CITY OF DERBY
BOARD OF EDUCATION
DERBY MIDDLE SCHOOL CAFETORIUM
March 27 2013
6:30 p.m.

Call to Order:
The meeting was called to order at 6:30 p.m. All rose and pledged allegiance.

Roll Call:
Denise Bottone, Andy Mancini - Board Vice Chair, Laura Harris, Christine Robinson, Rebecca O'Hara, George Kurtyka, Ken Marcucio - Board Chair and Kim Kreiger - Board Secretary.

Excused: Stephanie D’Onofrio.

Also Present: Superintendent Dr. Matt Conway, DHS Principal Greg Gaillard, Bradley School Principal Christine DiGrazia, Irving School Principal Jennifer Olson, Dean of Students – Dru Walters and Chief Financial Officer Clarence Zachery.

Absent: Student Representative - Robert Holt, DMS Principal Sally Bonina, Special Education Director Lois Knapton and Facilities Manager David Nardone.

Public Participation
No one from the public spoke.

Student Representative Report
Robert Holt is not present.

Chairman’s Report

City of Derby
Board of Education
March 27 2013
It is Board of Education Appreciation Month. Mr. Marcucio expressed his gratitude to the board for all of the meetings they have been attending for the hiring of the new Superintendent, the two new Principals, to all of the committees.

Superintendent Report
Dr. Conway presented each board member with a flash drive on behalf of the district, community and the Connecticut Association of Boards of Education. Being a member of a Board of Education takes an extreme amount of time outside of everybody's regular busy day with jobs and family. With the aggressive agenda between the common core state standards, changes in the teacher evaluation plan and the five year strategic plan, there are many meetings up and above a normal committee of a board of education would be required in most communities.

Ms. Olson recognized four teachers nominated for an outstanding teacher contest. The CT Association of Schools each year hosts an award celebration for exemplary educators in the state of Connecticut. The criteria is to select teachers that demonstrate excellence in education, have a strong involvement with the students, staff and parents both in and out of school, and provide leadership with the school. Recognition went to Tracy Hayden - Grade 4 teacher, Jennifer Ostrosky - Guidance, Charlice Culvert - Art teacher and Cathie Marrandino - Pre K, Special Ed.

A study was conducted for the common core state standards and application by grade level.

A review was also conducted on multiple state data regarding curriculum, lesson plans, templates, etc. for implementation in Derby and an established district wide data common core team was created to serve as ambassadors and planners for all common core related strategies.

ACES is very involved in the strategic plan as well as the plan to roll out common core state standards.

Derby entered into an MOC with the State Department of Education to be a pilot district for the new common core assessment. The assessment will replace what has been known for the past decade as CMT's and CAPT. They will be offered for grades 3 through 8, as well as the 11th grade.

Derby will pilot the program beginning April 22nd through May 21st. Being a pilot district will allow Derby access to what the test will look like.

Dr. Conway attended the SEED workshops to prepare for the new teacher evaluation program. All administrators in the district began attending workshops as well. Derby is part of the think tank with ACES in evaluating services and priorities for districts in the ACES consortium.
Dr. Conway finalized plans to utilize for the Danielson framework for teaching as the teacher/administrator evaluation tool for the 40% part of the new SEED program. The SEED program is 40% - classroom observations for evaluation, 45% - test scores, formative assessment and statewide assessment test scores, 10% - parent engagement and feedback and 5% - student feedback and student well being section.

Dr. Conway participated in the hiring process for the new Vice Principal for the High School, coordinated the process for the Principal position at Bradley School, coordinated and scheduled staff training opportunities for common core state standards, behavior management and administrator evaluation.

Dr. Conway attended two organizational committee meetings for the strategic plan.

Dr. Conway applied for and received accessibility exception for the state building code for access control to the elevator at the Middle School.

Dr. Conway attended all Appropriations & Taxation meetings to prepare for the Board of Education presentation of the budget on April 2nd.

Dr. Conway initiated and coordinated a district committee to evaluate students currently out placed from the district.

Dr. Conway attended several school and community events throughout the month. Planned and conducted the school security forum.

Dr. Conway met with Adult Education Services to develop a relationship and rapport with them in terms of services they can provide.

Dr. Conway met with David Morgan to review the team program goals and steps for next year.

Dr. Conway met with Mike Wynn and Mille Vanderbroke to discuss the PCRC and the Valley Kids Belong program.

Dr. Conway began planning a parent forum regarding the introduction for the common core state standards.

Dr. Conway met with the senior center to coordinate multiple upcoming events and projects.

Dr. Conway submitted the district’s school climate safety plan to the state and is on the district’s website as well.

Dr. Conway developed school building climate bullying binders for each school.
Dr. Conway researched and implemented several safety and security upgrades throughout the buildings and implemented changes in policies and personnel assignments.

Dr. Conway attended the area Superintendent’s Association Organization scholarship luncheon hosted by ACES and the Southern CT Association of School Administrators.

Dr. Conway established a district safety and crisis response team. Another team established will be looking at the provisional programs at the middle and two elementary schools.

Dr. Conway coordinated the initiation of the Human Relations Club at the High School and Middle School.

Dr. Conway will be applying for a $20,000 grant to support school based diversionary approaches to behavior and arrests. Three administrators will be attending professional development in May around the same issue.

**Academic Excellence Committee Report**
Ms. Kreiger stated they are working on a survey template for current and incoming staff to get a better idea of talent and special skills the staff can bring in to enrich the educational offerings.

The committee would like to bring a formal proposal as part of the district’s hiring policy and protocol. The district should prioritize the recruitment of multi lingual and multi ethnic teachers. The district should ensure job postings encourage application of applicants to serve a diverse student population, in addition the board should expand its recruitment to include all available, potential sources of candidates for positions including but not limited to Fairfield University, Sacred Heart, Southern, UCONN and any other available sources.

The committee is also looking to opening the discussion of the impact of shortened terms, term limits and the lack of representation on this board from all ethnic and socio economic groups in the community. The committee would like to propose the Board of Education advocate for a return to a four year term and board representation from the City.

**Student Life Committee Report**
Ms. Harris stated the committee is working on a student handbook.

**Organizational Efficiency Committee Report**
Mr. Mancini presented a proposal for elementary school reconfiguration. It was decided Bradley School would be Pre-K to Grade 2 and Irving School would be Grade 3-Grade 5. Conversations with the community should take place this June, including faculty, administrators and also with the parents. The committee would like to get this done by September 2014.

It is a two phase proposal. Phase One is Pre K to Grade 2 and Grade 3 to Grade 5 and eventually Phase Two would be to reconfigure Bradley School as the only elementary school in
the City of Derby. The other school would be used for a variety of purposes as discussed (ie: Charter School, Magnet School, etc.)

By going to Pre-K to Grade 2 and Grade 3 to Grade 5, the focus would be on grouping and re-grouping teachers working together on grades, subjects, specialists and programs, curriculum goals and strategies, race, class, language differentials, address optimized resources, expenditure efficiencies, shared experiences and developing appropriate focus.

The committee also went out to other school districts that have done this and found an increase in the CMT scores.

**Administrator Reports**

**Derby high School** - Mr. Gaillard stated meetings have been set up with Mr. Zachery, Mr. Gaillard and companies to talk about online learning.

He is providing faculty with a comprehensive program of focusing on the needs of students.

There is an active partnership with area businesses and community organizations and institutions of higher education. The Junior Achievement program is working with Griffin Hospital.

The High School is communicating with all stakeholders in a timely and continuous manner. The sign outside has been continuously updated keeping all members of the school community informed. Numerous emails are sent to the school community. The web page is updated weekly. The twitter account currently has 407 followers with 266 tweets @DerbyRedRaider. Daily announcements are made to staff and students every day at third period. The week's events are emailed to each faculty member each Monday morning.

Students feel a sense of safety belonging in the school. All external doors are locked, buzzer system is utilized on the main doors, signs designate staff doors versus main doors, 16 surveillance cameras are located throughout the building, a staff member is stationed in the main lobby, a security guard constantly walks the halls along with an assistant principal. Several walkie talkie's are used by staff members throughout the building, panic buttons are located one in the main office and one in guidance and one on Mr. Gaillard at all times, also two lock down drills are held yearly. Drug sniffing dogs are also used.

**Derby Middle School** - Dru Walters stated the Middle School has stepped up the tutoring for students that are struggling academically.

Leslie Avatello from ACES came to the Middle School for common core once a month where teachers get to meet with her.

Ms. Bonina, Dru and others have attended ACES workshops and will continue throughout the spring on the new evaluation system.
The school is in the process of finalizing fifth grade parent night as well as the exciting eighth grade career fair.

*Bradley School* - Christine DiGrazia stated the grade level teams met for professional development without the administrators, so it doesn't feel like it is evaluative and it is called "Instructional Rounds for Learning".

Teachers are starting to use the common core standards.

School leaderships were created this year for people that didn't attend ACES professional development over the summer. These teachers are now teacher leaders and are offering professional development to other teachers in the school.

Ms. DiGrazia is writing letters of commendation to teachers when they have performed in an extraordinary manner.

Letters are going out on a timely basis for excessive absences.

Funds were approved for a door monitor.

The inter-district grant trips are on-going where children of Bradley School travel to Waterbury and New Haven and children from Waterbury and New Haven travel to Derby to participate in nutrition and physical activities under what is called the Healthy Alliance Healthy Body Grant. Frequent updates are provided on the Bradley School website.

*Diaper City Day* was held on March 21st.

*Irving School* - Ms. Olson stated today was a site visit from the State Dept of Education. There was positive feedback from the visit. Ms. Olson sent an email out to the teachers highlighting the job they are doing.

The data team process has been launched. Each grade level has produced minutes from a meeting...a collaborative work with ACES with the curriculum designer.

A site visit is scheduled for Ms. Olson and Dr. Conway to go to Clinton Public Schools and coordinate with the Assistant Superintendent of Schools and the Bridgeport Charter School to look at a Poor Reading Program.

A meeting was held this month with paraprofessionals which was positive. The theme of the meeting was "If You Always Do What You Always Did...You Get What You Always Get".

Ms. Olson is looking to reallocate funding that wasn't necessary for the school in the text book line item that they don't necessarily need this year, but will be reintroduced in next year's budget. Those funds will be used to upgrade the library collection. The average age of the
books at Irving School is actually 1989 and the average collection age is 1964 reference desk that doesn’t have much value. The purchases will be nonfiction texts, high interest low readability books for struggling older readers, and also monthly cultural children’s literature to represent the diverse student body at Irving School.

Teachers went independently for professional development in New York on little notice. They brought their learning back and shared it via emails.

Differentiated technology training was provided where three teachers presented a beginning group, a proficient group and a skilled group. Differentiated IPAD training was provided by ACES.

Valley United Way called a few days ago saying a company wanted to make a donation to Irving School. A truck pulled up and delivered two pallets of school supplies. Pictures are on the web site.

Irving has increased its followers on its PTO Facebook Page. The account started with one member and now has 135 followers.

Irving has collaborated to create a program for Valley Kids Belong After School. It is a seven week program starting after April vacation, targeting 100 students. The focus will be on academics, art, judo, yoga, physical wellness, conflict resolution and managing disappointment.

The AMES Web is used under social emotional well being.

Irving is partnering with Griffin Hospital for the Vitals Program talking about "Cooking Matters".

Irving is exploring the feasibility of offering a fee based before school program.

**Facility Director Report**
Mr. Nardone is not present.

**Special Education Report**
Dr. Knapton is not present.

**Update on the Derby Middle School Building and Digital Sign**
The vote on the sign from last week for the outside sign on the building "Derby Middle School" went back to the company and Mr. Nardone is following up with the company on that.

The digital sign is being addressed by Corporation Counsel Joe Cappola for the need for variances required to apply through the Zoning Board of Appeals for a digital sign to be down at the road. The other option is to put up a regular sign at the bottom of the road for one more item off the list to get the CO for the building.
School Security
The town wide forum was held on Monday. The presentation is on the web site. There were approximately 75 people in the audience.

In attendance was the Police Chief, Fire Chief, Ambulance Corp Chief, the Mayor and the head of OEM.

There was talk of replacing doors at the High School and Irving School. Bradley School needs to have a foyer built.

There will also be a presentation by Dr. Conway to the City regarding the additional funding needed to bring all the schools up to the board’s recommendation.

April 4 2013 is the Security Sub Committee meeting.

A detective has been assigned to each of the schools in addition to the patrols.

2013-2014 District Calendar
A MOTION by Ms. Kreiger with a second by Mr. Mancini that the Board of Education approve changes in the adopted calendar for the 2013-2014 school year, as recommended by the Superintendent of Schools, all in favor, motion carries.

Provisional Classroom Updates
Each principal presented information on the updates. A meeting is scheduled with members of the provisional team and a district provisional work group.

Class Trip Approval
A MOTION by Ms. Kreiger with a second by Mr. Kurtyka that the Board of Education approve a class trip to the Sony Technology Lab in New York City for students in grade 7 at Derby Middle School, as recommended by the Superintendent of Schools, all in favor, motion carried.

Policies
A MOTION by Ms. Kreiger with a second by Ms. Robinson that the Board of Education adopts the Policy on Identification Badges and Safe School Climate, as recommended by the Policy Committee and the Superintendent of Schools.

discussion...Mr. Marcucio asked if there should be a month’s review....Dr. Conway stated there needs to be a second reading on it.....there will be no motion on this....the motion is withdrawn by the motion makers...the policy will be voted on next month.

Executive Session
A MOTION at 8:19 p.m. by Ms. Kreiger with a second by Ms. Harris that the Board of Education enter into Executive Session to discuss personnel matters and that Mr. and Mrs. Murray, Bradley
School Principal Christine DeGrazia, Karen Cordner and Superintendent of Schools Dr. Conway be invited to attend, all in favor, **motion carries**.

**Public Session**
A MOTION at 9:10 p.m. by Ms. Kreiger with a second by Ms. Bottone that the Board of Education return to public session, all in favor, **motion carries**.

**Financial Report**
A MOTION by Ms. Kreiger with a second by Ms. Robinson that the Board of Education approve the Financial Report from the period ending February 28, 2013, as recommended by the Chief Financial Officer, all in favor, **motion carried**.

**Faculty Appointments**
A MOTION by Ms. Kreiger with a second by Mr. Kurtyka that the Board of Education approve the faculty appointments. Dr. Conway stated the pay scale for $20.00/hr versus the $16.54/hr is as discussed for certification....the person is a certified teacher, as recommended by the Superintendent of Schools, all in favor, **motion carried**.

**Child Rearing Leave**
A MOTION by Ms. Kreiger with a second by Mr. Mancini that the Board of Education approve the childrearing leave request for Ashley Wulinsky, Special Education teacher at the Derby Middle School, as recommended by the Superintendent of Schools, all in favor, **motion carries**.

**Assistant Principal Derby High School**
A MOTION by Ms. Kreiger with a second by Ms. Robinson that the Board of Education approve the appointment of Martin Pascale as the Assistant Principal at Derby High School, as recommended by the Superintendent of Schools, all in favor, **motion carried**.

**Adjournment**
A MOTION at 9:16 p.m. by Ms. Bottone with a second by Mr. Kurtyka that the Board of Education adjourn, all in favor, **motion carries**.

Respectfully Submitted,

[Signature]

Denise Cesaroni
Recording Secretary

***These minutes are subject to approval by the Board of Education at their next regular meeting.***

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