

**Windsor Locks Board of Education
58 South Elm Street
Windsor Locks, CT 06096**

**MINUTES OF THE REGULAR MEETING,
January 14, 2016 at 6:00 p.m.**

These minutes are not official until approved at a subsequent meeting.

Members Present:	P. King, M. Byrne, S. Storms, A. Kulas and D. Hamilton
Members Absent:	None
Administrators:	S. Bell, S. Cournoyer, L. Koziara, S. Lee, S. Swensen, D. Prinstein, M. Briggs, J. Ferreira, M. Zawawi, R. McGillivray and M. Lefevre,
Student Representatives:	A. Sapkola and C. MacDougald
Staff:	None
Students:	None
Others:	J. Quagliaroli
Press:	H. Levy

I. Call to Order

Chairwoman Patricia King called the Regular Meeting to Order at 6:10 p.m. in the Library Media Center at Windsor Locks High School.

II. Board and Administrative Communications Including Board Sub-Committee Reports

Chairwoman Patricia King welcomed the new Board of Education Student Representatives, Miss Arika Sapkota and Mr. Colin MacDougald to the Board. She asked the students to introduce themselves. Mr. Colin MacDougald addressed the Board. He is a senior at Windsor Locks High School, a member of the varsity hockey team and Captain of the track team. He is enrolled in AP classes, an honor roll student and a member of the Principal's advisory. After being asked about a significant event last year, Mr. McDougald proudly announced he was a member of the State Champion hockey team. He is hopeful he will be able to give the Board Members the student's prospective on subjects which are brought before the Board. He was asked what his plans were after high school. He is planning on attending college and he has been accepted to many of his choices, but is still awaiting a response from his first choice, Sacred Heart University.

Miss Arika Sapkota addressed the Board. She is also a senior at Windsor Locks High School. She was born in Nepal, India and came to this country when she was six years old. She is enrolled in AP classes and has been on the tennis team her whole high school career. She was asked what she plans on doing after high school. She is planning on going to college in California. Miss Sapkota spoke about a project she has been recently involved in which is a mock student court room wherein they are trying real cases, minor infractions, in front of a

peer jury. Students are defendants, prosecutors and defense attorneys. Mr. Steven Swensen is the judge. Mr. MacDougald was asked about his project and he told the Board that he and two others are trying to increase student awareness of job fields. One of the students he is partnered with wants to be a teacher and she is shadowing a teacher. He feels this is a great experience for students before they begin their college career so they know what they are getting themselves into.

A brief discussion was held.

Chairwoman Patricia King remarked about the Wellness Collation/Every Day Democracy Meeting which was held on Tuesday evening. Due to the weather, not many people attended, but those who did had great conversations. This is one of the initiative that the district has started in hopes to have parents more involved in the district.

Dr. Susan Bell, Superintendent of Schools, mentioned that all of the Board Members were emailed the invitations to the Open Houses of the Windsor Locks Middle School and Windsor Locks High School next Thursday, January 21, 2016. The event will start at the middle school between 6:00 p.m. and 7:00 p.m. and at the high school between 7:30 p.m. to 8:30 p.m. This is an opportunity for students and parents who are stepping up to these schools to see the happenings in the schools after the first semester is completed. There will be student tour guides and teaching staff will be there to answer any questions.

Dr. Bell announced she is looking for Board Members to attend an academic conference which will be held in Nashville, Tennessee on March 7 through 9. A few parents will join three staff members at the conference. The expenses will be paid through grant monies from Hartford Foundation for Public Giving as part of the work the district has been doing. She asked if anyone would like to attend, to let her or her office know.

As part of the upcoming budget process, Dr. Bell would like to invite members of the Board of Selectmen and Board of Finance to walk-around the district schools to see the work and progress that is going on in each school. It was suggested the walk-arounds be scheduled in the evening, as members of various Boards have full time jobs and maybe unable to come during the day. Although Dr. Bell would prefer the walk-around to be done during school hours, as it pertains to the educational piece of the budget, she understood that she may have more participation if it was held during early evening hours.

Dr. Bell proudly announces that the preliminary results from the MAP test scores taken this past fall, are very good. She gave a line graph showing those results to the Board Members for their review. She gave the results of the reading and math results from 2011 to 2015. The percentage of students who are exceeding the national norm in reading is at 66.9% which is an increase of 11.2% from last year and in math is at 60.6%, which is an increase of 21.2%. She believes this is reflective of the work the staff has done and it is encouraging news. She was asked if she could give a more in-depth presentation at the next meeting. She agreed.

III. Public Audience (Only on Agenda Items)

None.

IV. Student Representative Report

None.

V. Consent Agenda

It was **MOVED** (Byrne) and **SECONDED** (Storms) and **PASSED** (U) that the Board of Education approves the Consent Agenda as presented.

VI. Business Items Before The Board

1. Goal 1: Windsor Locks Public Schools will insure that all students are engaged in their learning and challenged to achieve at the highest level.

**a. Introduction of New Board of Education Student Representatives:
Miss Arika Sapkota and Mr. Colin MacDougald**

This goal was previously discussed at this meeting.

2. Goal 2: Windsor Locks Public Schools will use research-based leadership and best workplace practices to ensure high levels of achievement.

a. 2016-2017 School Calendar

Dr. Bell indicated that in the Board Member's drop boxes the calendar information should have been in there for review. School districts in Connecticut, pursuant to Public Act 13-247, are required to work with their respective Regional Educational Service Centers to implement a regional school calendar beginning in 2016-2017. The calendar presented is the approved recommendations from the CREC-based task force and the impact of those recommendations on our proposed school calendar for the 2016-2017 school year. The first day of school will be September 1, 2016 and the teachers will report on August 29, 2016 and have two days for professional development. The CREC calendar does not give students Veteran's Day (November 11) day off, but it is very special holiday in this district and the district is keeping it as a holiday. A professional development day has been moved to another month as the students just returned to school after the Christmas break and they date can be used in March instead. One of the biggest changes is the February vacation, which is not on the CREC calendar. The only day off in February is only President's Day on February 17. It is being recommended that two days in February, February 17 and 18 be given and eventually phase out the days off in February other than President's Day. The professional development day from January will be moved to March 24. It was asked if this coincides with the contract and it was confirmed that the contract

calls for 186 working days for the teachers and this is in compliance. Dr. Bell continued discussing the calendar, April vacation will be the second full week of April which Good Friday is that week. The date for graduation would be approximately June 12.

A lengthy discussion was held.

It was the general consensus to table the vote on the 2016-2017 School Calendar in order to get input from teachers, parents and students.

b. Board of Education Calendar for 2016

Dr. Bell gave all the Board Members a draft of the 2016 Board of Education Meeting Calendar. She asked if there were any question or suggestions.

It was **MOVED** (Byrne) and **SECONDED** (Hamilton) and **PASSED** (U) that the Board of Education approves the Board of Education Meeting Calendar as presented.

Chairwoman King asked about sub-committee and who wants to be on either the policy or finance sub-committees. In the past, Mr. Storms and Mr. Weatherby were on the policy sub-committee and Ms. Byrne and Mr. Kulas were on the finance sub-committee. A brief discussion was held and it was decided that Ms. King and Mr. Storms will be on the policy sub-committee and Ms. Byrne and Mr. Hamilton will be on the finance sub-committee. Mr. Hamilton mentioned he would also like to attend policy sub-committee meetings. It was mentioned, if he does attend, the meeting will have to be noticed as there will be three Board Members in attendance. The next meeting is scheduled for Saturday, January 23, 2016.

The school liaisons were next discussed. Those liaisons will be Ms. Byrne, South Elementary School, Mr. Storms, Windsor Locks Middle School, Mr. Hamilton, Windsor Locks High School and the newest Board Member will be assigned North Street School. Ms. King will be the liaison for the whole district. It was noted if there is an event which will be happening in a school, the administration should drop an email to the assigned liaison to notify them of the event so they may attend.

c. Budget Presentation Process and Schedule

Dr. Bell wanted to discuss the upcoming Budget Proposal Season, she asked the Board to schedule upcoming budget workshop meetings for presentation and deliberations. She had a proposed schedule of Wednesday, February 3; Saturday, February 6; and, Thursday, February 11 (Regular Meeting). She is hopeful a vote will be able to be taken on February 11. She mentioned the Board of Finance is asking that the budget request is at a zero percent increase. Presentations are scheduled for March 3, 2016. The budget itself has to be submitted one week prior to that date.

A lengthy discussion was held regarding dates and times which are acceptable for all Board Members. It was eventually agreed upon February 3 at 5:30 p.m. and February 8, 2016.

It was **MOVED** (Byrne) and **SECONDED** (Storms) and **PASSED** (U) that the Board of Education moves the Regular Meeting scheduled for February 11, 2016 be moved to February 8, 2016 at 7:00 p.m.

d. Policy Update and Proposed Schedule for 5000 Series

Dr. Bell commented that as a result of the legislation that has been enacted over the past two years, twenty-one policies in the 5000 Series (Students) must be updated to reflect legislative mandates and changes. Some of the policies require simple technical changes that do not require a Board vote, but the majority of the policies do require us to observe the district's protocols for policy development. The administration are in the process of preparing documents for review and the work should be done by Monday, January 18, 2016. She would like the policy sub-committee to meet on Saturday, January 23, 2016 to review each of the policies for the sub-committee's approval. The first reading of the policies could be scheduled for the January 28 Regular Meeting and the second reading can be scheduled for the first meeting in February.

3. Goal 3: Windsor Locks Public Schools will support every student through a diverse network of caring adults.

This goal was not discussed at this meeting.

4. Goal 4: Windsor Locks Public Schools will provide safe and healthy environments where students will learn how to sustain and promote healthy living.

a. CIAC Budget Revision

Ms. Les Koziara, Business Manager, provided to the Board a full update as to some of the changes in the CIAC proposed budget due to the changes at the State level relating to the roof projects. She explained the roof on the high school which began in 1996 and was completed in 1998 but was not reported completed until 2001 and therefore, the clock starts ticking on the roof when the project was reported completed and the roof is not due for upgrades this year, it will be ready in the year 2021 in order for the district to receive full reimbursement from the State. However, the middle school roof is due for replacement and the district will be eligible for full reimbursement. The district will be responsible for 42.14% of the net cost which is \$465,517 along which includes the contingency of 7.5% or \$32,478.

A motion was made by Ms. Byrne that the Board of Education approves the CIAC Budget Revision as presented.

A lengthy discussion was held regarding other capital projects such as computers and the purchase of a van. It was suggested computers to be purchased outside of the state bid and to lease a van versus purchasing a van. It was the general consensus that information regarding the leasing of a van and purchasing computers should be faxed to all Board Members for their review. At the next Regular Meeting the discussion will continue and a decision will be made.

Ms. Byrne withdrew her motion.

VII. Board and Superintendent Comments

None.

VIII. Public Comment

None.

XI. Adjournment

It was **MOVED** (Hamilton) and **SECONDED** (Byrnes) and **PASSED** (U) that the Board of Education adjourns the January 14, 2016 Regular Meeting at 7:50 p.m.

Respectfully submitted,

Denise M. Piotrowicz
Recording Secretary