

The Bolton Board of Education held its regularly scheduled business meeting on September 13, 2012. Karen Bergin called the meeting to order at 6:35 PM with the following board members in attendance: Matthew Giuffre, John Hambrook, Rich Hayes, Trace Maulucci, Joe Muro and Ron Rousseau. Interim Superintendent Joseph Wood and BHS Student Representatives Zoe Ounpuu-Adams and William Whedon were also present.

- A. Call to Order – Karen Bergin called the meeting to order at 6:35 PM.
- B. Celebration of Excellence – Jennifer Carvalho was recognized for her selection as Bolton’s 2012-2013 Teacher of the Year. Zoe Ounpuu-Adams was introduced as the new junior BHS Student Representative and Bill Whedon was welcomed back as our senior Student Rep.
- C. Comments from the Audience – none
- D. Additions to Agenda – Items E7f (Report from OCR) and G4 (Exit Interviews) were added.
- E. Routine Business Items
  1. Communications to Board Members – Matt Giuffre requested an update on BHS tablet use for next month’s agenda; i.e., who got them, which classes, etc.
  2. Approval of Minutes – John Hambrook presented a motion to accept the August 23, 2012 minutes; Matt Giuffre 2<sup>nd</sup>; Ron Rousseau abstained; motion passed.
  3. Board of Education Committee Reports
    - a. Personnel – Karen Bergin stated the committee has been busy with replacing the Assistant Principal, Director of Pupil Services and Superintendent positions.
    - b. Policy – did not meet
    - c. Curriculum – Ron Rousseau stated that the new teacher evaluations, curriculum monitoring and prep for CCSS and goal meeting standards, were discussed and timelines established for presentation to staff.
    - d. Buildings & Grounds – Rich Hayes reported the PBC met 3 weeks ago and are working their way through the current punch list. Joe Maselli noted we have received 2 deliveries and are still expecting at least one more.
    - e. Finance – did not meet. There was discussion on when financial reports will be posted on the web-site and as soon as the Finance Subcommittee releases one, it will be posted. After additional discussion, the subcommittee will meet in October, email a report to board members, have one available for web-posting and have a report ready for presentation at the October BOE meeting.
    - f. Transportation – Trace Maulucci is scheduling a meeting with First Student Supervisor Betsy Gilbranson as is typically done at the beginning of the school year. Ron Rousseau asked to be included in that meeting.
    - g. Pupil Services – did not meet
    - h. Community Information/Development – did not meet
  4. Community Meeting Reports / Board of Education – Rich Hayes and Matt Giuffre met with the PTA and have been asked how to strengthen the relationship with the BOE. Some suggestions from the PTA were having the BOE initiate a Facebook Account, improved communication on who was being recognized in the Celebration of Excellence;

developing a coordinated calendar to include Town events. Karen Bergin suggested and it was agreed that The Community Information/Development Subcommittee will gather more details from Rich and Matt and report back. The first PTA meeting is Monday, September 24<sup>th</sup> at 6:30 in the BCS LMC.–

5. BHS Student Representatives Report – Bill Whedon reported that the fall sports have started their schedules, seniors have begun completing and submitting college applications, seniors are busy deciding on a senior demo topic/project, Catherine Allegretti held two Bigs & Littles events over the summer; one in Columbia and one at BHS that was televised; they’re planning to attend the 9/29 UCONN football game; and over half of the BHS students and their parents attended Open House. Tablets have been handed out to students who will be using them in class this year. Zoe Ounpuu-Adams reported that Student Council held a “back to school” breakfast in the Student Commons on September 4<sup>th</sup> and it went over so well they will hold one at the beginning of each semester. Spirit week has been organized ending with a fall sports Pep Rally that Friday. The BHS Drama Club presented an interactive mystery called Murder at the TonyLou Awards, directed by Jen Carvalho.
6. Administrators Report – Joe Wood noted that Pupil Services and Curriculum reports were in BOE packets and that BCS and BHS principals would present oral reports.
7. Superintendent of Schools Reports –
  - a. Opening of Schools Report - Joe Wood went to BCS at morning drop-off and was impressed with the flow and organization of getting the primary students to their teachers and then to their classrooms. Mary Grande noted that the process of using the gym as the “welcoming center” works well not only for students but new staff as well. BCS held New Student Orientation for approximately 22 students, building walk-throughs went well, the Reminder News had a nice article on the new wireless access installed over the summer, new classroom door locks were installed allowing them to be locked from the inside (this will be tested during the lockdown drill at some point this school year), a new swipe card entry system was installed for entry from outside doors which are now locked all day, and the “buzz-in” system has been installed with visitors badges being used when appropriate. Front doors open for students at 7:15, the first fire drill went well with no major items needing to be addressed. Mary thanked the board for their support in all of these efforts and also thanked Darryl Giard for his great assistance in scheduling and his diligence on learning about PBIS. Darryl reported there are two scheduled Open Houses (PK-5 and 6-8); BCS is on year two of PBIS and he has met with committee members to get brought up to speed, all teachers have already taught a PBIS lesson on behavior expectations in the classroom and hallways and Mary and Darryl personally taught the PBIS expectations regarding bus and cafeteria behavior. The selection of PBIS ticket holders to all grades has been changed from a weekly to bi-weekly event and to the extent possible, the winning tickets are spread around but there certainly some repeat winners. There will be a school-wide PBIS assembly on Friday at 1:30 in the gym with a special guest appearance by “Buster” the PBIS bulldog mascot. The PBIS program has been instrumental in unifying the school as one in the eyes of the students and staff. Parent feedback on the new “security items” and the school year in general has been very positive.

BHS – Joe Maselli – The opening was very smooth with the only notable issue being the need to reroute a traffic pattern for students and parents. Ray Boyd and his crew did a great job getting the building ready. BHS will begin their PBIS initiatives. The tablets were handed out to the participating students at Open House and representatives from Verizon were also available for questions. The Bulldog Nursery Program is up and running and receives constant inquiries from interested parents. There are 1-7 students on any given day.

- b. Enrollment **and** c. BHS Course Enrollment – The usual enrollment numbers were presented in the packet and information was handed out on the numbers of students enrolled in classes and the number of students not able to take a selected elective. Discrepancy noted between the two documents is recent withdrawals. Text books and desks won't be/aren't an issue. The board will be provided information ASAP on what would be needed to allow all students to take what they select and the intermediary plan of action. Additionally, information on Columbia enrollment by grade level from year one, where have we added staff over the last two years, current schedule of who teaches what and what is the potential future impact of additional Columbia students. Currently, there are a few instances of different class levels being taught in the same classroom due to space/staff constraints yet meeting the needs of the students.
- d. BCS Wireless Project Update – Mary Grande reported the system is up and running and is very grateful.
- e. Veterans' Day Celebration - Joe Wood noted we will continue with this community celebration at BCS. It will be held Friday, November 9<sup>th</sup>. An assembly involving the BCS students and staff will be prepared and held in the BCS Gym. The Superintendent's office will assist with the addresses and mailing of flyers. There will be no breakfast this year.
- f. OCR – The school district has received the official letter, dated August 22, 2012, from the State Office of Civil Rights that we are in compliance.

#### F. Unfinished and On-Going Business

- 1. Preliminary District Goals – Joe Wood handed out a revised version based on board member feedback and recommended the revisions be approved. The document will then be edited. Matt Giuffre presented a motion the document be approved; 2<sup>nd</sup> by John Hambrook; Rich Hayes abstained; motion passed.
- 2. Columbia Committee – The board will meet on October 16 at 6:00 in the BOE Conference Room.
- 3. Matt Giuffre requested the board address instances when a parent wants a student to advance a class but school feels otherwise. Karen Bergin asked the Curriculum Subcommittee to review and bring back recommendation for grade levels 6-12. John Hambrook added there have been instances where summer courses are taken in preparation of these situations.

#### G. New Business –

- 1. 2013 Business Meeting Schedule – the 2013 Business Meeting Schedule was presented. Matt Giuffre requested the February 14 date be changed and it was agreed to move it to Wednesday, February 13; motion to approve with change noted presented by John Hambrook; 2<sup>nd</sup> by Matt Giuffre; MUP.

2. Acceptance of Resignations – Joe Wood presented a resignation from full-time instructional assistant Patrice Murphy; motion to accept presented by John Hambrook, 2<sup>nd</sup> by Joe Muro; MUP. Joe Wood also presented a resignation from Director of Curriculum and Instruction, Claudia Danna, effective June 30, 2013. A motion to accept the resignation was presented by John Hambrook; 2<sup>nd</sup> by Matt Giuffre; MUP.
3. Long Term Plan – The board decided to make this an agenda for the October 16 meeting as well.
4. Joe Muro requested the board look at the value of exit interviews and recommended an initiative be started on best to develop them. Karen Bergin recommended the topic be forwarded to the Personnel Subcommittee and the board members agreed.  
Mary Grande invited the board to attend the PBIS assembly tomorrow at 1:30 in the BCS gym.

Matt Giuffre presented a motion to adjourn; 2<sup>nd</sup> by Joe Muro; MUP. Meeting was adjourned at 8:10 PM.

Respectfully submitted,

Lori Boyd  
Board Clerk