

Suffield, Connecticut

Approved by Board of Education:

Board of Education Meeting

December 18, 2012

Call to Order

Board Chair Susan Porcello, called the meeting to order at 6:35 p.m. in the Suffield High School Media Center. Present: Board members: Susan Porcello, Mary Lou Sanborn, Lori D'Ostuni, Robert Eccles, Jeanne Gee, Michelle Zawawi, George Beiter, and Scott Schneider. Superintendent of Schools, Karen Baldwin, Assistant Superintendent of Schools Jim Collin and Ed Basile, Director of Fiscal Administration.

The meeting began with the Pledge of Allegiance.

Board Chair Susan Porcello asked for a moment of silence in honor of those who lost their lives in the Sandy Hook School tragedy in Newtown, CT.

**Student Recognition**

Superintendent Baldwin recognized the following Suffield High School juniors who have achieved the Advanced level on all 4 subtests of the spring 2012 administration of the CAPT. The students were presented a letter from Stefan Pryor, Commissioner of Education and a Certificate of Recognition from the Board of Education. The students honored were:

Patrick Begley  
Kellie Bertolini  
Clarissa Burke  
Yonina Bykov  
Jonathan Cardoso  
Michele D'Agata  
Dakota Doney  
Alexa Emma  
Ryan Englander  
Keara Frawley  
Benjamin Gee  
Sabrina Guzzi  
Brent Heineman  
Lauren Johnson  
Jean Kim

Kyle Laviana  
Abigail Martin-Ryan  
Melissa McCarthy  
Adam Mealy  
Mariah Peck  
Maria Porcello  
Joshua Richards  
Emma Ryan  
Aaron Smith  
Liam Starr  
Jaime Stephen  
Taylor Stephen  
Jonathan Stryjek  
Nicole Switalska  
Alexander Voisine

Dominique Waite  
Cara Waterman  
Kaitlynn Webster

Mary Roy arrived at the meeting at 6:45 p.m.

Michelle Zawawi left the meeting at 6:45 p.m.

Mary Lou Sanborn left the meeting at 6:50 p.m.

### **Public Comment**

Scott Taylor, 21 Cherry Brook Lane introduced himself to the Board. Mr. Taylor had approximately 3 other parents with him. He spoke on their behalf and stated that they were all there in support of the Full Day Kindergarten Program and to thank the Board for their consideration of a Full Day Kindergarten program and that they feel it is a very good thing for the Suffield community.

### **Communications**

None

### **Approval of Minutes**

D'Ostuni moved, Schneider seconded to approve the minutes of the December 4, 2012 Board of Education meeting as presented. The motion passed unanimously.

### **Consent Agenda**

No items

Michelle Zawawi returned to the meeting at 6:53.

### **Discussion/Action**

#### **A. 2013-2014 School Calendar**

**MOTION #12-062:** D'Ostuni moved, Gee seconded to approve the school calendar as presented. The motion passed unanimously. (The calendar approved had the correct date of 10/14/13 for Columbus Day listed).

#### **B. Job Descriptions** – Superintendent Baldwin stated that the Human Resources Subcommittee met on December 11, 2012 and reviewed the following position descriptions:

- Head Custodian – updated and revised version from 1997 with changes reflecting the increased use of technology to manage HVAC and mechanical systems and increased supervisory responsibilities,
- Shift Supervisor - while the position existed there was not a job description on file.
- Supervisor of Mathematics K-12 which reflects the district’s new structure to support a continuum of learning.

**MOTION #12-063:** Roy moved, Beiter seconded to approve the position descriptions as presented. The motion passed unanimously.

**C. Proposed MOU**

**MOTION #12-064:** Roy moved, Eccles seconded to approve the proposed MOU and to use the words Memorandum of Understanding in all appropriate places of the MOU. The motion passed unanimously.

**Superintendent’s Report**

- Full Day Kindergarten Report- The Superintendent reported that the Subcommittee had met on December 6, 2012 and on December 17, 2012. Dr. Collin provided a written report to the Superintendent which was distributed to the Board. Dr. Collin reviewed his report with the Board – he stated that Angie Roman and kindergarten teachers from Suffield have made recent visits to Wethersfield and Granby where they have instituted Full Day K Programs. The visits focused on the categories of planning, program design, and implementation and reflections on any aspects of planning and implementation that might have been handled differently.

The Committee recommends that the Board adopt a Full Day Kindergarten program as the best instructional approach to meet the demands of CCSS. The Committee also recommends that the Board consider a half day K option if survey data indicates the need. Dr. Collin reported that a full presentation will be made to the Board at their meeting on January 8, 2013.

- **Differentiated Instruction and Professional Learning**

Dr. Collin provided information to the Superintendent Baldwin in regard to the work being done in the district to support new teachers in the district. Jack Ferraro presented information to the Board in regard to TEAM and about our efforts to implement best practice instruction across the district. In addition, Sharen Lom shared the professional learning opportunities and workshops being offered to new teachers and mentors in the district.

## **Subcommittee Reports**

- **Budget Subcommittee**

Bob Eccles, Chair of the Budget Subcommittee reported that the Subcommittee held a meeting on December 11 and they discussed updates of the budget development process, Full Day Kindergarten and Technology Infrastructure.

- **Human Resources Subcommittee**

Mary Roy, Chair of the Human Resources Subcommittee reported that the subcommittee met and discussed the job descriptions for Head Custodian, Shift Supervisor and Supervisor of Math. The positions descriptions were presented and approved as presented tonight.

- **Policy Subcommittee**

Scott Schneider reported in (Chair) Mary Lou Sanborn's absence that the Policy Subcommittee met at 5:00 prior to the regular meeting and discussed Policy 5144.1 Use of Physical Restraint and Seclusion, 6153 Field Trips and Policy 5118 School Admission of Non-resident Students. All three will be placed on the 1/8/13 Board agenda for the required 30 day read.

## **Public Comment**

Mr. Ben Rodriguez a member of the Full Day Kindergarten Committee reiterated Mr. Taylor's earlier comment and stated that he was very proud to have served on the Full Day Kindergarten Committee.

## **Adjournment**

D'Ostuni moved, Zawawi seconded to adjourn the regular meeting and move into Executive session at 7:50 p.m. The motion passed unanimously.

## **Executive Session**

Discussion of reemployment of a member of Teamsters Local 671.

## **Regular Session**

Zawawi moved, D'Ostuni seconded to return to regular session at 8:24 p.m.

**Discussion/Action**

**MOTION #12-064:** Zawawi moved, Beiter seconded that the Board of Education authorize the Superintendent to enforce the previously authorized MOU relative to this employee which was developed in the Fall 2012. The motion passed unanimously.

**Adjournment**

D'Ostuni moved, Zawawi seconded to adjourn the meeting at 8:26 p.m. The motion passed unanimously.

Respectfully Submitted,

Lori D'Ostuni, Secretary  
Board of Education

LD/dal