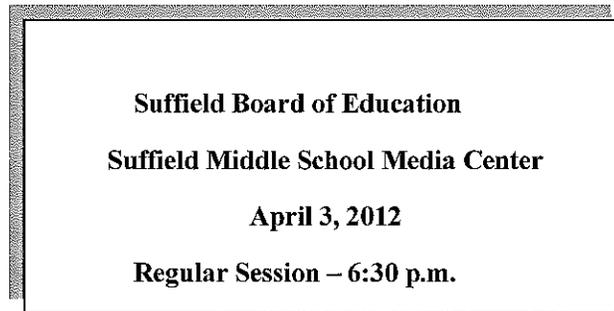


SUFFIELD BOARD OF EDUCATION

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. **PUBLIC COMMENT**

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

V. **APPROVAL OF MINUTES**

A. Approval of Minutes of the March 20, 2012 meeting

VI. **CONSENT AGENDA**

VII. **DISCUSSION/ ACTION ITEMS**

1. Status Update on District Technology Systems and Security Protocols
2. Construction Update on Large Animal Facility – SHS
3. Approval to Close out Suffield Middle School and Spaulding School Roof Projects
 - School Building Project #139-0055 RR (Central Office Roof – SMS)
 - School Building Project #139-0056 RR (Music Wing Roof – SMS)
 - School Building Project #139-0053 RR (Spaulding School Roof)

VIII. **REPORTS TO THE BOARD**

A. **Superintendent's Report**

1. Report on Technology Conference: Encouraging Females in Math, Science and Technology
2. SDE AgriScience Audit Findings and District Response
3. Update and Timeline of Strategic Planning

B. **Chair's Report**

IX. SUBCOMMITTEE REPORT

A. Future Subcommittee Meeting Dates

1. Policy Subcommittee – April 9, 2012 – 4:00 p.m. in CO
2. Human Resources and Personnel Subcommittee – April 9, 2012 – 5:30 in CO
3. Student Programs and Services Subcommittee – April 12, 2012 – 6:00 in CO
4. Community Engagement & PR Subcommittee – April 24, 2012 – 5:00 in CO

X. FUTURE BUSINESS

- Food Service
- Report on Updates to District Crisis Manual
- Common Core State Standards and SPS curriculum implementation
- 6th Grade Technology Course
- Teen Safety Initiatives
- Writers Workshop
- Gender Gap

XI. PUBLIC COMMENT

XII. ADJOURNMENT

KB/dal

Approved by Bd. of Ed:

Suffield, Connecticut

Board of Education Meeting
March 20, 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, Mary Lou Sanborn, Michelle Zawawi, Mary Roy, Jeanne Gee, George Beiter, Lori D'Ostuni 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

None

Special Recognition/Awards

- A. John Warrington, Suffield Middle School Principal, introduced Lori Foss, Advisor to the SMS Robotics Team and presented her with a First LEGO League certificate in appreciation for her work with the team over the last several years.
- B. Superintendent Karen Baldwin read a proclamation from the State Board of Education stating that March is Board of Education Recognition Month. The Superintendent thanked the Board for their leadership in providing the students of the Suffield Public Schools with educational opportunities.

Student Representative – SHS

Alyssa Puia, Suffield High School Student Representative, reported on the latest activities at Suffield High School.

- Activities are being held throughout the week at Suffield High School to highlight World Language Week. Induction ceremonies for the World Language Honor Society will be held on April 4.
- Spring sports are starting up
- The Freshmen/Sophomore Semi-Formal will be held on Friday evening in the SHS Commons.
- The annual volleyball marathon will be held March 30 & 31. This event raises money for the National Honor Society Scholarship Fund.
- As requested at the last Board of Education meeting, SHS students have been asked to submit questions to the Board. These two were brought forward:
 - *Does the Board of Education have plans to re-instate the April vacation days as we have not had any more snow days?*

The Board chair indicated that they would discuss this issue, but would most likely stay with the recommendation from the Superintendent to keep the shortened April vacation this year.

- *Due to the advancement of technology, what is the Board doing to maintain academic integrity?*

This is a matter for administration. The matter will be looked into and the Board will discuss and respond.

Public Comment

Bob Lowell, advisor for the Suffield High School FIRST Robotics Team thanked the Board of Education for their support of the team. The recent trip to a competition in Montreal was a great experience for all involved. The team won a trophy and medal for second place along with a trophy for Excellence in Engineering Design from Motorola.

Approval of Minutes

Schneider moved, Sanborn seconded to approve the minutes of the March 6, 2012 meeting. The motion passed unanimously.

Consent Agenda

MOTION #12-012: Roy moved, D'Ostuni seconded to approve the January and February 2012 financial reports. The motion passed unanimously.

Discussion/Action Items

- YF2012-13 Operating Budget – **MOTION #12-013:** D'Ostuni moved, Gee seconded to **approve and recommend to the Board of Finance the Board of Education operating budget for FY2012-13 in the amount of \$31,263,943.** The motion passed unanimously.
- Approval of Suffield Middle School Roof Replacement Project – **MOTION #12-014:** Eccles moved, Sanborn seconded to **approve the plans and specifications for the Suffield Middle School Partial Roof Replacement Project (Old Vo-Ag and Maintenance Roofs).** The motion passed unanimously.
- Approval of McAlister Intermediate School Partial Roof Replacement Project – **MOTION #12-015:** Zawawi moved, Roy seconded to **approve the plans and specifications for the McAlister Intermediate School Partial Roof Replacement Project (4-5th Grade Rooms).** The motion passed unanimously.
- Approval of High School Code Violation Project – **MOTION #12-016:** Roy moved, Sanborn seconded to **approve the plans and specifications for the Suffield High School Code Violation Project – Fire Pump.** The motion passed unanimously.
- Non-Renewal of Long Term Substitute Teacher Contracts - Per CT General Statute 10-145d-420 and Superintendent recommendation: **MOTION #12-017:** D'Ostuni moved, Roy seconded to **non-renew long term and permanent substitute teacher contracts for Susan Olechna, Heather Boscarino, Carolyn Liss, Elizabeth Fernandez, Fern Botwick and Mary Drinan.** The motion passed unanimously.

Reports to the Board

Superintendent's Report

- The Superintendent acknowledged the fine work of the SHS Robotics Team at the Montreal competition. This type of activity paves the way for interdisciplinary STEM opportunities.
- District-wide professional development will be held on the afternoon of March 26. Focus will be on Common Core State Standards in English Language Arts.
- The Superintendent attended "A Day on the Hill" with Board of Education members, Roy and Beiter. Board member Beiter suggested providing the opportunity for students to attend next year's meeting. The Board agreed that this would be a good experience for students.

Chair's Report

- The scheduled meeting with the Republican Town Committee cannot be held on March 21 as planned. The Superintendent has offered to hold additional office hours and invite members of the Republican and Democratic Town Committees to discuss any concerns.
- The Chair, Superintendent and interested Board members will meet with the Rotary Club on April 17 to discuss strategic planning and the budget.
- The Superintendent has been in contact with Shipman & Goodwin about setting up professional development for Board members regarding roles and responsibilities. In addition, the chair suggested May or June for a Board self-evaluation.

Subcommittee Reports

- Community Engagement and Public Relations – Board member Gee stated that the Subcommittee had met prior to this Board of Education meeting to finish up work on budget initiatives. The Budget will be presented to the Board of Finance on April 2. The Superintendent has held office hours as planned. This may become a recurring event. Opportunities to discuss the 2012/2013 budget will be held at upcoming PTO/PTAC and Rotary meetings. The Subcommittee would also like to continue work on the Teen Safety Initiative started last year as well as strategic planning on communicating with the community.

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 (sample lesson)
- 6th Grade Technology Course

- Teen Safety Initiatives
- Writers' Workshop
- Gender Gap

Public Comment

None

Executive Session

MOTION #12-018: Gee moved, Eccles seconded to enter executive session at 7:25 p.m. The motion passed unanimously.

A contract matter was discussed.

Regular Session

MOTION#12-019: Eccles moved, Gee seconded to move into regular session at 7:56 p.m.

Teamsters Contract

MOTION #12-020: Roy moved, D'Ostuni seconded to approve the agreement between the Suffield Board of Education and Teamsters, Local 671 contract effective July 1, 2011 through June 30, 2014 as presented. The motion passed unanimously.

Adjournment

Roy moved, Beiter seconded to adjourn the meeting at 7:59 p.m. The motion passed unanimously.

Respectfully submitted,

Lori D'Ostuni
Secretary

LD/ajk

**SUFFIELD PUBLIC SCHOOLS
MEMORANDUM**

Date: March 29, 2012

To: Karen Baldwin
Superintendent

From: Edward A. Basile
Director of Fiscal Administration

Subject: Large Animal Facility

The Large Animal facility is less than a month from being substantially complete. The construction schedule calls for completion of the painting by early next week and at this point all that remains to be painted is the demonstration area. Once the moisture level is within an acceptable range, the epoxy finish will be installed on the floors.

You may recall that some areas of the walls needed to be re-grouted so that they would meet the building code and the expectations of the Building Committee and the Architect. The contractor completed the process to the satisfaction of the Town's Building Official, Engineer and the Permanent Building Committee last week, under the supervision of the Town's Building Official and IMTL, the independent laboratory testing company that the Town hired to follow any problems.

Haynes has removed their construction trailer and other equipment from the grounds and the final grading in the rear of the building is almost completed, as is the IPA siding in on the rear of the building. Fencing of the property will begin on Monday. Final paving will begin once the asphalt plants open for the season. Once this work is completed, the building will be virtually complete, except for the need to have the Fire Pump in working order.

The Fire Pump will not be delivered until the end of May and will not be operational for several weeks after that while it is installed. To complete the installation, the water will have to be turned off to the high school for the better part of a day, so it is anticipated that the final cutover will occur in late June. We will not be able to get a final Certificate of Occupancy until the Fire Pump is connected and working properly, but it is hoped that we will be able to get a temporary certificate which would allow us to move equipment in and store equipment that we are purchasing for the program.

The school will be ready for students in time for the start of school in August.

**SUFFIELD PUBLIC SCHOOLS
MEMORANDUM**

Date: March 30, 2012

To: Karen Baldwin
Superintendent

From: Edward A. Basile
Director of Fiscal Administration

Subject: Project Closures

I would like to have the Board of Education close out the following three roof replacement projects. The motions for each are included and should be made separately.

"The Suffield Board of Education approves as complete and accepts the School Building Project #139-0055 RR for Suffield Middle School for public school purposes." (Central Office roof)

"The Suffield Board of Education approves as complete and accepts the School Building Project #139-0056 RR for Suffield Middle School for public school purposes." (Music Wing roof)

"The Suffield Board of Education approves as complete and accepts the School Building Project #139-0053 RR for A Ward Spaulding School for public school purposes."

Thank you.