

NORTH BRANFORD BOARD OF EDUCATION MEETING
September 15, 2011
Amended October 20, 2011

The North Branford Board of Education meeting was called to order at 6:10 p.m. in the Conference Room of Stanley T. Williams School on Thursday, September 15, 2011. The following members attended:

BOARD CHAIR:	MARCEY ONOFRIO
BOARD VICE-CHAIR:	SHANNON MISCIO
BOARD SECRETARY:	DAVID MCMAHON
BOARD MEMBERS:	MARIE DIAMOND
	DR. CHRISTOPHER MANNA
	DEBORAH PRUNIER

SUPERINTENDENT OF SCHOOLS: SCOTT SCHOONMAKER

MOTION: Moved by Marcey Onofrio and seconded by Marie Diamond 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 the Superintendent of Schools contract, resignations and policies.

ALL VOTED AYE

MOTION: Moved by David McMahan and seconded by Marcey Onofrio to reconvene to the Board Meeting Room for Public Session at 7:00 p.m.

ALL VOTED AYE

I. Visitors

Director of Business/ Personnel:	Donald Winnicki
Director of Curriculum / Instruction:	Sara Querfeld
Director of Special Services:	Suzanne Wright
Principals:	Todd Stoeffler, NBHS
	Alan Davis, NBIS
	Dr. Kris Lindsay, TVES
	Shawn Parkhurst, JHS

Susan Misur, New Haven Register	Mary Villano	Michael Ricci
Samantha Stowe	Bill Stowe	Lisa Stowe
Crystal Zurolo	Angel Zurolo Wulff	Lou Paternoster
MaryLou Pierpont	Richard Pierpont	Daniel Armin
Kate Conlon	Diane Remetta	Elyse Mortensen
Lauren Maghini	Elizabeth Caplan	Carter Welch
Laurie Bizzario-Hart	Olivia Bizzario	Brandi Little
Chris Jablonski	Joanne Wentworth	Ron Grant, Jr.

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Carolyn Candelora
Cliff Potter
Danielle Pierpont
Keith Jablonski
Zion Brown
Anthony Candelora, Mayor

Theresa Frandsen
Mike Pierpont
Kathy Castillo
Scott Jablonski
Mr. & Mrs. Brown

Dolina Potter
Gabby Castillo
Patrick Romanella
Ron Haskins
Joe Jablonski

There were no visitor comments at this time.

II. Student Representative

Superintendent Schoonmaker introduced and welcomed the North Branford High School student representatives for the 2011/2012 school year, Rachel Robertson and Ryan Dombrowski. Superintendent Schoonmaker stated that Rachel and Ryan are involved in many school activities, sports, clubs and AP courses. They reported on the following:

Freshmen Orientation was held on August 22nd and 23rd and NBHS. On Monday, the day began at the auditorium, with a motivational speaker, who addressed the Class of 2015 regarding character education topics and shared insightful reflections on how teens' everyday decisions affect their relationships and future. Later, students went to their homerooms with four student mentors for each homeroom to go over schedules, PBIS and Advisory, and then went on a guided tour of the high school. On Tuesday students traveled to Deer Lake Outdoor Camp in Killingsworth via bus. The facilitators at Deer Lake organized various team building exercises and activities for the freshmen.

Homeroom News included a segment on the tragedy of 9/11 outlining the events occurring ten years ago, on Friday, September 9th. Fire Chief, William Seward III, visited the school and performed a musical selection dedicated to those who lost their lives. Captain John Florio also visited health classes to share his recollections of working at Ground Zero in clean-up efforts following 9/11.

Superintendent Schoonmaker remarked that Fire Chief Seward played Amazing Grace on the bagpipes to honor 9/11.

First Annual Grade 8 Parent / Student Open House is scheduled for October 5th at 7 p.m. Plans include a video presentation outlining a day in the life of a freshman at NBHS. A segment will be dedicated to new initiatives, such as the Wellness Center, the Greenhouse, the Coffee Coop, Project Lead the Way, Automotive class, Future Problem Solvers, Latin, Double Block of Algebra and the continued development of AP course offerings. Information on extra-curricular activities will also be presented.

College Planning Night for all seniors and their parents was held on September 14th. The guidance department provided an overview of the various steps of applying to colleges, visiting

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campuses and an overview of individual meetings that would occur during the senior year with guidance staff, parents and students.

Yearbook Photos are scheduled for September 19th and September 20th with retakes scheduled for September 26th.

Fall Sports Meetings were held last week for all athletes, parents and coaches. Academic expectations for student athletes were discussed along with consequences regarding substance abuse. All athletes were required to sign forms that outlined this information.

Fall Sports are underway and field hockey won their game against Stonington 2-0, girls' soccer beat Westbrook 3-0, volleyball had a win against Old Lyme 3-1 and boys soccer tied with Westbrook 3-3.

III. Consent Agenda

a. Minutes

Minutes of the August 18, 2011 Board of Education Meeting.

b. Resignations

The Superintendent is in receipt of a retirement resignation from Mrs. Cathy Dziekan, guidance counselor at North Branford Intermediate School. Mrs. Dziekan's retirement is effective at the end of the 2011/2012 school year after 18 years of service.

The Superintendent is in receipt of a resignation from Mrs. Jaime DeFelice effective at the end of the 2010/2011 school year. Mrs. DeFelice, Grade 1 & 2 (looping) teacher, had been granted Family Medical Leave during the 2010/2011 and has since decided not to return to her position.

c. Appointments

The Superintendent has received recommendations from all schools for stipend positions for the 2011/2012 school year. These positions include, lead teachers, advisors, directors, coordinators and coaches. Special thanks are extended to administration. The Superintendent is pleased with the personnel that will be guiding these activities. All of the positions are stipends in accordance with the contract between the North Branford Board of Education and the North Branford Federation of Teachers. As such, all appointments are renewed annually.

d. Leaves – None at this time.

e. Field Trips

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The Superintendent shared with the Board a Field Trip Request from Mr. Brett Joly, world language teacher at North Branford High School. The request is for a trip to Montreal, Canada, from February 3rd through 5th, 2012. Details of the trip and itinerary were attached for Board review.

f. Donations- None at this time.

MOTION: Moved by Shannon Miscio and seconded by Marie Diamond to amend the Consent Agenda to remove the field trip and a donation. She also asked to add the resignation of Bob Hibson, NBIS History teacher to the Consent Agenda.

CHAIRWOMAN ONOFIO:	AYE
VICE-CHAIR MISCIO:	AYE
SECRETARY MCMAHON:	AYE
MARIE DIAMOND:	AYE
CHRISTOPHER MANNA:	AYE
DEBORAH PRUNIER:	AYE

MOTION PASSES 6-0

MOTION: Moved by Shannon Miscio and seconded by Marie Diamond to approved the Consent Agenda as amended.

CHAIRWOMAN ONOFRIO:	AYE
VICE-CHAIR MISCIO:	AYE
SECRETARY MCMAHON:	AYE
MARIE DIAMOND:	AYE
CHRISTOPHER MANNA:	AYE
DEBORAQH PRUNIER:	AYE

MOTION PASSES 6-0

Shannon Miscio requested that field trips not be included in the Consent Agenda for future Board of Education meetings.

Superintendent Schoonmaker remarked he would put this item on the regular agenda.

IV. Superintendent's Report

a. Recognition

NBHS Interact

Joe Tenczar, faculty advisor for the Interact Club, shared a video clip of activities that the club has participated in. Currently, there are 40 students involved in the NBHS Interact Club that have participated in various events and activities such as the North Branford Corn and Potato Festival, working in the NBHS Green House and Mill Road Field, Community Round-Up, the Columbus House and Branford Community Center.

Mr. Tenczar remarked that the Interact Club is sponsored by the Rotary Club and their mission is the same as the Rotary Club, to focus on Local and Global Projects.

Shannon Miscio thanked Mr. Tenczar for the presentation and remarked she now has a much better understanding of what the Interact Club provides.

2011/2012 District Calendar Artists

This evening we had a number of exceptional artists whose artwork appears in the 2011/2012 school calendar. Each student was presented with a certificate from the Board of Education for their efforts. These students were:

Olivia	Bizzario
Zion	Brown
Nancy	Bush
Julianna	Cosenza
Joe	Jablonski
Vanessa	Kennedy
Amanda	Mahon
Ryan	Manceri
Marianna	Martino
Brynn	McClure
Ryan	Michonski
Nolan	Nichols
Joanna	Phabmixay
Amanda	Pierpont
Olivia	Pietrogallo
Deirdre	Ramsey
Mikey (Louis)	Ricci
Samantha	Stowe
Leigha	Sullivan
Crystal	Zurolo

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Superintendent Schoonmaker and district art educators, Liz Caplan, Lauren Maghni, Elyse Mortensen, Diane Rametta and Kathleen Conlon presented the certificates. The Board congratulated and thanked these students for their artwork!

Liz Caplan thanked the Board of Education for honoring our local artists.

North Branford Emergency Town Shelter

On behalf of the Board of Education, the Superintendent publicly acknowledged and recognized individuals who provided assistance at the North Branford Emergency Town Shelter held at the North Branford Intermediate School during and after Hurricane Irene. A Town Emergency Team Meeting was held on Friday, August 26th. With just over 24 hours to plan, Board of Education employees were charged with assisting Town Clerk, Lisa Valenti, in managing the operation of the shelter, providing food service and maintaining the facility throughout the storm and aftermath. Supervisor of Operations, William Choti, provided assistance and coordinated custodial staff coverage and Ed Slubowski, Supervisor of Food Service, provided food service to Town residents and volunteers throughout the duration of this event. The Superintendent specifically thank Bill and Ed for their coordinated efforts as well all Board of Education and Town employees, and all volunteers who provided support during this event.

Superintendent Schoonmaker remarked that we have a state of the art emergency shelter and we fed and provided shelter for over fifty people. He also thanked Joe Tenczar and the Interact Club for all their help and support.

b. Communications

Attached for Board review were the BOE Briefs from each school for the month of September.

The Superintendent shared with the Board of a copy of Circular Letter C-2 from the State Department of Education. This letter is a summary of legislation enacted in the 2011 regular session of the Connecticut General Assembly. (attached)

Superintendent Schoonmaker spoke on the changes to State bullying policies and the modifications we need to make to our bullying policy. He remarked that we must have a District Chairperson to oversee our bullying policy.

c. Administrator Evaluation Plan

In May 2011, the Director of Curriculum and Instruction, Sara Querfeld, presented the Board a copy of the Administrator Evaluation Plan for first read. For the Board's convenience, the Superintendent provided an additional copy for a second reading and requested that this plan be approved. (attached)

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MOTION: Moved by Deborah Prunier and seconded by Marie Diamond to approve the Administrator Evaluation Plan (May 2011) as submitted contingent upon an administrator's job description be developed and attached to this plan.

CHAIRWOMAN ONOFRIO:	AYE
VICE-CHAIR MISCIO:	AYE
SECRETARY MCMAHON:	AYE
MARIE DIAMOND:	AYE
CHRISTOPHER MANNA:	AYE
DEBORAH PRUNIER:	AYE

MOTION PASSES 6-0

Sara Querfeld remarked that a job description would be added to this plan.

Deborah Prunier thanked Sara and all administrators for implementing the plans addressing concerns that Board members had for the administrator evaluation plan.

d. Summer Curriculum Work

The summer was a busy one for many teachers as they participated in summer curriculum work projects. At the K-5 level, the reading and writing curriculum was aligned with the new Common Core State Standards and adjusted to meet our district needs identified by analysis of student performance on the Connecticut Mastery Tests. At the Middle School, staff worked on improving school climate through Positive Behavior Intervention Strategies, refined the Response to Intervention process in mathematics, and began revising the 6-8 English/Language Arts curriculum in response to the Common Core State Standards and Connecticut Mastery Test analysis. Social Studies teachers at both NBIS and NBHS worked to adjust the curriculum for American history, as the scope and sequence has been divided between the schools to avoid redundancy and ensure complete coverage of recent history. High School English teachers began the process of aligning the English curriculum with the Common Core State Standards. Finally, a school-wide rubric for technology was created and the district staff development committee designed a staff development survey to identify perceived needs of the staff. This survey has been administered to all staff and the results are being tabulated.

e. 2010/2011 Annual Report

Each year the Superintendent presents the Board with a copy of the annual report. This report is a synopsis of the year in review at the district, department and school level. The 2010-2011 Annual Report was presented to Board Members at the meeting.

Superintendent Schoonmaker remarked that this report can be viewed as a report card for our

district.

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f. Annual Performance Report on Connecticut's State Performance Plan

In accordance with the Individuals with Disabilities Education Improvement Act (IDEA), each state must have in place a State Performance Plan to evaluate the state's efforts to meet the requirements of IDEA. The State Performance Plan is a six-year plan which describes Connecticut's performance on 20 indicators. The Office of Special Education Programs at the federal level requires states report annually to the public on each district's performance. Based on required indicator data, districts are assigned a determination as Meets Requirements, Needs Assistance, Needs Intervention or Needs Substantial Intervention. Restrictions on the use of Federal Grant funds may be imposed if districts require intervention. North Branford Schools' May 2011 IDEA Determination based on 2009-10 data was assigned as Meets Requirements. The Office of Special Services monitors district activities in each indicator to maintain or improve performance in each indicator area. A copy of the Annual Performance Report was included.

Suzanne Wright spoke on several requirements from this report.

g. 2011 Graduation Follow-Up

Three NBHS seniors did not graduate in June of 2011 as a result of lacking credit. One student completed the necessary credit through the Branford High School summer school program and was awarded a diploma during the summer. One student completed the on-line courses he had been working on during the school year and was awarded his diploma over the summer. The third student is currently in the process of completing an on-line course he began over the summer and will be awarded a diploma when he has finished the course. The Strategic Plan sets a goal that 100% of all students will graduate from NBHS.

h. Enrollment

A snapshot of enrollment from September 1 was provided to all Board Members at the meeting. (attached)

Donald Winnicki stated the enrollment figures are not official until October 1st.

Donald Winnicki mentioned that our high school enrollment was down because of the eighth graders who did not go on to NBHS.

Sara Querfeld stated she wasn't sure if townspeople knew about all the changes at NBHS such as the greenhouse, pre-engineering program, Latin course, etc.

Marcey Onofrio stated that the last eighth grade class was our largest class overall and some programs we just can't compete with such as Vinyl Tech and Lyman Hall.

i. Community Round-Up

The 21st Annual Community Round Up is scheduled for Saturday, October 22nd. This day is critical for the stocking of the two food closets in the North Branford Community. The success of this event is in large part due to the number of North Branford students and faculty who contribute their time and energy towards this event. Superintendent Schoonmaker encouraged everyone to check their calendars to see if they can give of their time.

V. New Business

MOTION: Moved by Shannon Miscio and seconded by Marie Diamond to accept a donation of \$5,000 to the North Branford Board of Education.

CHAIRWOMAN ONOFRIO:	AYE
VICE-CHAIR MISCIO:	AYE
SECRETARY MCMAHON:	AYE
MARIE DIAMOND:	AYE
CHRISTOPHER MANNA:	AYE
DEBORAH PRUNIER:	AYE

MOTION PASSES 6-0

Superintendent Schoonmaker remarked that this donation allowed several students to attend our basketball program at our Movin and Groovin summer camp.

Superintendent Schoonmaker and Board members thanked Lynn Riordin of Matt's Mission for the generous donation. Superintendent Schoonmaker commended all the work Lynn does for Matt's Mission both in our Town and other communities stating she is very compassionate about helping others.

MOTION: Moved by Shannon Miscio and seconded by David McMahon to approve the field trip request to Montreal, Canada on February 3rd through February 5th, 2012. as submitted.

CHAIRWOMAN ONOFRIO:	AYE
VICE-CHAIR MISCIO:	AYE
SECRETARY MCMAHON:	AYE
MARIE DIAMOND:	AYE
CHRISTOPHER MANNA:	AYE
DEBORAH PRUNIER:	AYE

MOTION PASSES 6-0

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Shannon Miscio questioned the student –chaperone ratio and how many years they have been doing the Montreal, Canada trip.

Superintendent Schoonmaker stated 8-1.

Sara Querfeld remarked that when she taught at NBHS students were going to Montreal.

VI. Committee Reports

a. Negotiations

Shannon Miscio remarked that after consulting with the Boards’ attorney the Superintendent’s contract will again be voted on at 7:00 p.m. on October 5th, 2011 after the entire Board meets with the attorney on September 28, 2011 to clarify proper procedures.

Superintendent Schoonmaker thanked the Board for meeting with the Board attorney.

b. Budget

The Superintendent provided the Board with a copy of the September 1 financial statement. The Superintendent provided the Board with the proposed Budget Subcommittee meeting dates for the 2011/12 school year.

MOTION: Moved by Shannon Miscio and seconded by David McMahon to approve the 2011-2012 Budget Subcommittee meeting dates as submitted.

CHAIRWOMAN ONOFRIO:	AYE
VICE-CHAIR MISCIO:	AYE
SECRETARY MCMAHON:	AYE
MARIE DIAMOND:	AYE
CHRISTOPHER MANNA:	AYE
DEBORAH PRUNIER:	AYE

MOTION PASSES 6-0

c. Operations

Don Winnicki, Director of Personnel and Business, was in receipt of one proposal for Bid #01-2012 – Rooftop Heater Replacement (3 & 4) at Totoket Valley Elementary School. This bid is in the amount of \$17,252 from Commercial Air.

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MOTION: Moved by Shannon Miscio and seconded by David McMahon to approve the bid in the amount of \$17,252 and award this contract to Commercial Air.

CHAIRWOMAN ONOFRIO:	AYE
VICE-CHAIR MISCIO:	AYE
SECRETARY MCMAHON:	AYE
MARIE DIAMOND:	AYE
CHRISTOPHER MANNA:	AYE
DEBORAH PRUNIER:	AYE

MOTION PASSES 6-0

Shannon Miscio questioned if this could be considered a Capital Project.

Superintendent Schoonmaker remarked that he consulted with the Town Manager and it was his estimation that this was not a Capital Project.

Donald Winnicki stated this would be paid from the repair budget.

Christopher Manna stated the Operations sub-committee would establish a walk-thru of the buildings a couple times a year to familiarize themselves with the buildings and work that needs to be accomplished.

d. Curriculum

The Superintendent provided the Board with the proposed Curriculum Subcommittee meeting dates for the 2011/12 school year.

MOTION: Moved by Marie Diamond and seconded by Deborah Prunier to approve the 2011-2012 Curriculum Subcommittee meeting dates as submitted.

CHAIRWOMAN ONOFRIO:	AYE
VICE-CHAIR MISCIO:	AYE
SECRETARY MCMAHON:	AYE
MARIE DIAMOND:	AYE
CHRISTOPHER MANNA:	AYE
DEBORAH PRUNIER:	AYE

MOTION PASSES 6-0

Marie Diamond stated the committee met tonight and reviewed the NBHS and NBIS assessment

calendar.

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e. Pension

Donald Winnicki remarked that the committee met and acted on recommendations from Morgan Stanley.

f. Policy

The Superintendent provided the Board with the following policy for second reading and approval.

P1165 Pledge of Allegiance

P1260 Administering Medication to Students

P1400 Bullying Prevention and Intervention – Safe School Climate Plan

MOTION: Moved by Shannon Miscio and seconded by Christopher Manna to approve Policy #P1165 – Pledge of Allegiance as submitted.

CHAIRWOMAN ONOFRIO:	AYE
VICE- CHAIR MISCIO:	AYE
SECRETARY MCMAHON:	AYE
MARIE DIAMOND:	AYE
CHRISTOPHER MANNA:	AYE
DEBORAH PRUNIER:	AYE

MOTION PASSES 6-0

MOTION: Moved by Shannon Miscio and seconded by David McMahon to approve Policy #P1260 – Administering Medication to Students as submitted.

CHAIRWOMAN ONOFRIO:	AYE
VICE-CHAIR MISCIO:	AYE
SECRETARY MCMAHON:	AYE
MARIE DIAMOND:	AYE
CHRISTOPHER MANNA:	AYE
DEBORAH PRUNIER:	AYE

MOTION PASSES 6-0

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MOTION: Moved by Shannon Miscio and seconded by David McMahon to approve Policy P1400 – Bullying Prevention and Intervention – Safe School Climate Plan as submitted.

CHAIRWOMAN ONOFRIO:	AYE
VICE-CHAIR MISCIO:	AYE
SECRETARY MCMAHON:	AYE
MARIE DIAMOND:	AYE
CHRISTOPHER MANNA:	AYE
DEBORAH PRUNIER:	AYE

MOTION PASSES 6-0

Christopher Manna remarked that the Policy Sub-Committee meeting was cancelled and the next meeting would be held on October 6, 2011.

g. ACES

Marie Diamond stated that they had their first meeting of the new school year and revising the calendar and future of Technical Schools were discussed. She also mentioned that enrollment in the Special Education Schools was down. Marie remarked that ACES is willing to come to Board of Education meetings for a presentation on what ACES does.

h. Building Committee

David McMahon stated the committee met and discussed roof leaks, door jams, heating and cooling system at NBIS. He mentioned that Bill Choti and four engineers attended the meeting.

i. Calendar Committee

Donald Winnicki remarked that the committee must schedule another meeting to discuss the calendar for 2012-2013 school year.

Superintendent Schoonmaker stated that the two missed school days would be added in June and the two professional days for staff would be rescheduled.

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Transportation/Safety

Shannon Miscio questioned if there were a lot of bus issues this year.

Donald Winnicki stated there were a few minor complaints and he and Superintendent Schoonmaker did a few site visits.

j. Communication

Shannon Miscio remarked there were no letters or web-site correspondence this month.

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VII. Visitors and Press

Ron Haskins questioned Board meetings and asked who voted on food allowance.

Shannon Miscio stated these matters were being consulted with the Board attorney.

Ron Haskins questioned the non-resident issue.

Christopher Manna remarked that this issue was only discussed at a sub-committee meeting and it was decided not to go forward with this item at this time.

Al Rose remarked that he commended the Board of Education's decision to have a revote. He suggested the Board look at all their procedures.

Carolyn Candelora suggested that Board members should resign if voting was done wrong.

Cliff Potter remarked about the Board of Education and the Town Council liaisons, stating there should be at least two.

Mayor Anthony Candelora remarked about his communications with Marcey Onofrio. And stated he can be called at the Town Hall with any questions.

The next regular Board of Education meeting is scheduled for Thursday, October 20, 2011.

VIII. Adjournment

MOTION: Moved by David McMahon and seconded by Marie Diamond to adjourn this Board of Education meeting at 8:48 p.m.

ALL VOTED AYE

Respectfully submitted,

Sherry Ardine
Account Clerk