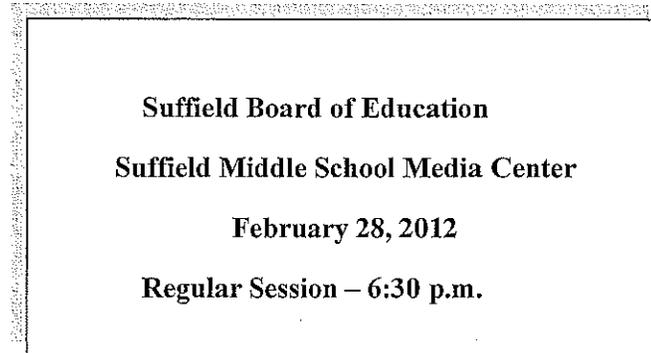


SUFFIELD BOARD OF EDUCATION

Suffield, Connecticut

“The mission of the Suffield Public Schools is to meet the diverse educational needs of all students with a rigorous and caring academic environment. In partnership with the community and parents, the Suffield Public Schools will prepare students to become competent, fulfilled, and productive contributors to a democratic society in an ever changing world.”



I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. COMMUNICATIONS

IV. STUDENT REP - SHS

V. PUBLIC COMMENT

Provides citizens the opportunity to address the Board on any matter.

VI. APPROVAL OF MINUTES

A. Approval of Minutes of February 7, 2012

VII. CONSENT AGENDA

VIII. DISCUSSION/ ACTION ITEMS

A. Acceptance of Gifts – Suffield Soccer Club Donation

B. Field Trip Request – Suffield High School Robotics Trip
March 15-18, 2012.

IX. REPORTS TO THE BOARD

A. Superintendent's Report

1. Blum Shapiro Management Efficiency Status Update: Business and Technology
2. Update on School Facilities and Preventive Maintenance Schedule

B. Chair's Report

X. SUBCOMMITTEE REPORTS

A. Community Engagement and Public Relations – Jeanne Gee

B. Budget Subcommittee – Bob Eccles

XI. FUTURE BUSINESS

- Food Service Program Update
- Blum Shapiro
- District Technology Systems – update on security and implementation of best practices
- Report on Updates to District Crisis Manual
- Common Core State Standards and SPS curriculum implementation
- 6th Grade Technology Course
- Teen Safety Initiatives
- Writer's Workshop
- Gender Gap

XII. PUBLIC COMMENT

XIII. ADJOURNMENT

KB/dal

Suffield, Connecticut

Board of Education Meeting
February 7, 2012

Call to Order

Chair Susan Porcello called the meeting to order at 6:30 p.m. in the Suffield Middle School Media Center. Present: Board members Susan Porcello, Robert Eccles, Lori D'Ostuni, Mary Lou Sanborn, Mary Roy, Michelle Zawawi, George Beiter, and Scott Schneider; Superintendent of Schools, Karen Baldwin, Director of Fiscal Administration, Ed Basile and observers.

The meeting began with the Pledge of Allegiance.

Communications

- A letter was received from the Suffield Foundation for Excellent Schools asking the Board for a donation for the annual auction.

Board member Gee arrived at 6:32 p.m.

Public Comment

Melissa Sullivan, parent, thanked the Superintendent for the way she handled the situation involving the Lincoln Institute student. She questioned the ability to gain access to Suffield Middle School without having to be buzzed in as visitors do at the other schools in the district.

Approval of Minutes

D'Ostuni moved, Gee seconded to approve the minutes of the January 17, 2012 meeting. The motion passed with one abstention (Sanborn).

Discussion/Action Items

- Approval of Field Trip Request – Tom Kadamus, high school baseball coach, presented a field trip request to Cooperstown, NY, April 20 & 21, 2012. **MOTION #12- 007:** Eccles moved, D'Ostuni seconded **to approve the field trip request to Cooperstown, NY.** The motion passed unanimously.
- Approval of AFS Student – Heidi Partain, Suffield AFS Liaison, introduced Paula Negrón to the Board. Paula is residing with the Sharp family in Suffield until June 2012. **MOTION #12-008:** Roy moved, Eccles seconded **to approve the enrollment of Paula Negrón as a senior at Suffield High School through June 2012.** The motion passed unanimously.
- Superintendent's Recommended Operating Budget for 2012/13 – The Superintendent presented the 2012/13 recommended budget. She is asking for an increase of 1.95% over last year's budget. Guiding principles in the budget of developing organizational efficiencies and connecting resources to improve student learning were outlined. Salaries and wages are increasing only 1.1% (\$229,143) in the proposed budget. Health insurance is increasing 9.7%, over \$358,000. The Superintendent outlined the work of

aligning resources in professional development, technology and curriculum to improve learning. The Superintendent reported that the next Budget Subcommittee meeting is scheduled for tomorrow, February 8, at 7:30 a.m. She thanked the Budget Subcommittee and the school administrators for their efforts in putting together this budget to date. Board member Gee asked about Choice student enrollment for next year and how this compared to surrounding town percentages of Choice students. The Superintendent stated that she was waiting for a letter from CREC to start the process for next year's Choice enrollment in addition to identifying which schools could have additional Choice students. Board member Eccles stated that he would like to present the Budget Subcommittee's recommended budget to the Board of Education at the March 6th Board meeting to provide the Board with two weeks to review. The timeline is for Board of Education approval on March 20.

Reports to the Board

Superintendent's Report

- The Superintendent reported on the Strategic Planning efforts to date. An all-day planning session, held at the end of January, resulted in four priorities:
 1. Complete policy and recommend cultural shifts to transition to digital learning environment.
 2. Design and implement systemic programs for professional learning aligned with system needs.
 3. Systemically use data to direct and improve curriculum and instruction.
 4. Create an aligned and accessible curriculum, focused on 21st Century skills and the Common Core State Standards.

A meeting will be held on February 13 to begin refining the district mission and beliefs. The task of updating the current Teacher Evaluation Model will be undertaken in the near future.

We are now on track for the May Board of Education Strategic Goal Planning session.

- The Superintendent gave an update on the status of the Special Education Action Plans. Central Office and the four schools have developed action plans. These will be presented on March 1 to Student Programs and Services Subcommittee. These plans align with best practices across all classrooms.

Chair's Report

- The Chair and the Superintendent met with the First Selectman. He indicated he would like to see a 0% increase in the 2012-2013 budget over last year. The Chair stated that the Board is working toward reducing the budget in a thoughtful manner and responsible manner.
- Once the strategic plans have been completed, the Board of Education will use this information to create Board goals.

Subcommittee Reports

- Policy Subcommittee – Board member Sanborn gave an update on policies that will be worked on during the next few months. The 9000 Series (Bylaws of the Board) needs to

be updated. In addition, there are several outstanding policies that need to be reviewed. The next Policy meeting will be held on March 6.

- Student Programs and Services – The Programs and Services Subcommittee and Ms. Baldwin met with Interim Director of Curriculum, Andy Lees, Interim LA Coordinator, Sharen Lom, and many others to discuss the Connecticut Curriculum State Standards (CCSS), subsequent key shifts in our current practice in the areas of English Language Arts, Math and Assessments, and vertical teaming work; Donna Hayward to be updated on the Secondary School Reform and the 25 credit graduation requirements; and with Becky Osleger to hear about the Technology Committee's work on the 2012 – 2015 Technology Plan that will come to the subcommittee complete in April and to the full board in May. All items have implications for budget, policy, and professional development. Vertical teams will be meeting to work on curriculum. Their next meeting on March 1 will look at the NEASC update, the follow up building and central office plans from the Special Education CREC report, and the continuing work with the CCSS.
- A Communications Subcommittee meeting will be held before the next Board of Education meeting.

Future Business

- District Technology Systems: Update on security and implementation of best practices
- Report on Updates to District Crisis Manual
- Common Core State Standards and SPS Curriculum Implementation (sample lesson)
- Blum Shapiro Update
- 6th Grade Technology Course
- Teen Safety Initiatives
- Writers' Workshop
- Gender Gap

Public Comment

None

Adjournment

Sanborn moved, Gee seconded to adjourn the meeting at 8:02 p.m. The motion passed unanimously.

Respectfully submitted,

Lori D'Ostuni
Secretary

MEMO

To: Ms. Karen Baldwin, Superintendent

From: Ms. Donna Hayward, Principal *Donna Hayward*

Date: February 23, 2012

Re: **FIELD TRIP REQUEST** (Overnight)

Attached is a request from Mr. Robert Lowell, Robotics Team Advisor, for approval of a field trip to Montreal, Canada. The students will travel by charter bus departing on Thursday, March 15 and returning on Sunday, March 18, 2012. The purpose of the trip is to compete as a team at the FIRST Robotics Competition. Students will apply practical skills in Math, Science and Technology. The required paperwork for volunteer chaperones will be kept on file in the high school office along with the list of students that will be attending. I am requesting that you place this request before the Board of Education at their next meeting.

Please let me know if you require any further information.

Thank You.

SUFFIELD PUBLIC SCHOOLS

FIELD TRIP/STUDENT ACTIVITY REQUEST FORM

Date of Request: Feb. 8, 2012
Group/Department: Windsor Locks/Suffield Robotics
Advisor: Robert Lowell
Destination: Montreal, Quebec, Canada
Trip Date(s): March 15, 16, 17 + 18

Nature of Trip:

FIRST Robotics Competition

Educational Value: Practical skills in math,
Science, Technology, teamwork
and spirit

Estimate # of students attending: 22 Suffield, 13 other

Cost (include who is responsible for payment of expenses and any financial penalties that may be incurred): \$21,000 to be paid by team

Itinerary: See AttachedList of Chaperones: See Attached.Mode of Transportation Used: Charter bus / Datco

Insurance Certificate Required:

Yes _____ No _____

Is this an overnight trip?

Yes _____ No _____

Has the disclosure form been completed for all chaperones that are not Suffield Public School employees and are chaperoning an overnight trip?

Yes _____ No _____

Has a document explaining expectations or the chaperones been written and delivered to chaperones?

Yes _____ No _____

Approved: _____

Denied: _____

Advisor's Signature: *Robert Young*

Departmental Approval: _____

Administrative Approval: *D. Hayward*

BOE Approval: _____
(for overnight trip)

Nurse: _____

Chaperone List for FIRST
Robotics Trip To Montreal

Robert Lowell	Suffield Advisor	860 471-0951
Tina LaPointe	Assistant Advisor	860 966-5071
Kim Congden	Parent / Mentor	860 989-6530
Bill Pease	WLHS Advisor	860 573-8369
Marilyn Gragnolati	Assistant WLHS Advisor	

Disclosure forms on file for all chaperones.

Montreal, Canada Itinerary

Hotel Information

Montreal Springhill Suites, 445 Rue St Jean Baptiste, Montreal, QC H2Y 2Z7 (514) 875-4333

Venue Information

Uniprix Stadium, 285, rue Fallon Quest, Montreal, QC H2R 2W1, Canada

Wed Mar 14:

3:00p Depart by bus from Windsor Locks High School
Stop for dinner on the way
9:00p Check into hotel
11:00p Room curfew/Bed check

Thur Mar 15:

7:00a Breakfast provided at hotel, Pit crew departs to venue after breakfast
9:00a Rest of group to tour Old Montreal with chaperones
Lunch provided at Venue for pit crew, lunch on own if touring Montreal
Dinner on own with assigned group and chaperone
11pm Room curfew/Bed check

Fri Mar 16: (Wear Team Shirt)

7:00a Breakfast provided at hotel, team leaves for venue after breakfast
Lunch provided at Venue
5:30p Dinner as a group (TBD)
8:00p Scouting Meeting at Hotel
11pm Room curfew/Bed check

Sat Mar 17: (Wear Team Shirt)

7:00a Breakfast provided at hotel, team leaves for venue after breakfast
Lunch provided at Venue
~5:00 Depart for hotel when event ends
Dinner on own with assigned group and chaperone
12pm Room curfew/Bed check

Sun Mar 18:

Breakfast provided at hotel
11:00a Check out of hotel by this time
Groups to tour Montreal with chaperones, Lunch with groups
5:00p Depart Montreal for WLHS

Chaperones: Bill Pease, Bob Lowell, Tina LaPointe, Kim Congden

School Rules and Regulations are in force.

Additional student rules:

1. Students must attend all team matches on Fri and Sat. Sit together in a block and cheer our team.
2. During the qualifying matches students *will scout other teams.*
3. Students cannot leave the competition site, except as specified.
4. Remember to be respectful of other hotel guests. **QUIET** in the hallways.