

**MINUTES OF  
THE NORTH BRANFORD BOARD OF EDUCATION MEETING  
November 16, 2011**

The North Branford Board of Education meeting was called to order at 7:05 p.m. in the Conference Room of Stanley T. Williams Elementary School on Wednesday, November 16, 2011. The following members attended:

<b>BOARD CHAIR:</b>	<b>MARCEY ONOFRIO</b>
<b>BOARD VICE-CHAIR:</b>	<b>SHANNON MISCIO</b>
<b>BOARD SECRETARY:</b>	<b>DAVID MCMAHON</b>
<b>BOARD MEMBERS:</b>	<b>MARIE DIAMOND</b> <b>DR. CHRISTOPHER MANNA</b> <b>DEBORAH PRUNIER</b>
<b>SUPERINTENDENT OF SCHOOLS:</b>	<b>SCOTT SCHOONMAKER</b>

**I. Visitors**

Director of Business/ Personnel:	Donald Winnicki
Director of Curriculum / Instruction:	Sara Querfeld
Director of Special Services:	Suzanne Wright
Principals/Assistant Principals:	Todd Stoeffler, NBHS Christine Imperato, NBIS Shawn Parkhurst, JHS

T.J. McMahon  
Rachel Robertson  
Emily Cosstance – NB Patch  
Theresa Frandsen  
Nick Douglas  
Shannon Douglas  
Emerald Douglas  
Cliff Potter  
Nate Simmons  
Eileen Simmons  
Jenna Simmons  
Nathan Bowers  
Jerry Prell  
Nicole Lacroix  
David Lacroix

Cliff Potter thanked all Board members who will not be attending the next meeting. He thanked them for the hours they have volunteered and wished them the best of luck. The Board thanked Mr. Potter for his attendance at the Board meetings.

The NBHS Select Chorus then performed the National Anthem for those present.

## II. Student Representative -

North Branford High School student representatives, Rachel Robertson and Ryan Dombrowski, reported on the following:

**College Board Recognition** – North Branford High School was recognized by the College Board by being named the College Board's 2<sup>nd</sup> annual AP District Honor Roll for Significant Gains in Advanced Placement Access and Student Performance. Only 367 school districts across the nation are honored for simultaneously increasing access to Advanced Placement coursework while maintaining or increasing the percentage of students earning scores of 3 or higher on the AP exams.

**Veteran's Day** – Several veterans visited the high school on Friday, November 11, 2011 for Veteran's Day. Display tables with various artifacts from different war eras were set up around the gym, and students were able to visit each station to hear the veterans' stories. Students were very interested in what the veterans had to say and appreciated for all of their efforts.

**Information Boards** – Two information boards have been installed by the Marlin Company in the main lobby of the high school and the cafeteria. The information boards are similar to those located at Jerome Harrison Elementary School. The boards display national news, local weather, inspirational messages on a rotating basis, and are used to display timely information about the school regarding academic achievements, PBIS recognition, extra-curricular events, and schedule notification and changes.

**Homecoming Dance** – On Friday night, November 4, 2011, the NBHS Student Council held the Dubstep-themed Homecoming Dance after it was rescheduled due to bad weather conditions on October 29<sup>th</sup>.

**Parent Conferences** - Parent conferences were held on November 15<sup>th</sup> and November 16<sup>th</sup>. Parents were able to request particular date and time slots via a form provided to all students in homeroom on November 4<sup>th</sup>. The forms were also available on the NBHS website.

**Athletics** – In terms of athletics, the NBHS Field Hockey team completed an undefeated 16-0 regular season with a perfect 10-0 in the Shoreline Conference, making them the Shoreline Champions. They were named “Team of the Week by the New Haven Register for the week of 11/1. The girls were defeated in the State tournament semifinals, 1 to 0, in a very close game against Luralton Hall. The football team currently has a 7-1 record and is playing their Senior Night tomorrow night, home at 6:30 p.m. Additionally, the Unified Sports Team has participated in two competitions thus far one at Avon Old Farms High School and one at Staples High School in Wesport. Both competitions consisted of soccer events with basketball and volleyball upcoming.

**Food Drive** – Student Council, Best Buddies, and Helping Hands have been collecting cans for the annual NBHS non-perishable food drive. Over 500 cans have already been collected. All donations will be given to the North Branford Food Bank.

**November Rotary Youth of the Month** – And lastly, congratulations to the November Rotary Youth of the Month, Alexandra Stowe, who was recommended for recognition by the Science Department. Alexandra plans on studying biomedical engineering next year in college. She and her parents are attending the Rotary meeting this evening to accept her award.

## III. Consent Agenda.

- a. Resignations - None at this time.
- b. Appointments – None at this time.
- c. Leaves – None at this time.
- d. Donations - None at this time

Superintendent Schoonmaker thanked the exiting Board members for the time and dedication to the Board, adding that they will be missed.

**MOTION:** Moved by Shannon Miscio and seconded by Dave McMahon to approve the Consent Agenda as presented.

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

**MOTION PASSES 6-0**

**IV. Superintendent’s Report**

- a. Recognition

*Moment of silence – Chef Ed Slubowski*

**Board of Education Members**

Superintendent Schoonmaker stated that this evening marks the last regularly scheduled meeting for three sitting Board Members. All three have given exceptional service on behalf of the children, faculty and staff of the North Branford Public Schools.

Deborah Prunier, has served on the Board of Education for four (4) years, the first two years as Chair. She has also been a member of the Curriculum and Permanent Project Building committees.

Chris Manna, has served on the Board of Education for four (4) years and has served on the Operations, Policy, Building Committee and Transportation/Bus Safety committees.

Marie Diamond, has served on the Board of Education for one (1) year and has served on the Curriculum, ACES, Building Committee and Communication committees.

During their tenure as Board Members, much has been accomplished. We salute these individuals and thank

them for their dedicated service. The Superintendent then presented each exiting member with flowers and a card.

### **North Branford High School Student Recognition**

Superintendent Schoonmaker introduced and acknowledged the North Branford High School grade 9 student, Emerald (a/k/a “Esme”) Douglas, has been recognized by the national Merit Scholarship Program as a “Commended Student”. Esme is being recognized for her academic promise demonstrated by her outstanding performance on the qualify test. Only 34,000 high school students in the entire United States are commended for their academic promise and 1.5 million students participate in this program. The Board of Education is proud to present Esme with her certificate from the Merit Scholarship Program.

Superintendent Schoonmaker described the Best Buddies program as an internationally recognized non-profit organization that forms one to one friendships between students with and without intellectual disabilities. Best Buddies introduces socialization opportunities for people with intellectual disabilities to become more independent and more included in the community. This program is student driven while it is overseen by a special education advisor, Kathy Mezerewski and regular education advisor Meghan Redman working closely with Diane Artaiz and her Life Skills Program. This program would not be possible without strong student leadership in the form of the officers. Tonight we are recognizing Jenna Simmons President of the NBHS Best Buddies program. Jenna was chosen as President as a sophomore and has represented the group for the past two years. Best Buddies requires the President to participate in a national conference held in Indiana each summer. Jenna is so dedicated to this program that she has attended the conference to represent us for the past two years. Not only has she developed a network of community leaders involved with best buddies but brought fresh new ideas to our high school program as well. Jenna is also proficient in American Sign Language and has been an integral part of integrating one of our hearing impaired students into the North Branford School Community. Jenna has actually been an interpreter for the student inside and outside the classroom.

### **North Branford Public Schools 2011 Teacher of the Year**

Superintendent Schoonmaker proudly reported that the North Branford High School Health teacher, Nicole Lacroix, will be honored at the Teacher of the Year Program held on Thursday, November 17, 2011 at The Bushnell. Nicole will be escorted across the stage by the Superintendent Scott Schoonmaker to receive her award from the Commissioner of Education, Stefan Pryor. Nicole’s husband, Dave, her parents, and colleague, Liz Caplan, will also attend.

Superintendent Schoonmaker stated that we salute our North Branford Teacher of the Year – Nicole Lacroix!

Mrs. Lacroix briefly addressed the audience and thanked all of her colleagues and co-workers and her husband for all of their support.

#### **b. Communications**

The Board reviewed the Board of Education Briefs from each school for the month of November 2011.

Superintendent Schoonmaker reported that he was very fortunate to work with 28 students in a clean up project for a local family in need and he thanked all who were involved in the project.

The Superintendent shared with the Board a letter and certificate from the College Board congratulating the district on being a part of the Advanced Placement Program's 2<sup>nd</sup> Annual AP District Honor Roll.

c. Professional Development

It was reported that on Tuesday, November 8, 2011, the district held a Professional Development Day. Certified staff participated in a full day of staff development activities designed around the needs of their school. The Board was provided with copies of each school's professional development schedules by Sara Querfeld and she stated that she would be available to answer any questions any Board member may have regarding same.

d. 2012/2013 Budget

Superintendent Schoonmaker referred the Board members to the Director of Business/Personnel, Donald Winnicki for any questions they may have regarding the budget calendar. Mr. Winnicki stated that it would be helpful at the next board meetings to lock in the January and February workshop dates. The Superintendent provided the Board with an update on the 2012/2013 budget process, as well as a copy of the proposed budget calendar listing tentative dates for budget workshops

e. Field Trips

The Superintendent reported that he has received four out-of-state field trip requests. The first trip is scheduled for Monday, December 19, 2011, and is included for information purposes only and does not require Board approval as it is for one day only. This trip is coordinated by Christine Noonan and Michael Laurie of North Branford High School. The bus will depart North Branford High School at 7:30 a.m. and will visit the CSI Exhibit at Discovery Times Square in New York City. The bus is scheduled to return at 4:30 p.m.

It was then reported that the second trip is requested by Nathan Bowers and Jerry Prell of North Branford Intermediate School. The trip is scheduled for June 23<sup>rd</sup> through June 28<sup>th</sup>, 2012 to Yellowstone National Park. The request form and itinerary were attached for Board review. Member Prunier asked what the exact cost would be per student and Mr. Bowers responded that the most updated cost he has is \$1,989.00 for a five day trip.

**MOTION:** Secretary McMahon moved, seconded by Marie Diamond, to approve the field trip request from North Branford Intermediate School for a trip to Yellowstone National Park from June 23<sup>rd</sup> to June 28<sup>th</sup> as submitted.

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

**MOTION PASSES 6-0**

f. Community Round-Up

Superintendent Schoonmaker reported that the 22nd Annual Community Round-Up was held on Saturday, October 22nd. More than 10,000 items and \$1,200 in cash donations were collected. Over 31 staff members, along with parent volunteers, formed 38 teams who collected, organized and boxed these items. This annual event is a true testament to the character and selflessness alive in the North Branford community!

**V. Committee Reports**

The Board of Education reviewed and took action on the following committee reports:

a. Negotiations

None to report.

b. Budget

Director of Business/Personnel, Donald Winnicki, provided the Board members with copies of the November 1<sup>st</sup> financial statement for review. Secretary McMahon reported that a meeting was held tonight and everything seems to be in order.

c. Operations

Nothing to report.

d. Curriculum – Marie Diamond deferred to Sara Querfeld who summarized the “Safe School Climate” program.

e. Pension – Director of Business/Personnel, Donald Winnicki, stated that he attended a meeting of the Board of Finance late this afternoon and he directed the Board to review the typewritten notes regarding same.

f. Policy

The Superintendent shared with the Board the following policies for first reading:

Policy #P9020 Legal Status of the Board – Elections of the Board

Policy #P9071 Committees

Policy #P9110 Meeting Conduct

Policy #P9130 Construction and Posting of Agenda

Policy #P9 - - Official Duties – Vice Chair Person

Policy #P9 - - Oath of Office

It was noted that the last two policies above will be given policy numbers in accordance with appropriate placement within the 9000 series. This will be accomplished prior to second reading and approval.

With regard to Exhibit H, Director of Business/Personnel, Donald Winnicki, stated that he believes this exhibit (Policy #P9071 Committees) is actually a second read, but they had been waiting for more information to be provided by the Town Attorney. Christopher Manna commended the Policy Committee for its hard work in keeping the attorney billing hours down.

It was then discussed and agreed that the Policy first readings should be presented again a the next meeting for first reads so that the new Board Members have an opportunity to review.

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

Policy #P9040 – Organization of the Board – Organizational Meeting/Officers

**MOTION:** Vice-Chair Miscio moved and Secretary McMahon seconded to approve Policy #P9040 – Organization of the Board – Organizational Meeting/Officers as submitted.

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

**MOTION PASSES 6-0**

Policy #P9060 – Board-Superintendent Relations

**MOTION:** Vice-Chair Miscio moved and Secretary McMahon seconded to approve Policy #P9060 – Board-Superintendent Relations as submitted.

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

**MOTION PASSES 6-0**

Policy #P9080 – Public Meetings and Executive Session

**MOTION:** Vice-Chair Miscio moved and Secretary McMahon seconded to approve Policy #P9080 – Public Meetings and Executive Session as submitted.

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

**MOTION PASSES 6-0**

Policy #P9120 – Quorum and Voting Procedures

**MOTION:** Vice-Chair Miscio moved and Secretary McMahon seconded to approve Policy #P9120 – Quorum and Voting Procedures as submitted.

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

**MOTION PASSES 6-0**

g. ACES – Marie Diamond reported that they are working on a new strategic plan for next year. She also noted that they are in discussions with North Haven to purchase the Gateway Building in North Haven on Basset Rd., which would allow ACES to consolidate 3 high schools. It was also reported that the enrollment in special education schools continues to fluxuate. Finally she thanked the Board for giving her the opportunity to work in such a wonderful program.

h. Strategic Planning – Nothing to report at this time.

i. Building Committee – Secretary McMahon reported that the Building Committee met Monday night and discussed the drainage issues with the new roof at the High School. It was also reported that NBIS is still a work in progress. Superintendent Schoonmaker thanked Public Works Director, Fran Merola, and Public Work employee, John Florio for their work to correct the drainage problems. It was further reported that the proper paperwork has been submitted for reimbursement on the roof. Vice-Chair Miscio asked if the Town responded to the Board's request regarding the warranty on the roof and the fact that there were Town employees working on the roof.

j. Communication – Vice-Chair Miscio stated that communications were received through the web link, one regarding dates of meetings and one regarding personnel and also that she received a message through personal email from North Branford Patch reaching out to put our calendar on their website, as well as other announcements.

**VI. New Business**

- a. Leave request - Paraprofessional\*

**MOTION:** Vice-Chair Miscio moved and Secretary McMahon seconded to add the following items to VI. New Business:

- b. Leave request under Article XX of the agreement between the North Branford Federation of Teachers and the North Branford Board of Education.\*

- c. Contract of the Supervisor of Food Service.\*

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

**MOTION PASSES 6-0**

**MOTION:** Vice-Chair Miscio moved, seconded by Maria 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 &) of the Connecticut General Statutes at 8:10 p.m.

**MOTION:** Vice-Chair Miscio moved, seconded by Marie Diamond to reconvene to the Board Meeting Room for Public Session at 8:45 p.m..

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

**MOTION PASSES 6-0**

**MOTION:** Moved by Vice-Chair Miscio and seconded by David McMahon to approve an unpaid Article XX leave for Amy Maynard from the end of her family Medical Leave through January 2013, with the fully health insurance premium to be paid by the employee.

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

**MOTION PASSES 6-0**

**MOTION:** Moved by Vice-Chair Miscio and seconded by Secretary McMahon to approve a leave for Dolly Potter from November 29, 2011 through December 19, 2011 as recommended by the Superintendent in accordance with an agreement between the North Branford Federation of Paraprofessionals and the North Branford Board of Education.

<b>CHAIRWOMAN ONOFRIO:</b>	<b>AYE</b>
<b>VICE-CHAIR MISCIO:</b>	<b>AYE</b>
<b>SECRETARY MCMAHON:</b>	<b>AYE</b>
<b>MARIE DIAMOND:</b>	<b>AYE</b>
<b>CHRISTOPHER MANNA:</b>	<b>AYE</b>

**MOTION PASSES 6-0**

**MOTION:** Moved by Vice-Chair Miscio and seconded by David McMahon to waive the contractual service requirement for payment of accrued and unused sick days to the estate of Ed Slubowski, and to approve payment of contractual benefits for his dependents.

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

**MOTION PASSES 6-0**

**VII. Visitors and Press**

It was noted that the next regular Board of Education meeting is scheduled for Thursday, December 15, 2011.

**VIII. Adjournment**

**MOTION:** Moved by Vice-Chair Miscio and seconded by Secretary McMahon to adjourn this Board of Education meeting at 8:55 p.m.

**ALL VOTED AYE**

Respectfully submitted,

Meaghan T. Campbell  
Account Clerk