

Board of Education Regular Meeting
December 4, 2017

Call to Order

Superintendent Berasi called the meeting to order at 6:00 p.m. in the Suffield Middle School Auditorium. Present: Board members Kendra Wiesel, Matt Service, George Beiter, John Richter, Susan Mercik Davis, Michael Sepko, Maureen Sattan, Debra Dudack, Lori D'Ostuni, Superintendent Karen Berasi and Assistant Superintendent Brian Hendrickson and Business Manager Bill Hoff

The meeting opened with the Pledge of Allegiance.

Discussion/Action Item

- Possible Action concerning Bylaw 9120 regarding the process by which the board elects their executive officers.
The policy subcommittee met prior to the board meeting and decided not to recommend the board take action on this item.

Election of Board of Education Officers

MOTION #18-12: Service nominated George Beiter for Board of Education Chair, D'Ostuni seconded the motion. Sattan nominated Kendra Wiesel for Board of Education Chair, Dudack seconded the motion. Votes were taken by written ballot. Superintendent Berasi tallied the votes. Beiter, Richter, Service, and D'Ostuni voted in favor of George Beiter. Sattan, Wiesel, Sepko, Dudack and Mercik Davis voted in favor of Kendra Wiesel. Kendra Wiesel was elected Board of Education Chair in a 5-4 vote.

Superintendent Berasi turned the meeting over to Board Chair Wiesel

MOTION #18-13: Richter nominated Matt Service for Board of Education Vice Chair, D'Ostuni seconded the motion. Mercik Davis nominated Michael Sepko for Board of Education Vice Chair, Dudack seconded the motion. Votes were taken by written ballot. Board Chair Wiesel tallied the votes. Beiter, Richter, Service, and D'Ostuni voted in favor of Matt Service. Sepko, Mercik Davis, Dudack, Wiesel, and Sattan voted in favor of Michael Sepko. Michael Sepko was elected Board of Education Vice Chair in a 5-4 vote.

MOTION #18-14: D'Ostuni nominated Matt Service for Board of Education Secretary, Richter seconded the motion. Sepko nominated Debra Dudack for Board of Education Secretary, Mercik Davis seconded the motion. Votes were taken by written ballot. Board Chair Wiesel tallied the votes. Beiter, Richter, Service, and D'Ostuni voted in favor of Matt Service. Sepko, Mercik Davis, Dudack, Wiesel, and Sattan voted in favor of Debra Dudack. Debra Dudack was elected Board of Education Secretary in a 5-4 vote.

Recognition

The Board recognized Jack Burke and Rylee Harfouche, student recipients of the Farmington Valley Superintendent's Association Student Recognition Award. Jack and Rylee were also honored at the Farmington Valley Superintendent's Luncheon on December 1 where the Superintendent, Mr. Moccio, Mr. Pearce and Jack's and Rylee's parents were in attendance. Mr. Pearce spoke to Jack Burke's accomplishments as well as his outstanding character. Mr. Moccio spoke to Rylee's leadership qualities, her involvement in many activities, clubs and sports as well as her community service all while taking a rigorous course load.

Suffield High School Student Representative

Zachariah Service updated the Board on events occurring at Suffield High School this month, including training/tryouts occurring for winter sports, parent teacher conferences held in November, Spirit Night held on December 1, eighth grade Agriscience Open House, Agriscience holiday sale happening now through Wednesday, Mr. Senger nominated teacher of the month, and the Jeff Yalden assembly on December 7.

Public Comment

Carl Casinghino, 205 Halladay Avenue and SHS teacher, spoke to the importance of having time and resources to build upon the programs in the district. He emphasized the importance of having collaboration time, curriculum resources and people in place to oversee that these initiatives to improve student programming are realized.

Approval of Minutes

Beiter moved to approve the November 6, 2017 meeting minutes. Richter seconded the motion and all members voted in favor. The motion carried 9-0.

Consent Agenda

None

Discussion/Action Items

- Technology Implementation Plan Update

Ms. Osleger said work on this plan began last spring in collaboration with Mr. Hendrickson and building principals. Through working with the Digital Learning Environment (DLE), data was reviewed and goals created to support the work. The four goals of the plan are technology infrastructure, curriculum and instruction, teacher and administrator growth equals student growth, and organizational health. Ms. Osleger highlighted the additions of staff in her department and said a maintenance and replacement schedule has been developed. Amanda Litvak, SHS student and member of the SWAT team, spoke about the new repair process of Chromebooks, enhanced communication protocols, and the new loaner process. Board members had questions relative to the life span of Chromebooks, insurance coverage and costs, the Chromebook selection process, and how much of the districts software is installed versus cloud-based. Mr. Hendrickson further discussed the work of the DLE and the goal of providing reliable, dependable technology to staff and students as well as providing the support and professional development to teachers. Board members had questions relative to if technology is written into the curriculum, the process of auditing technology integration, and who is now responsible for the work of the technology integrationist now that the position is not being filled. The Board discussed the status of moving from textbooks to digital memberships and creating an inventory and replacement/renewal schedule for textbooks and digital memberships. Superintendent Berasi said looking at a textbook replacement schedule will be part of curriculum cabinet in which board members can be involved. It was noted having a replacement schedule, cost of subscriptions and expiration dates and a renewal schedule will be a good budget planning tool.

- District Safety and Security Plan Update

Mr. Plano gave an overview of the safety drills done in districts, such as fire drills, lock-down drills, etc. He said the district is working with the Police and Emergency Management departments in preparing for active shooter drills. Leading up to the active shooter drills, administrators and key school personnel will attend a “Stop the Bleeding” training with Art

Groux, Emergency Management Director and Police Chief Rick Brown. The active shooter drills will take extensive planning with an initial drill done on a Saturday with student volunteers then conducting drills while school is in session starting next year. Mr. Plano said the District Safety and Security Plan is refined and submitted to the State yearly. All schools have their own safety committee as well as a district safety committee which includes the Superintendent, Assistant Superintendent, Business Manager, building administrators and town emergency staff. The Red Boxes have been installed this year and more convenient for visitors. In response to a board member's question, Mr. Plano said there is a Town emergency plan and the district emergency plan is incorporated into the Town plan. Board members had questions regarding the issue of external doors being propped open, the frequency of drills and further information on the Stop the Bleeding training.

- **October 2017 Financial Report and Approval of Budget Transfers**
Mr. Hoff said the projected end of year net surplus is \$240,937. He noted the cost to the district of damage done at the high school and McAlister due to a lightning strike, and all but \$10,000 should be reimbursed from the insurance company. Mr. Hoff reviewed the changes in state and federal grants and the elimination of all spending for the Choice Academic Support Grant as funding from the State is unknown. He reviewed the food service income statement and said the list of budget transfers presented tonight need board approval.
MOTION #18-15: Service moved to approve the budget transfers with the change that the two columns in the lower section of the table are swapped. D'Ostuni seconded the motion and all members voted in favor. The motion carried 9-0.
- **MOA between Suffield Board of Education and Suffield Education Association**
Board member Service explained the rationale for the MOA. The agreement specifies that on early release days for professional development, teachers are expected to work a full school day. The teachers' contract currently states teachers may be required to report to work 20 minutes before the start of the student school day and remain 20 minutes after the end of the student school day, and not to exceed a total of 30 minutes. The agreement was drafted so it is known that on early release days for collaboration time, teachers need to stay the whole time consistent with their regular schedule. This agreement will be updated depending on dates for early collaboration time in subsequent years. The SEA is in agreement with this MOA.
MOTION #18-16: Beiter moved to approve the MOA between the Suffield Board of Education and the Suffield Education Association relative to early release days as presented. D'Ostuni seconded and all members voted in favor. The motion carried 9-0.
- **Discussion and Possible Approval of Revisions to Policy #6146.1 - Grading/Assessment System**
Board member D'Ostuni said this policy was discussed at the November 27 Policy meeting. It was previously voted on at the June 5, 2017 Board meeting with a different timeline than what was originally discussed by the committee and board. The committee is recommending waiving the 30 day read because the current revisions are what the Board thought was already in place. Board members discussed how these changes would affect current students, and that the changes should be communicated to parents. It was also noted there will continue to be a Valedictorian and Salutatorian.
MOTION #18-17: D'Ostuni moved to approve the revisions to Policy #6146.1 - Grading/Assessment System as presented. Service seconded the motion and all members voted in favor. The motion carried 9-0.

Reports to the Board

- Superintendent's Report
 - ❑ Superintendent Berasi said the district has been working monthly with fire and police departments to ensure the district is adhering to all fire codes, which means parents/visitors cannot park in certain places, specifically fire lanes. She has also been in discussions with Chief Brown and Captain McKee on the role of the School Resource Officer and putting better structures in place and balancing his presence among all four schools. Also having other officers attend classes or events in the schools was discussed.
 - ❑ Ms. Berasi noted the American FFA degree celebration is occurring Dec. 20th at SHS where four Suffield graduates will receive this degree, which is only awarded to 1% of all FFA students.
 - ❑ The Superintendent congratulated Alyssa Bergamini, Mike McFarlane and McKenzie Sullivan for making the All New England Soccer teams for 2017.
 - ❑ FFA holiday sale is currently going on and she encouraged all to visit.
- Board Chair's Report
 - ❑ Board Chair Wiesel attended the new board member orientation last week. She welcomed the new board members and said the orientation was very informative and another meeting will be held with the administrative team. She mentioned the board has expressed interest in holding a workshop on a Saturday with Nick Caruso from CAFE to help the Board craft their vision and mission.
 - ❑ Board Chair Wiesel said the board needs to discuss subcommittees and asked members to consider the committees on which they would like to serve.
- Business Manager's Report
 - ❑ Mr. Hoff said the audit is due to the State at the end of December. The auditors should be finishing up their work soon and he has not received any concerns.

Subcommittee Reports

November 13, 2017 Policy Subcommittee Meeting - Committee Chair D'Ostuni said the following policies are being placed on a 30-day read. She reviewed the revisions to the policies. (1) Policy #3520.13 – Student Data Privacy Protection & Privacy/Cloud Based Issues; (2) Policy #5121 – Examination/Grading/Rating; (3) Policy #5124 – Reporting to Parents; (4) Policy #6144 – Controversial Issues; and (5) Policy #6171.3 – District Placement of Special Education Students Out-of-District

Board member D'Ostuni explained the process of revisions to policies and timelines for new Board members. In response to a question relative to defining terminology in policy #5124, Superintendent Berasi suggested keeping the policy general and create a regulation as that is more operational. A regulation will be drafted and presented at an upcoming subcommittee meeting. Board members discussed the tracking and auditing of unilaterally placed students. Mr. Hoff noted the special services department tracks and monitors students who are unilaterally placed and requires documentation before paying tuition and other costs associated with those students.

November 27, 2017 & December 4, 2017 Policy Subcommittee Meetings - Committee Chair D'Ostuni said revisions Policy #6146.1 was discussed and voted upon earlier tonight. The committee met prior to tonight's Board meeting to discuss the bylaw on how the board elects its officers and decided to recommend to the board that no action is taken on the bylaw.

Future Business

- Schedule a workshop with Nick Caruso
- Subcommittee structure discussion
- Reinstating public comment at end of board meeting - Several Board members were in agreement to bring this topic back to the board for discussion
- Creation, review of agendas

Adjournment

Beiter moved, Dudack seconded to adjourn the meeting at 8:29 p.m.

Minutes are subject to approval at the next meeting on December 18 2017.

Respectfully submitted,

Debra Dudack
Secretary