

**TOWN OF SIMSBURY  
BOARD OF EDUCATION**

Record of Proceedings

Regular Meeting

September 11, 2018

Mrs. Willerup called the regular meeting to order at 7:01 p.m. in the Board of Education Conference Room.

Roll Call:

**Members present:** Mmes. Tara Willerup, Lydia Tedone and Jennifer Batchelar. Messrs. Mike Goman, Todd Burrick, Tom Frank and Jeff Tindall.

**Members absent:** Mrs. Susan Salina.

**Also present:** Superintendent Matt Curtis, Assistant Superintendent Erin Murray, Assistant Superintendent Sue Homrok-Lemke, Business Manager Burke LaClair, Director of Personnel Neil Sullivan and Recording Secretary Katie Wilde.

PUBLIC AUDIENCE

None

Public Audience

BOARD AND ADMINISTRATIVE COMMUNICATIONS

Ms. Lemke reported that the Special Education Directors' Back to School meeting will be held this week and Simsbury's United Sound has been asked to perform. Community for Care will hold a program on mindfulness tomorrow evening.

Mr. Sullivan showed the board the new Emergency Response Guide, a tabbed flipbook that will be in each classroom and office throughout the school district. He noted that all of the information can also be downloaded from an app on your phone.

Ms. Murray stated that Angela Griffin received the William A. Yan-dow Educator Award from the Bushnell Center for the Performing Arts for her leadership, contributions to the curriculum and her talent and dedication as an educator. Ms. Murray noted that September 17<sup>th</sup> is Constitution Day which will be addressed throughout our curriculum. On October 10<sup>th</sup> the PSAT/SAT School Day will be held at SHS.

Mr. LaClair reported that the Public Building Committee chose a construction manager and risk firm for the Henry James Phase III project. A meeting is scheduled on Friday to finalize the scope of work.

RECOMMENDED ACTIONS

## A. Approval of Minutes of June 26, 2018 Executive Session

Ms. Tedone: MOVE to approve the minutes of the June 26, 2018 executive session.

Mr. Goman: Seconded. So moved. Mr. Burrick and Mr. Frank abstained.

## B. Approval of Minutes of June 26, 2018 Regular Meeting

Ms. Goman: MOVE to approve the minutes of the June 26, 2018 regular meeting.

Communications

Approval of  
Minutes of  
June 26, 2018  
Exec. Session

Approval of  
Minutes of June  
26, 2018 Mtg.

<p>Mr. Tindall: Seconded. So moved. Mr. Burrick and Mr. Frank abstained.</p> <p>C. Approval of Minutes of July 5, 2018 Special Meeting</p> <p>Ms. Tedone: MOVE to approve the minutes of the July 5, 2018 special meeting.</p> <p>Mr. Burrick: Seconded. So moved. Mr. Goman abstained.</p> <p>D. Approval of Minutes of August 17, 2018 Special Meeting</p> <p>Ms. Tedone: MOVE to approve the minutes of the August 17, 2018 special meeting.</p> <p>Mr. Frank: Seconded. So moved. Ms. Tedone and Ms. Batchelar abstained.</p> <p>E. Personnel</p> <p>Mr. Burrick: MOVE that the Board of Education accept the notice of intent to retire of Susan Gesualdi and Ellyn Carrington effective June 30, 2021.</p> <p>Mr. Goman: Seconded. So moved.</p> <p>Mr. Goman: MOVE that the Board of Education accept the retirement of Richard Keegan effective June 30, 2018 with our thanks.</p> <p>Ms. Tedone: Seconded. So moved.</p> <p>Mr. Frank: MOVE that the Board of Education accept the resignations of Michael Catanese and Megan McGrath effective July 31, 2018 and Brent Bette, effective August 11, 2018 with our thanks.</p> <p>Ms. Batchelar:Seconded. So moved.</p> <p>Ms. Tedone: MOVE that the Board of Education approve the request for non-salaried, guaranteed leave of absence for Raquel Martinez effective October 15, 2018 – June 30, 2019.</p> <p>Mr. Burrick: Seconded. So moved.</p> <p>Mr. Sullivan highlighted all of the new certified staff hires for this school year. He noted that all certified vacancies have been filled.</p>	<p>Approval of Minutes of July 5, 2018 Mtg.</p> <p>Approval of Minutes of August 17, 2018 Mtg.</p> <p>Personnel</p>
<p><u>INFORMATION AND REPORTS</u></p> <p>A. School Opening Report</p> <p>Ms. Murray reviewed the work of the Office of Teaching and Learning. She noted the work that was completed over the summer. Those teachers who participated in professional development to increase their skills and those teachers who worked on curriculum. Ms. Murray stated that a design team of 64 staff members reviewed the curriculum work of the teachers and she will follow-up with the Department Supervisors this fall. Ms. Murray noted that 50 teachers piloted the EduPlanet21curriculum design program. She provided information on the 2018 Summer Academies and Simsbury Arts Academy.</p>	<p>School Opening Report</p>

Ms. Murray noted the success of the 1:1 Chromebook program at SHS and the Trojan Tech Team student run Help Desk. She reviewed other technological advancements happening in the district. In reviewing the coming year, Ms. Murray stated that the district will change over from Outlook to Gmail with an anticipated completion date of August 29, 2019. An audit of the learning around the 6 competencies of the Vision of a Graduate will take place. Math in Focus is in year 2 and we now have building-based math coaches. A tremendous amount of curriculum work took place this summer around the implementation of the Next Generation Science Standards (NGSS). The district will continue to focus on the achievement gap.

Mr. Sullivan presented the human resources report. He reviewed the activities that took place during New Teacher Orientation. Mr. Sullivan presented student enrollment data for the first day of school. He noted that the projected enrollment was 3,996 students and 4,015 students were enrolled as of the first day. Mr. Sullivan pointed out that Kindergarten enrollment is 30 students over projection. This resulted in 3 new Kindergarten teachers being hired over the summer. Overall the enrollment is down 24 students from last year's October 1 number. There was a higher in-migration to SHS than is typical. Mr. Sullivan stated that we currently have 3 classrooms over the class size guidelines. All of these classes are in 2<sup>nd</sup> grade at Squadron Line School with each class being 1 student over the guideline.

Mr. Sullivan reviewed the initiatives for the Personnel Department. The new absence management system has been implemented. On October 1<sup>st</sup> we will be able to obtain updated information on the new construction developments in town. We are in the process of implementing the recommendations of our security consultant. The consultant will have his final visit to Central, Tariffville and Tootin' Hills schools in November. We will follow-up on the Sandy Hook Promise which provides tools and resources around school culture and mental health. Mr. Sullivan pointed out that next spring/summer the ramp up will begin for SEA and SSASA contract negotiations. As always, the personnel office continues to manage talent.

Ms. Lemke summarized the work of the Special Services Department. She stated that 175 students participated in the Extended School Year (ESY) program this summer. When staff arrived back in the district at the end of August, Ms. Lemke held professional development sessions for both certified faculty and paraeducators. Ms. Lemke discussed her departments Big 4: Achievement Gap, Behavioral/Mental Health Supports, Dyslexia and Transition. She elaborated on plans for the coming year, in particular behavioral mental health supports. Ms. Lemke noted the additional considerations for this year which include how we deliver specialized instruction and balancing services with finances.

Mr. LaClair provided the end of year financial status. The BOE fiscal 2017-18 operating budget has an unaudited public school budget surplus of \$25,697.41. The non-public school operating budget has an unaudited surplus of \$9,884.69.

Mr. LaClair stated that the Simsbury Fire Marshal visited all 7 schools in August and any observed issues were corrected prior to the opening of school. He showed the board slides of projects that were completed this summer. Mr. LaClair stated that there will continue to be work on security measures that were funded in the 2018-19 capital improvement plan. The design work for the Latimer Lane boiler project will also be completed during the school year.

### B. School Facilities Master Plan

Mr. Curtis noted that the capital improvement plan included \$200,000 of funding for completion of a long range plan for school facilities. Mr. LaClair stated that this plan is being done in conjunction with the plan completed by the town. The purpose of the plan is to prepare a detailed inventory of all of our buildings, identify needed capital improvements and maintenance, and to review the potential for alternate configurations of K-12 grades within the school buildings given community population trends. Mr. LaClair provided a timeline for completion of the plan, stating that an initial update will be provided to the board by March 30, 2019.

### C. Review of BOE Committee Assignments

Ms. Willerup noted that board members have been provided with a list of committee assignments for the 2018-19 school year.

#### PUBLIC AUDIENCE

**Jennifer Jacobsen**, 126 Hopmeadow Street, asked how the capital improvement plan process works. Mr. LaClair responded explaining how the plan is combined with the plan for the town before being sent to the Board of Finance. Ms. Jacobsen asked if air conditioning the schools is part of the plan. Mr. LaClair replied that it will be discussed as part of the planning process with the BOE before they approve a plan in February.

#### ADJOURNMENT

Ms. Tedone: MOVE to adjourn the meeting at 8:17 p.m.

Mr. Goman: Seconded. So moved.

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Todd Burrick  
Secretary

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Katie Wilde  
Recording Secretary

School Facilities  
Master Plan

BOE Committee  
Assignments  
2018-19

Public Audience

Adjournment