

**MEETING OF BOARD OF EDUCATION
MONTVILLE HIGH SCHOOL
SUPERINTENDENT'S CONFERENCE ROOM
September 17, 2019 at 6:00 p.m.**

2018-2019 Board of Education Goal:

To engage in a cycle of continuous improvement to ensure all students are educated with high standards and achieve at the highest levels of learning in the Montville Public Schools.

Item 1. Call to order/ Pledge of Allegiance

Board Chair Robert Mitchell called the meeting to order at 6:01 p.m. All stood and pledged the flag. Board members present were: Robert Mitchell, Dan Boisvert, James Wood and Monica Pomazon. Board Members Colleen Rix, Dana Ladyga, Steven Loiler, Joseph Aquitante and Sandra Berardy were absent. **Due to the absence of a quorum no votes or actions were taken during this meeting.**

Also present were Superintendent of Schools Laurie Pallin, Assistant Superintendent Dianne Vumback, Administrators Paula LaChance, Kathy Lamoureux, Jill Mazzalupo, Amy Espinoza, Will Klinefelter, M.J. Dix, Heather Sangermano, Rob Alves, David Gollsnieder, Denise Dunning, and Laura Zurell, and Student Board Representatives Ashley Seldon and David Baukus. Town Council Liaison Wills Pike was absent.

It is recommended that the Board acknowledge the following students, teachers, and community members in the areas noted:

Districtwide: For the tireless work he has completed to make the PowerSchool transition as seamless as possible: Nic Savoie.

Superintendent Pallin had the following to say when recognizing Nic Savoie:

This summer, in addition to all the routine IT work including replacing and reimaging all of the elementary teachers' laptop computers, Nic put in countless hours working to transition from Aspen to PowerSchool. This involved downloading all the information that we have stored in Aspen onto spreadsheets and through daily web conferences with PowerSchool transferring that information correctly into PowerSchool. Nic also worked to ensure that PowerSchool is connected to VersaTrans, our transportation routing program, Kid Serve, our school lunch program, IEP Direct, our special education program, and School Messenger, our communication program. In addition Nic is transferring all of our student health information to SNAP. This process has not been easy and Nic has had to advocate for our services to ensure the work is completed according to district expectations. Nic worked well into the night all summer, and I'm not sure he really slept at all the two weeks before school started. I wanted to publicly recognize the super-human effort which he put in to ensure we were ready for the start of school. We could not have made this transition without Nic's work.

For the work she has done to make the food services program cost efficient and successful; Carol Dodson.

Superintendent Pallin had the following to say when recognizing Carol Dodson:

Carol has most capably assumed leadership of our food services program. She has developed a staff who work hard and are dedicated to providing healthy meals to our children. Last spring the state Department of Education conducted an Administrative Review of our School Nutrition Programs and we received glowing reports. The auditor was extremely complimentary of both Carol's leadership and our staff's hospitality. Carol applied for an all-expense paid, a week-long Produce Safety Symposium in Maryland and was accepted despite a record number of nominees. And finally, for the first time in many years, Carol ended the 2018-2019 budget year with a fully self-funded lunch program. In past years, the Board has partially subsidized the lunch program, but last year Carol was able reimburse the Board for their contribution toward employee benefits and still have about \$20,000 left. This will enable us to replace a broken dishwasher at Tyl without having to go into the Board's budget and also allowed us to reduce the budget for food services for fiscal year 2019-2020. Thank you so much Carol for all your work to improve the food services program.

Members of Carol's staff presented her with flowers.

Item 2. Hearing of delegates and citizens (regarding agenda items only)

None

Item 3. Letters and communications.

None

Item 4. Approval of the consent calendar.

No action or discussion due to the lack of a quorum.

- a. Budget report from Kathy Lamoureux; Business Manager.

We have completed reviewing the 111 certified staff salary account –now that the hiring has been completed for resignations received, retirements and the additional position for the social worker. These changes resulted in 13 new staff members. It is anticipated that certified staffing will have approximately \$55,000 in surplus. A late resignation of a .5 art teacher was received, this is the only unfilled certified position currently. Based on these changes it is recommended that the remaining \$30,000 needed to balance the Board of Education to the Town appropriation should be taken from the 111 certified staff salary accounts, leaving a surplus of approximately \$25,000.

The next salary account that has been reviewed is object 116 – paraprofessional. Currently this object is projecting a shortage of \$50,000 to \$70,000. This is attributed to additional part-time positions added to cover late new enrollments who entered the district with the service in their Individualized Education Program. We will continue to monitor this line item closely and provide updates as the school year progresses as historically this is a very volatile account. We are hopeful that some of this positions are tied to magnet students enrolling back into Montville and will be offset by having a reduction in purchased services.

Next month we will continue to report on salary lines. I want to remind everyone that these reviews are a snapshots in time. They will change based on items outside our control such as grant funding, student enrollment and medical leaves, however we will continue to provide updates of significant changes.

At the next Board meeting, the updated budget documentation will be presented for the Board to review and approve reflecting staff movements and the Board's approved reductions.

(Handout)

Before we know it the 2020-21 budget season will be here. I would like to take a moment and discuss the certified staffing projection because so much of the budget is tied to staffing. Currently there are 210.3 certified staff which does not including administrative positions. Moving the certified staff down a step on the teachers' contract and updating the salaries to the negotiated increases this results in approximately \$475,000 in new funding. This number does not account for administration, uncertified and supplement position increases nor insurance increase and I think this is important to be aware of.

Item 5. Unfinished Business

- a. Discussion and action to reduce the 2019-2020 Certified Staff Salaries (Object 111) by \$30,000 to reflect the \$30,000 savings needed to meet the Town's appropriation of \$38,691,433.**

No action or discussion due to the lack of a quorum.

- b. Discussion regarding final NEASC letter and report.**

Heather Sangermann reported on the NEASC report of their accreditation visit. NEASC commended the high school for its: core values, beliefs and learning expectations, student engagement, problem solving initiative, instructional practices, advisory, support services, course offerings, facilities, and community partnerships. They have asked for a special progress report due in February of 2020 on the use of learning scales and the progress of our professional learning communities. In October of 2020 the high school will have a two-year progress report on systems for collecting and disseminating data on school-wide learning,

completion of curriculum documents with vertical alignment between courses, and a long range technology plan. Heather and Rob have put a follow-up committee in place, established a formal PLC structure and met with all departments to review the use of learning scales and a common curriculum format.

Item 6. New business

- a. Consideration and action to approve the Board of Education 2020 meeting dates.**

No action or discussion due to the lack of a quorum.

- b. Discussion and action to approve the bid waiver requirement for the capital project- fire pump replacement at Tyl Middle School. The capital plan appropriated \$73,000 for this project. The bid waiver authorizes the purchase and installation of the fire pump directly from SB Church for \$54,000 and to contract with Standard Sprinkler for installation of a pressure reducing valve, removal of the backflow preventer and testing and recertification of the fire pump for a price not to exceed \$19,995. Both vendors have previously serviced and replaced the fire pumps for the District.**

No action or discussion due to the lack of a quorum.

- c. Consideration and action to appoint Board members to serve on the CSEA, SEIU Local 2001 Montville Secretaries negotiating committee. (5 – Positive Community Relationships).**

No action or discussion due to the lack of a quorum.

- d. Consideration and action to appoint Board members to serve on the CSEA, SEIU Local 2001 Montville Paraprofessionals negotiating committee. (5 – Positive Community Relationships).**

No action or discussion was taken due to the lack of a quorum.

- e. Consideration and action to appoint Board members to serve on the General Teamster Local No. 493 Transportation negotiating committee. (5 – Positive Community Relationships).**

No action or discussion due to the lack of a quorum.

- f. **Consideration and action to approve CABE model policies for Series 9000, 1000, 0000 and missing mandatory policies as recommended by the Policy Committee.**

No action or discussion due to the lack of a quorum.

- g. **Discussion and action to set a date for the next CABE Lighthouse meeting. Dates available are: September 30th, October 1, 2, 3, 8, 9, 17, 22, and 24.**

No action or discussion was taken due to the lack of a quorum.

- h. **Discussion of 2019-2020 Board Goals.**

- i. **Appraisal of field trip; Leonard J. Tyl Middle School, Washington D.C. Annual Trip, April 27, 2020 to April 30, 2020, 95 students.**

The Board was apprised of the scheduled field trip to Washington, D.C.

Item 7. Committee and Liaison Reports:

- a. **Policy** – *Jim Wood reported that the committee met three times over the summer to review a summer of policies that are now ready for Board approval.*
- b. **Educational Evaluation** – *The meeting was cancelled due to the lack of a quorum*
- c. **Communications** – *Monica Pomazon explained that at the last meeting the committee reviewed progress in strategic planning to date by going over staff surveys on values, strengths and areas for improvement. They also discussed the format of a Community Forum and set date of Oct. 24 at 6:00. Student opinions will also be gathered.*
- d. **Montville Education Foundation** - *met on Sept. 9th. They are beginning the fall grant cycle and working on a fall Bingo night fundraiser*
- e. **Principal Reports – Elementary**

Board of Education Principal Report (Elementary: Murphy, Amy Espinoza)

- **Academic:**
First grade is launching the use of the Lucy Caulkins' Units of Study phonics program; Kindergarten is starting their second year of the program. During the Professional Development day teachers met to share what the kindergarten teachers had learned and to familiarize themselves with the program and plan for upcoming lessons. Students in Mrs. Finucane's class integrated the use of Mrs. Lozupone's musical instruments to clap out and

identify the rhythmic syllables in words. School-wide we are completing DIBELs testing and will hold our first SRBI meeting in preparation for our Everyone Reads Block, which will be underway next week.

- *Extracurricular:*

I have met with all para groups as well as monitors to share safety information as well as our goals for the year and how they can support them. One of our school-wide goals is to create a climate of mutual respect. We are kicking off that campaign at our all-school Town Hall meeting this Thursday morning. Fifth grade students will be performing a skit as a way to introduce what respect looks like and what it does not look like.

- *Extra:*

With the help of their teachers Angela Young, Mary Aledia and PE teacher Lou Rubino, fifth grade is participating in Hartford Marathon Foundation's Fit Kids Day program where they will run the first 25.1 miles of a marathon or 12.5 miles of a half, cumulatively during their recess time. Last year the PTO purchased an app and set of barcodes that students use to keep track of their mileage, which is coming in handy once again. Participants will travel to Rentschler Field on October 29th to run the last mile.

- *Upcoming:*

10/21 PTO Meeting: 6:00 p.m.
10/23 Picture Day

Board of Education Principal Report (Elementary: Oakdale, Jill Mazzalupo)

- *Academic:*

K-4 teachers worked with the instructional coaches over the summer on the science curriculum. Math and science meetings were held with grade level teams to review the expectations for implementing the new curriculum, as well as grading procedures. A pacing guide was discussed and the instructional coaches worked with me to plan a coaching schedule. I was able to be a part of the 3rd grade launch of the unit titled, Movement and Interaction of Objects. During the launch students became "secret agents" in the motion detection division. As agents they viewed videos and demos of various materials moving in an odd way and recorded the observations of the strange motions. Students then converted their observations into questions that will be used to drive the unit.

- *Extracurricular:*

At the end of last year, students were sent home with the Governor's Summer Reading Challenge with the theme, A Universe of Stories. The summer reading logs came rolling in the first two weeks of school. We had 156 students turn in reading logs with a total of 2,061 books read. A reading celebration was held on September 13th. Students were treated to a reading and space themed magic show.

- *Extra:*

It was exciting to spend time in the classrooms during the first few weeks of school. Students were settling into their routines and getting plenty of opportunities to get to know each other. Some classrooms brought in special items from home to share with their classmates and some students shared All About Me slide shows on the SmartBoard. This time spent on relationship-building will no doubt prepare everyone for a fun and productive 2019-2020 school year.

- *Upcoming:*

PTO Meeting: Tues., 9/24, 6:00 p.m.

Fire Department Visit: Fri., 10/11, 9:15

Fitness Day: Fri., 10/11, 9:30-1:30

Picture Day: Tues., 10/22

PTO Meeting: Tues., 10/22, 6:00

Board of Education Principal Report (Elementary: Mohegan)

- *Academic:*

- *Mohegan welcomes three new teachers this year. Logan Smith is teaching 5th grade. Lexis Foster is teaching 2nd grade and Sue Baier is our new K/1 special education teacher. All are off to a great start.*
- *Mr. Roy Schryver has returned for a second stint as our long term music teacher substitute. He will continue in that position until Mrs. Buck returns in January.*
- *Our part time art teacher, Heather DeLeone left September 6th for a full time art teaching position. We are still looking to fill this position but are struggling to find candidates to apply for the position. In the week that we've had the position open we've had six people apply but only one was certified in art.*
- *Mohegan's library media program, led by Ms. Peltier, introduces students to library skills which include, but are not limited to, proper book care, organization of libraries, how to choose just right books, and searching for books based on subject, author or title. Students are then exposed to digital citizenship where they learn how to make safe and appropriate choices when*

using different types of technology. Digital citizenship helps student to communicate safely, collaboratively, and responsibly.

- *Extracurricular:*
 - *A number of students and staff join Mr. Schryver, our long term music substitute teacher, for morning jam sessions before school in the music room.*
 - *Anthony Occhialini and Lisa Zablonki have started an afterschool running club. Students will train afterschool twice per week. Later this trimester the group will head to Hartford's Rentschler Field and run the last mile in conjunction with the Hartford Marathon Foundation Fit Kids program*
- *Extra*
 - *Open house on September 10 was a big success. Students showed off their school to parents as they led their folks on a scavenger hunt to find 12 different locations or people around the building. Approximately 60 percent of families attended.*
- *Upcoming:*
 - *PTO Meeting on September 25*
 - *Spirit Day on October 4*
 - *Family Fun Night from 6-8 on October 18th.*

f. LEARN – *Bob Mitchell, first meeting held, last Thursday, I was unable to attend.*

g. CABE/NSBA – *Conference w CAPSS in November. Both student representatives are welcome and encouraged to attend.*

h. Montville Youth Services Bureau – *Dan reported that their first meeting is on Thursday.*

i. Student Representative Reports

Ashley Seldon

Summary: Everyone has finally assimilated back into the routine of high school. We introduced the school year with a welcome back assembly to remind students of the different systems of support in Montville High School and share knowledge of the various clubs offered. I think it was very effective because student government hosted 25 students at our first meeting and The Chieftain club has a new staff of eight members. I know in certain sports where there were once concerning numbers, recruitment efforts and a group of new students have helped increase the football team greatly.

REPORT: I would like to take the opportunity to recognize some of the new changes that MHS has undergone this year. The school's new slogan "You Matter" has truly been embodied by faculty and that has been made clear in the classroom. There are many positive quotes hanging on walls that were once bland and senior court has transformed into a lounge which makes it much more of a privilege. I think that students appreciate

that administration wants them to walk into a school they feel proud of—and that is very important. Students have even taken the initiative to begin identifying other spaces that could be beautified with murals or small decals. I’ve noticed the senior class especially is very excited for our October spirit week (first 5-day spirit week I did that. Thanks to Alves and Sangermano of course) and a potential powderpuff game during the fall pep rally. It feels like a completely new school climate, I’m excited to see what the school year holds for us.

David Baukus

Student body has returned to the school routine without too many issues. The school year started with a school assembly, where both students and faculty gave brief synopsis of after school sports and clubs. The theater troupe held auditions. Student government has seen an increase in membership as students from all grade levels came to the first meeting. We have also had success in sports such as football and varsity volleyball.

Getting back to classes and homework can be difficult after long breaks such as the summer but the enthusiasm and the passion of the teachers makes the transition easy. Students are enjoying their new classes and finding new interest in subjects they may not have considered before. The willingness of the staff to embrace the change of policy and adopt it into the classroom is a refreshing change of pace. Advisory was one area which saw changes this year. As the school builds on its past values and moves into a new season advisory, students completed surveys which helped to guide staff with what advisory to place them in. Students are excited about their new advisory classes and what they will be able to do and the impact they will have on the community.

j. Other - none

Item 8. Superintendent's Report

a. Report from the Director of Special Services – Ms. Paula LaChance

We have had a very busy start to this year with approximately 40 new Special education students joining the district.

We had several homeless cases at the beginning of the year involving students attending surrounding districts and two in district. The out-of-district students require us to provide transportation one way which is difficult to accomplish in-house. We were able to arrange some transportation while outsourcing others.

The high school registered in eight new special education students, one of which is enrolled at Palmer Academy. At the middle school we received ten new special education students, four from area magnet schools and six from out of district. Elementary schools enrolled twenty-one new special education students with one coming

from a new London magnet school.

We have approximately 35 special education students attending magnet schools and fifteen out-of-district students with one more in process. This is two more than last year at this time.

I have met with all special education and support teachers to review caseloads, schedules and areas of concern. I have also conducted several observations in all schools this month in order to assess the appropriateness of student programming. I will continue to monitor each student's placement closely.

The Transition Academy is off to a great start with four new students, bringing the total students to eight. This year the Transition Academy has created a partnership with Waterford, Ledyard and East Lyme's Transition Academies. They plan to meet twice a month in the community for social events. They are also planning cooking classes with Waterford four times throughout the semester. They have begun involvement with book groups and online pen pals. Moving forward there are plans to combine evening events such as social dinners and dances.

Dyslexia training was held for 2 & 3rd grade general education teachers, special education teachers, psychologists and SLP's and it went very well.

b. Report from Assistant Superintendent – Mrs. Dianne Vumback

PowerSchool

As we move to PowerSchool, a web-based student information system, we have been holding multiple professional development sessions to support teachers and secretaries as they navigate the new tool. This system is intended to be a communication tool between teachers, students and parents. It allows access to attendance, grades, teacher comments and email – anytime, anywhere. Many parents have expressed to building administrators that they are very pleased with the new system. On the implementation side, Nic Savoie has been working diligently on importing all pertinent data from parent contact information to bus routes and school messenger. Daily conference calls with the PowerSchool implementation team are now down to weekly calls to troubleshoot the few remaining components needed.

Attendance

Daily monitoring of attendance is happening at both the district and school level. I have facilitated meetings providing a global perspective on the students across the district who were chronically absent last year and the types of interventions we can provide at a school level to support these students and families to ensure they access their education. Additionally, I have participated in attendance meetings at some schools focusing specifically on students who have been absent multiple days already this year and action steps we can take.

Social/Emotional Focus

As many of you are aware, we will be focusing on social and emotional learning to enhance students' ability to learn and succeed in school. During convocation this year, we briefly discussed the components of the social and emotional program RULER. All community members from school administrators, teachers, support staff and parents will be participating. At Central Office we began the process by developing a Staff Charter that outlines how we will take deliberate actions to help each other feel proud, calm, appreciated, productive and unified.

State Testing

The 2018-2019 Smarter Balanced results have recently become available with matched cohort growth results. Matched cohort growth means that it is comparing how the same student performs from one year to the next. Looking at this data provides, among other things, information on trends in curriculum and instruction as compared to achievement results, which show a snapshot of a student's academic performance. Comparing whole school indicators, such as the average percentage of growth targets achieved for all students, Murphy led the pack in GROWTH with an increase of 22% in ELA and 14.9% increase in Math. When it comes to ACHIEVEMENT, Murphy moved the most students out of the "not met" or "approaching" category and into the "met" and "exceeding" category. This led to an impressive increase for ELA of 12.1% more students meeting or exceeding standards than last year and an 8.5% increase in Math, the largest increase district-wide on both measures.

c. Report from the Superintendent – Mrs. Pallin

I want to publicly congratulate Ashley Seldon who was named a Martin Luther King Junior Scholarship Recipient: Ashley was notified that she will receive a \$20,000 scholarship when members of the scholarship committee surprised her in her classroom last week. She will be honored at a dinner in Oct. along with other New London County recipients.

Maintenance Workers – We have hired two maintenance workers this year, one to replace a resignation and one to fill the newly created position. Steve has consciously sought one employee with an electrician's license and one who has an S-1 (HVAC) and P-1 (plumber's) license with the plan that we will become less reliant on outside contractors to do work in the schools. In the first three weeks, we have already identified \$2500 in savings in electrical work and \$4500 in savings in plumbing work based upon this expertise. Steve is extremely pleased with the quality of these workers.

Student Enrollment – Our student enrollment changes this summer were significant. We had 24 new students registered at Oakdale, 6 of whom were returning magnet students, 32 new students at Mohegan, 5 of whom were from magnet schools, 29 new students at Mohegan, 2 from magnet schools, and 47 new registrations at Tyl, 19 of whom were from New London, RMMS or ISAAC. Many of these changes occurred just before or just after school began which complicated transportation and delivery of special education

services since 132 new students in grades 1-8 is a large number! These new students were offset by some transfers out, however we have a net gain in students, especially at Tyl where class sizes are quite large despite the fact that we added a new teacher at Tyl last year. A PE teacher at MHS did volunteer to teach a section at Tyl this year in an effort to reduce large PE class sizes.

Transportation – I would like to express my gratitude to Lt. David Radford who has been a huge help in evaluating changes to bus routes and determining the safety of the stop locations and student walks. I continue to contact him with concerns and really appreciate the time and support which he has provided. You may have noticed an increase in police officers patrolling the roads as the police help us by ensuring drivers abides by posted speed limits. While we have had some glitches at the start of the year, it is the smoothest start we have had in many years. I very much appreciate the work which Kerry and Kathy have done improve our transportation services.

Substitutes – We are having difficulty recruiting substitutes and are already forced to ask teachers to cover classes when other teachers are absent. We have taken some steps to increase our sub pool including:

- I have placed a three day ad in The Day*
- We have advertised on Indeed*
- Suzanne is hand-calling every sub to make sure they have the new log in information for Aesop and to encourage them to accept positions*
- We are re-surveying area districts to check on the rates of pay for the current year.*
- We are considering increasing the rate for our subs after they have subbed for a certain number of days in Montville to encourage them to accumulate days in Montville*
- We are posting a position for an additional perm. sub to be shared between MHS and Tyl.*
-
- We have encouraged teachers to make personal contact with their favorite sub through the Aesop system when they post an absence. Maybe this connection would persuade the sub to log in and accept the spot.*

Item 9. Information Items

None.

Item 10. Citizens' comments

None.

It is anticipated that the Board will meet in executive session to discuss a personnel matter.

No action or discussion was taken due to the lack of a quorum.

Item 11. Adjournment.

The meeting ended at 6:58 P.M. with no votes or action taken due to the lack of a quorum.

Respectfully submitted by,

Robert Mitchell, Chair
Montville Board of Education
Minutes Approved: _____

Colleen Rix, Secretary
Montville Board of Education