

**NORTH BRANFORD BOARD OF EDUCATION MEETING  
March 13, 2008**

The North Branford Board of Education meeting was called to order at 5:15 p.m. in the Conference Room of Totoket Valley Elementary School on Thursday, March 13, 2008. The following members attended:

Chairwoman:	Deborah Prunier
Vice-Chairwoman:	Marcey Onofrio
Secretary:	Nancy Lappie
Board Members:	John Bozzuto Christopher Manna Bonnie Symansky
Superintendent of Schools:	Dr. Robert K. Wolfe

**MOTION:** Moved by Deborah Prunier and seconded by Marcey Onofrio to adjourn to executive session as per Section 1-225 of the Connecticut General Statutes as permitted by Section 1-200 (6)(a,b & c) of the Connecticut General Statutes to discuss personnel matters at 5:23 p.m.

**ALL VOTED AYE**

**MOTION:** Moved by Bonnie Symansky and seconded by John Bozzuto to reconvene to public session at 6:50 p.m.

**ALL VOTED AYE**

**I. Visitors**

Director of Business/Personnel:	Donald Winnicki
Director of Special Services:	Suzanne Wright
Director of Instruction/Curriculum:	Joan Follo
Coordinator of Special Services:	Dr. Kristine Lindsay
Principals:	Michele Saulis, NBHS Alan Davis, NBIS Nancy Brittingham, TVES Shawn Parkhurst, JHS Alexis Christina, STW

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Marci Prinz	Stephanie DeFrance	Ben Hammel
Melissa Hammel	Doug Hammel	David McMahan
Alfredo Teran	Thomas Green	Elizabeth Anderson
Dan Olesen	Stephen Furr	Jason Conforte
John Teran	Chris Olesen	Kirk Anderson
Keven George	Ryan Proto	Peter Bourdeau
Michael Bourdeau	Allison Lesko	Christopher Wale
Joseph Tenczar	Andrew Calamita	Joseph Calamita
Rachael King, New Haven Register		

There were no visitor comments at this time.

Dr. Wolfe welcomed local Boy Scouts and Mr. Calamita. The Scouts attended this meeting as part of their Civic Responsibility Merit Badge.

Dr. Wolfe also welcomed Alexis Christiana the Interim Principal of Stanley T. Williams School.

There were no student representatives at this time.

## **II. Consent Agenda**

### **a. Minutes**

Minutes of the February 21, 2008 North Branford Board of Education meeting.

### **b. Resignations**

The Superintendent has received a retirement resignation from Mr. Joseph Roberti, art educator at North Branford High School. Mr. Roberti has taught in the North Branford Public Schools for over 31 years.

### **c. Appointments**

The Superintendent has received recommendations for spring coaches from Michele Saulis, Principal of North Branford High School.

Kirt Westfall – Boys Track Head Coach  
Tom Fair – Golf Head Coach  
Joe Tenczar – Girls Lacrosse Assistant Coach  
Jackie DeFrancesco – Girls Track Assistant Coach

- d. Leaves - None at this time.
- e. Donations - None at this time.
- f. Field Trip - None at this time.

**MOTION:** Moved by Marcey Onofrio and seconded by Nancy Lappie to amend the Consent Agenda.

<b>CHAIRWOMAN PRUNIER:</b>	<b>AYE</b>
<b>VICE-CHAIR ONOFRIO:</b>	<b>AYE</b>
<b>SECRETARY ONOFRIO:</b>	<b>AYE</b>
<b>JOHN BOZZUTO, JR.:</b>	<b>AYE</b>
<b>CHRISTOPHER MANNA:</b>	<b>AYE</b>
<b>BONNIE SYMANSKY:</b>	<b>AYE</b>

**MOTION PASSED 6-0**

Dr. Wolfe stated that he would like to withdraw the Girls Track Assistant Coach appointment and add two resignations. Ms. Lea Mancano, grade 2 teacher at Stanley T. Williams School effective at the end of the 2007/2008 school year and Lisa Stopka a half-time kindergarten teacher at Jerome Harrison School also effective at the end of the 2007-2008 school year.

**MOTION:** Moved by Marcey Onofrio and seconded by Nancy Lappie to accept the Consent Agenda as amended.

<b>CHAIRWOMAN PRUNIER:</b>	<b>AYE</b>
<b>VICE-CHAIR ONOFRIO:</b>	<b>AYE</b>
<b>SECRETARY LAPPIE:</b>	<b>AYE</b>
<b>JOHN BOZZUTO, JR.:</b>	<b>AYE</b>
<b>CHRISTOPHER MANNA:</b>	<b>AYE</b>
<b>BONNIE SYMANSKY:</b>	<b>AYE</b>

**MOTION PASSED 6-0**

### III. Superintendent's Report

- a. Recognition – None at this time.
- b. Communications

The Superintendent provided the Board with copies of *Connecticut State Department of Education Circular Letter #12* from Commissioner Mark McQuillan regarding Magnet Schools.

The Superintendent provided a copy of a letter sent to Chairman/CEO of Big Y Foods.

Dr. Wolfe mentioned that Big Y Foods donated \$500 to each of our five schools for a total of \$2,500. He stated that our school system participated in the grand opening exercises of the North Branford Big Y Foods store and the third grade chorus from JHS provided entertainment. Dr. Wolfe remarked at the ceremony that it is our responsibility to build world class employees for their world class operations.

- c. Principal Search/Appointments

The Superintendent finalized on-site visitations and reference checks and made recommendations regarding the vacancies of Principals at Stanley T. Williams School and Totoket Valley Elementary School effective July 1, 2008.

Dr. Wolfe stated that there were thirteen members on the search committee: three teachers from TVES, two teachers from STW, two parents, one administrator Chairwoman Deborah Prunier, Donald Winnicki, Suzanne Wright, Joan Follo and Superintendent Wolfe. In the audience tonight were some members of the search committee: Marci Prinz, Stephanie DeFrance, Suzanne Wright, Joan Follo, Shawn Parkhurst, Donald Winnicki and Deborah Prunier.

Twelve semi-finalists were identified with one taking a principal position in another school district that left us with eleven candidates. The eleven candidates were interviewed and presented a writing sample. Eleven candidates were narrowed down to four finalists. These four candidates met with a sub-committee and were narrowed down to two candidates with members of the committee doing an on-site visit in Salem, CT.

Superintendent Wolfe recommended Douglas Hammel, Principal Salem Elementary School, K-4 school, as Principal for Stanley T. Williams School. Mr. Hammel has a wealth of experience and knowledge on elementary schools and a great love of children. Superintendent Wolfe stated Mr. Hammel is a perfect fit for Stanley T. Williams School.

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Superintendent Wolfe recommended Dr. Kristine Lindsay, North Branford Coordinator of Special Education, as Principal for Totoket Valley Elementary School. Dr. Wolfe mentioned that Kristine Lindsay has a broad expertise in special education and regular education and will be a great match for Totoket Valley Elementary School.

**MOTION:** Moved by Marcey Onofrio and seconded by John Bozzuto to approve the appointment of Mr. Douglas Hammel to the position of Principal of Stanley T. Williams School effective July 1, 2008 in accordance with the terms of the contract and conditions between the North Branford Board of Education and the North Branford School Administrators Association.

<b>CHAIRWOMAN PRUNIER:</b>	<b>AYE</b>
<b>VICE-CHAIR ONOFRIO:</b>	<b>AYE</b>
<b>SECRETARY LAPPIE:</b>	<b>AYE</b>
<b>JOHN BOZZUTO, JR.:</b>	<b>AYE</b>
<b>CHRISTOPHER MANNA:</b>	<b>AYE</b>
<b>BONNIE SYMANSKY:</b>	<b>AYE</b>

**MOTION PASSED 6-0**

**MOTION:** Moved by John Bozzuto and seconded by Marcey Onofrio to approve the appointment of Dr. Kristine Lindsay to the position of Principal of Totoket Valley Elementary School effective July 1, 2008 in accordance with the terms of the contract and conditions between the North Branford Board of Education and the North Branford School Administrators Association.

<b>CHAIRWOMAN PRUNIER:</b>	<b>AYE</b>
<b>VICE-CHAIR ONOFRIO:</b>	<b>AYE</b>
<b>SECRETARY LAPPIE:</b>	<b>AYE</b>
<b>JOHN BOZZUTO, JR.:</b>	<b>AYE</b>
<b>CHRISTOPHER MANNA:</b>	<b>AYE</b>
<b>BONNIE SYMANSKY:</b>	<b>AYE</b>

**MOTION PASSED 6-0**

Nancy Lappie thanked the members of the Principal Search Committee for finding these two outstanding candidates stating she was pleased with the choices.

Dr. Wolfe introduced Douglas Hammel, his wife Melissa and son Ben to the Board of Education. Superintendent Wolfe also presented Dr. Kristine Lindsay to the Board of Education.

d. Recycling/Litter Control at NBHS

The Board of Education in January asked administration to report back within 60 days on how the high school can better control litter and increase recycling. Since that time, Director of Personnel and Business, Don Winnicki, Supervisor of Operations, Bill Choti, and building Principal, Michele Saulis, have explored a number of options. Don Winnicki provided the Board with an update of their progress.

Donald Winnicki remarked that Michele Saulis, principal NBHS, started an Environment Club at her school. Fifteen students are involved at this time and some of their activities included a discussion on the environment with a recently graduated Environmental Studies major which resulted in the development of a multi-faceted public relations campaign. The students will celebrate Earth Day on April 22<sup>nd</sup> and their campaign will involve posters, use of Friday videos and presentations by club members to raise student awareness of recycling issues and the purchase of water bottles with the recently donated money from Big Y Foods store. Club members will deliver the recycle containers to the classrooms with one container for each room. Three containers will be put in common areas and the use of off floor recycling containers for the hallways are being discussed. NBHS custodians are invited to meet with the students on April 7<sup>th</sup>.

Dr. Wolfe stated an update would be brought before the Board at a later time.

Marcey Onofrio stated she likes the idea of student involvement and Bonnie Symansky complimented Michele Saulis for her involvement.

e. NBHS Drama Production

Tickets are now available for the NBHS Drama Club's Production of **Footloose**. The performances will be held at the Auditorium on Thursday, April 3<sup>rd</sup>, Friday, April 4<sup>th</sup> and Saturday, April 5<sup>th</sup>. All performances will be at 7 p.m. Ticket prices are \$10 for children under 12 years of age -\$10 for senior citizens and \$12 for adults. Tickets are on sale each Thursday evening at the Auditorium.

f. CMT/CAPT Testing

The 2008 testing window for the Connecticut Academic Performance Test (CAPT) and the Connecticut Mastery Test (CMT) is March 3, 2008 to March 31, 2008. The testing window includes two weeks of formal testing and two weeks of make-up testing for students who may have been absent during the formal testing window. In addition to

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CMT reading, writing, and math assessments, this year students in grades 5 and 8 will be administered a science assessment. The Connecticut General Statutes mandate a statewide assessment be administered to all public school students in grades 3 through 8 (CMT) and grade 10 (CAPT).

Superintendent Wolfe called everyone's attention to an article in the Totoket Times on this testing and how it can be used and how parents can get more information.

g. SCASA Student Award Luncheon

The Superintendent provided the Board an advance copy of the program for the South Central Area Superintendent's Association Student Awards Luncheon to be held Friday, March 14, 2008 at the Laurel View Country Club in Hamden.

Six North Branford students will be honored. Over 300 individuals are expected representing 21 towns. Guest speakers for the event are Dr. Cheryl Norton, President of Southern Connecticut State University and Dr. David Calchera, Interim Executive Director of CAPSS.

This year marks the first year that two scholarships are being awarded to individuals who plan on majoring in education. The scholarships are given in memory of Dr. Alida Begina, former Superintendent of Hamden and Martin DeFelice, Jr., former Superintendent of Schools in East Haven.

Dr. Wolfe stated students from Hamden and Milford would be presented the scholarships as they were chosen from a field of twenty-eight students.

Dr. Wolfe mentioned that North Branford students would be present at a future Board of Education meeting.

h. Board of Education's 2008/2009 Budget Request

The Board of Education's 2008/2009 Budget Request was submitted to the Interim Town Manager and Town Council on Friday, February 29<sup>th</sup>, 2008. The Town has scheduled a Public Hearing to be held at Totoket Valley Elementary School on March 18<sup>th</sup>, 2008 at 8 p.m. and a workshop with the Town Council on Wednesday, March 26<sup>th</sup>, beginning at 7 p.m. in the Town Council Chambers.

Dr. Wolfe mentioned that the March 18<sup>th</sup> meeting would be the time for public comments.

i. Professional Development Day

Certified staff members will be involved in a full day of professional development activities on Monday, March 24, 2008. The activities will span a wide range of building-based and district initiatives K-12. Joan Follo, Director of Curriculum and Instruction, was available to highlight some of these activities. The Superintendent extended his thanks for the time, energy, and effort that have gone into this important professional development day.

Dr. Wolfe personally thanked Joan Follo, the professional development team and the administrative team for all their work.

Joan Follo wanted to personally thank her secretary, Elizabeth Anastasia, for all she does and contributes towards professional development day.

j. Non-Renewals

The Superintendent finalized any non-renewals and made appropriate recommendations to the Board of Education. In accordance with State Statute, non-renewals must be accomplished before the end of March.

Dr. Wolfe stated that there were no non-renewals due to the resignation of two staff members tonight.

k. Kindergarten Enrollment

Kindergarten registration as of March 5, 2007 is as follows:

<b>STW</b>	<b>80</b>
<b>JHS</b>	<b>79</b>

**III. Committee Reports**

a. Negotiations

There was no report at this time.

b. Budget

John Bozzuto stated there would be a meeting next week and Dr. Wolfe distributed a copy of the budget report to be used for the meeting next week

A copy of the March 1 financial statement was provided at the meeting for Board review.

c. Buildings & Grounds

Christopher Manna stated the committee met and had a very informative meeting on air conditioning.

Dr. Wolfe mentioned that at this meeting he presented the TVES roof project to the committee. He was told that it was the Board of Education's job to manage.

Donald Winnicki stated that he was recommending the bid be awarded to Gold Seal Roofing. He remarked that references were checked and even though Gold Seal were the lowest bidders they received very good references. Eagle Rivet Roof (who does not bid projects of this magnitude) speaks very highly of Gold Seal as well as public schools in Bristol, Danbury, Torrington and Waterbury.

Bonnie Symansky questioned if there was a warranty on the roof project.

Donald Winnicki stated he thought it was twenty years and would check to make sure.

**MOTION:** Moved by Nancy Lappie and seconded by Marcey Onofrio to award Bid #02-2008 for the Totoket Valley Elementary School roof to Gold Seal Roofing and Sheet Metal, Inc. of 1507 Highland Avenue in Torrington, Connecticut, for the amount of \$67,450 for the hot process with asbestos material removal in the field and flashing. Necessary deck repair will be completed in accordance with costs quoted in the bid.

<b>CHAIRWOMAN PRUNIER:</b>	<b>AYE</b>
<b>VICE-CHAIR ONOFRIO:</b>	<b>AYE</b>
<b>SECRETARY LAPPIE:</b>	<b>AYE</b>
<b>JOHN BOZZUTO, JR.:</b>	<b>AYE</b>
<b>CHRISTOPHER LAPPIE:</b>	<b>AYE</b>
<b>BONNIE SYMANSKY:</b>	<b>WAITING FOR ANSWER ON THE WARRANTY.</b>

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**MOTION:** Moved by Bonnie Symansky and seconded by Marcey Onofrio to table the TVES Bid #02-2008 TVES roof until the Board has an answer on the roof warranty.

<b>CHAIRWOMAN PRUNIER:</b>	<b>AYE</b>
<b>VICE-CHAIR ONOFRIO:</b>	<b>AYE</b>
<b>SECRETARY ONOFRIO:</b>	<b>AYE</b>
<b>JOHN BOZZUTO, JR.:</b>	<b>AYE</b>
<b>CHRISTOPHER LAPPIE:</b>	<b>AYE</b>
<b>BONNIE SYMANSKY:</b>	<b>AYE</b>

**MOTION PASSED 6-0**

Donald Winnicki recommended that the motion could be amended to include that the motion be contingent on a twenty-year warranty.

**MOTION:** Moved by Bonnie Symansky and seconded by Marcey Onofrio to award bid #02-2008 for the Totoket Valley Elementary School roof to Gold Seal Roofing and Sheet Metal, Inc. of 1507 Highland Avenue in Torrington, Connecticut, for the amount of \$67,450.00 for the hot process with asbestos material removal in the field and flashing. Necessary deck repair will be completed in accordance with costs quoted in the bid. The award is contingent on a twenty-year warranty on the roof.

<b>CHAIRWOMAN PRUNIER:</b>	<b>AYE</b>
<b>VICE-CHAIR ONOFRIO:</b>	<b>AYE</b>
<b>SECRETARY LAPPIE:</b>	<b>AYE</b>
<b>JOHN BOZZUTO, JR.:</b>	<b>AYE</b>
<b>CHRISTOPHER MANNA:</b>	<b>AYE</b>
<b>BONNIE SYMANSKY:</b>	<b>AYE</b>

**MOTION PASSED 6-0**

John Bozzuto questioned the asbestos in the flashing and if the warranty was a builders or manufacturers warranty.

Donald Winnicki stated a manufacturers warranty and the asbestos was probably in the adhesive used for the flashing.

Deborah Prunier questioned how long the project would take.

Donald Winnicki stated he would like to get it accomplished over April break, as it was only the cafeteria roof and not a huge undertaking.

John Bozzuto asked to see the references and Donald Winnicki provided them.

Donald Winnicki remarked that the warranty on the TVES roof would be twenty years.

d. Curriculum

Joan Follo remarked that Board members received the final copy of the Art curriculum.

e. Pension

Donald Winnicki remarked that he had not heard from the Pension committee if they could have night meetings instead of during the day.

f. Policy

The Superintendent provided the Board with the following policy for first reading:

Policy #P5120      Evaluation of Administrators

The Superintendent provided the Board with the following policies for second reading and approval:

Policy #P5090      Educational Research in District Schools *(revised)*  
Policy #P5130      Administrative Reports  
Policy #P5140      Freedom of Information

**MOTION:**      Moved by Bonnie Symansky and seconded by Nancy Lappie to approve Policy #P5090 – Educational Research in District Schools as submitted and revised.

<b>CHAIRWOMAN PRUNIER:</b>	<b>AYE</b>
<b>VICE-CHAIR ONORIO:</b>	<b>AYE</b>
<b>SECRETARY LAPPIE:</b>	<b>AYE</b>
<b>JOHN BOZZUTO, JR.:</b>	<b>AYE</b>
<b>CHRISTOPHER MANNA:</b>	<b>AYE</b>
<b>BONNIE SYMANSKY:</b>	<b>AYE</b>

**MOTION PASSED 6-0**

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**MOTION:** Moved by Bonnie Symansky and seconded by Marcey Onofrio to approve Policy #P5130 – Administrative Reports as submitted.

<b>CHAIRWOMAN PRUNIER:</b>	<b>AYE</b>
<b>VICE-CHAIR ONOFRIO:</b>	<b>AYE</b>
<b>SECRETARY LAPPIE:</b>	<b>AYE</b>
<b>JOHN BOZZUTO, JR.:</b>	<b>AYE</b>
<b>CHRISTOPHER MANNA:</b>	<b>AYE</b>
<b>BONNIE SYMANSKY:</b>	<b>AYE</b>

**MOTION PASSED 6-0**

John Bozzuto questioned when the Superintendent of Schools submits a full written report to the Board of Education.

Dr. Wolfe stated it is usually submitted in August after the close of the current school year.

**MOTION:** Moved by Bonnie Symansky and seconded by Marcey Onofrio to approve Policy #P5140 – Freedom of Information as submitted.

<b>CHAIRWOMAN PRUNIER:</b>	<b>AYE</b>
<b>VICE-CHAIR ONOFRIO:</b>	<b>AYE</b>
<b>SECRETARY LAPPIE:</b>	<b>AYE</b>
<b>JOHN BOZZUTO, JR.:</b>	<b>AYE</b>
<b>CHRISTOPHER MANNA:</b>	<b>AYE</b>
<b>BONNIE SYMANSKY:</b>	<b>AYE</b>

**MOTION PASSED 6-0**

Christopher Manna questioned who decides what a reasonable charge would be.

Dr. Wolfe stated he was guided by the Freedom of Information Act and it is fifty-cents a page the same as the town charges.

g. ACES

There is no report at this time. Deborah Prunier stated she could not attend these meetings because of a change in her schedule.

Dr. Wolfe stated that at this time it must be a Board of Education member who attends these meetings to have voting rights on the committee. If there is a change in the rules it must be a unanimous decision of ACES Executive Board.

h. Strategic Planning

There is no report at this time.

i. Building Committee

Dr. Wolfe mentioned that 16 of the 20 prime packages were approved by the committee and must now go to the Town Council for approval. Several were pulled for additional information, which will be forthcoming at the next building committee meeting.

The Town Council has authorized the Town Manager to hire an engineering firm to review the blueprints and to determine if we needed changes.

Dr. Wolfe stated if there are changes at this time it would be very costly. (architect fees, construction management fees, back to the state department for approval, rebidding, etc.) The bid for the entire project came in over two million dollars underbid plus a contingency of 2.3 million. Going back out into the market place at this time would be costly. Dr. Wolfe thanked Deborah Prunier and John Bozzuto who represent the school on the building committee.

j. Calendar Committee

Marcey Onofrio remarked that the calendar committee would be starting soon on the next calendar.

Dr. Wolfe remarked that state legislature is trying to have all school systems in Connecticut start on the same day.

k. Transportation/Bus Safety Committee

Christopher Manna stated there was no way a full size bus could get up Mansfield Drive. A smaller bus would be just too costly.

Marcey Onofrio stated there are not many options for this road. The bus can't turn around, bus can't go backwards, it is a private road and there is the bridge issue.

Marcey Onofrio remarked that she felt it was a parents' responsibility to get their child safely to the bus.

John Bozzuto questioned if the bus couldn't back up off route 17 and wait in the bank parking lot.

Dr. Wolfe stated that a bus company has no obligation to turn on a private road.

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Donald Winnicki stated we have always made the commitment to let children wait off the highway until the bus gets there and then walk to the bus and the bus will wait for them.

Deborah Prunier questioned if the school could develop specific plans for where the students should stand while waiting for the bus.

Donald Winnicki remarked that we could inform parents where children can wait and then bus will wait for the students to walk to the pickup point.

Deborah Prunier stated she would like to see the bus company report to Central Office if the procedure is not being followed.

I. Communication

There is no report at this time.

**IV. New Business**

There is no new business at this time.

**V. Visitors and Press**

There were no visitor comments at this time.

**VI. Adjournment**

**The next regular Board of Education meeting is scheduled for April 24, 2008 at Totoket Valley Elementary School.**

**MOTION:** Moved by Marcey Onofrio and seconded by Nancy Lappie to adjourn this meeting of the North Branford Board of Education at 7:58 p.m.

**ALL VOTED AYE**

Respectfully submitted,

Sherry Ardine  
Account Clerk