
3. Special meeting – October 4
4. Building Subcommittee – October 11
5. Facilities and Transportation Subcommittee – October 12, 6:30 p.m., Central Office
6. Policy Subcommittee – October 23, 7 p.m., Central Office
7. Negotiations Subcommittee – October 18, 7:30 p.m., Central Office

**Executive Session to Discuss Personnel and Legal Matters**

Mr. Almeida **MOVED** and Mr. Cabral **SECONDED** that the Board enter executive session to discuss personnel and legal matters. Motion passed unanimously at 10:40 p.m.

Members present: Amy Jacques-Purdy, Jo Ferjak, Nancy Gorski, Diane Stock, Richard Cabral, Robert Baranoff, Mark Almeida, Michael Trahan, and John O’Leary.

Members absent: Daniel Cronin, and Douglas Stevenson.

Also present: Superintendent of Schools Gary S. Mala.

Mr. Cabral **MOVED** and Ms. Ferjak **SECONDED** the Board move out of executive session. Motion passed unanimously at 11:34 p.m.

**Adjournment**

Mr. Cabral **MOVED** and Ms. Ferjak **SECONDED** the meeting adjourn. Motion passed unanimously at 11:35 p.m.

Respectfully submitted,

Ann Lang, Board Clerk

Approval:

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Amy Jacques-Purdy, Secretary

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Date