

Board of Education Office
50 Sheffield Street
Old Saybrook, CT 06475
(860) 395-3157

The Old Saybrook Board of Education met in Regular Session on Tuesday, February 27, 2018, at the Board of Education Office, Old Saybrook, CT 06475.

Board Members

Kelley Kennedy
Jim Henderson
Eileen Baker
Phil Broadhurst (Left @9:50PM)
George Chang
Karen Brodeur
Jan Furman
Tara Barros
Alan Hyla

Others

Jan Perruccio, Superintendent of Schools
Anne Littlefield, Shipman and Goodwin Attorney
Sheila Riffle, OSHS Principal (Left @ 6:50PM)
Krista Bauchman, OSMS Principal (Left @ 6:50PM)
Heston Sutman, Goodwin Principal (Left @ 6:50PM)

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Chairman Kennedy called the meeting to order at 5:48PM.

II. MINUTES

Baker/Brodeur

“Move to approve the regular meeting minutes from February 13, 2018, as presented”

MOTION: CARRIED (8-0-1)

Vice Chairman Hyla abstained.

III. EDUCATIONAL LEADERSHIP

Board Roles, Responsibilities, and Operations – Process for allowing student/adult access into school buildings

This agenda item pertains to both, access for individual (e.g. safety), as well as, enrollment (students) in Old Saybrook Public Schools. Questions pertaining to the information gathered from students and families, as well as “gate-keeping” was discussed. The Board reviewed the current forms used for enrollment. Initially, this process is handled by secretaries and guidance counselors, however, administrators are involved in the process as well.

Principal Sutman reviewed the process for review of student records from a prior school and communication with parents regarding the enrollment process. This includes a review of prior academic, disciplinary, medical and behavioral records.

Principal Bauchman indicated that a similar process is followed at the middle school. In addition, sometimes placement tests are administered to determine educational placement/capabilities.

A similar process is followed by the High School. Principal Riffle or Associate Principal Anastasio meets every new student at an intake meeting.

In some instances, follow up with either public or private schools is required to obtain more information.

The Board discussed how information may be obtained regarding students enrolling from public and private school students.

In terms of safety protocols for adult/non-student access, Superintendent Perruccio indicated that the district's emergency plan has recently been reviewed. The emergency/safety plan was updated last year to ensure accuracy (e.g. changing names, updating contact information, etc.). Superintendent Perruccio noted that she has been working with the Chief of Police to look at the "badging" system (the system that permits staff members and members of the public specific access at appropriate times for buildings to which they are assigned). The district administration is currently looking at up to date badging systems for visitors, which would take a real time picture with a date stamp for each visitor to Old Saybrook Public Schools. The Chief of Police is looking at the options for updated badging systems in the marketplace. It is recognized that the different grade levels present different challenges for safety (different types of foot traffic, different levels of community involvement, different events in schools – e.g. "reading day" and the like). All schools have a School Resource Officer in the building for the full day.

The Superintendent suggested that the Board consider holding a community event to discuss school safety. The Superintendent has broached this topic with the Chief of Police, and a tentative date has been selected for April 5. Individual Board members expressed support for this concept. Superintendent Perruccio noted that staff members who act as "front line" staff at the school buildings for greeting individuals have annual training with the Chief of Police, and the components of that training are currently under review. The Board also indicated that the district needs to ensure that Central Office protocols are in place for safety and security of staff in that building.

The Board also discussed policies and procedures in place at the various schools to ensure that students are not released to adults who are not authorized to pick them up.

Communications and Public Relations – General Update

Superintendent Perruccio noted that the district has received good feedback on the district's communication plan. The district recently updated its website, but the administration is looking at additional updates and more flexibility for updating news items on the website without being charged. Use of popups on the website have increased. Central office employees have also been tasked with pulling down

outdated information from the website. Additional newsletters have been added to provide another vehicle for communication to constituent groups. School messenger (both phone and email) is in frequent use. Anecdotal information about these efforts has been positive.

Superintendent Perruccio has been invited to present to both the Republican Town Council (RTC) and the Democrat Town Council (DTC) regarding the budget process. The DTC meeting has occurred, and Superintendent Perruccio's presentation was well received. Superintendent Perruccio has also made budget presentations to PTO/PTA groups.

Communications and Public Relations – Public Safety Meeting

As noted above, a possible public safety meeting has been scheduled for April 5. This is a tentative date only.

Administrative – BOE/Superintendent's Goals Review and Strategic Plan Progress Reporting

Superintendent Perruccio reviewed the January 2018 Strategic Plan Progress report. The report is detailed using color coded updates, with purple being the most recent update. The Board asked questions pertaining to specific aspects of the Plan. The district is currently hosting strategic plan workshops for parents, guardians, and staff, which are being videotaped and sent out with invitations to future meetings. The videos are being archived by the district. Superintendent Perruccio noted that along with the specific action steps of the strategic plan, the district is moving its culture to accommodate and move forward the items on the Plan. As an example, the initial rollout of standards based reporting had some difficulties due to imperfect alignment with instructional practices. The district has gone through a 'reset' to start with instruction and build the alignment from there. All elements of the strategic plan lead to the "Profile of a Graduate."

The district is conducting senior exit interviews, and the data from these interviews is used to inform the specific action steps of the Strategic Plan as well as curricular and instructional initiatives. As an example, the district doubled its internship program based on feedback from student exit interviews. In addition, the depth and breadth of the emphasis on the arts and technology departments has been enriched by the information from student exit interviews. The Board also discussed the district initiative to implement best practices in standards based grading and practices. The Board requested an opportunity to learn and give input on the implementation in order to be prepared to address questions from the members of the community. Superintendent Perruccio encouraged Board members to attend the March 7 strategic plan meeting, which pertains to standards, as it will be an opportunity for learning about this important component of the district's Strategic Plan.

Administrative – Budget Development Process

Superintendent Perruccio noted that the budget development process involved fewer meetings with the Board than in previous years. Superintendent Perruccio solicited feedback from the Board as to improvements for the process for next year. Board Member Chang participated as a member of the budget subcommittee and spoke about the process of reviewing tier 1, tier 2 and tier 3 budget requests. He noted that the process works very well and that the Superintendent's budget presentations are excellent and easy to understand. Other Board members also complimented Superintendent Perruccio and the administrative team about the clarity and efficiency of the budget presentations and process. The Board and Superintendent also discussed the manner in which the budget is presented to the Board of Finance, including soliciting questions from the Board of Finance with respect to the clarity of the budget presentation, data and the new chart of accounts.

The Board recessed at 8:00PM.

IV. EXECUTIVE SESSION

Baker/Hyla

“The Board voted to enter executive session and invited Attorney Anne Littlefield and Superintendent Jan Perruccio into the executive session for the purpose of providing information to the Board concerning the agenda items to be discussed in executive session.”

MOTION: CARRIED (9-0-0)

V. RETURN TO OPEN SESSION

The Board returned to open session at 10:45PM.

VI. REMINDERS

- Goodwin – Kindergarten Registration Begins – March 1
- OSMS – Grade 4 Spring/Choral Concert – March 1 – 7:00PM
- Board – Demographics Committee Meeting – March 1 – 5:30PM
- Goodwin – Celebration of Reading – March 2
- OSHS – Ram Boosters Meetings – March 5 – 7:00PM
- Goodwin – PTA Meeting – March 6 – 7:00PM
- Board – Public Relations Committee Meeting – March 7 – 5:30
- District – Strategic Plan Series – March 7 – 7:30PM
- District – Professional Development Day – March 8
- District – Professional Development Day – March 9
- District – Snow Make Up Day – March 12

- Board of Education Meeting – March 13 – 7:00PM

VII. ADJOURNMENT

Baker/Barros

“Move to adjourn at 10:46PM”

MOTION: CARRIED (9-0-0)

Karen Brodeur, Secretary
Old Saybrook Board of Education

Minutes recorded and typed by:
Trent Gerbers, Executive Assistant
*DRAFT - Subject to approval at the next BOE meeting