

DANBURY BOARD OF EDUCATION MEETING

WEDNESDAY, APRIL 13, 2011- 7:00 PM - REVISED
MEETING AT BROADVIEW MIDDLE SCHOOL AUDITORIUM

A G E N D A

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

EXHIBIT

III. RECOGNITIONS

American Mathematics Competition Winners 11-75(pg.4)

IV. PUBLIC PARTICIPATION

The Board welcomes Public Participation and asks that speakers please limit their comments to 3 minutes. Speakers may offer objective comments of school operations and programs that concern them. The Board will not permit any expression of personal complaints or defamatory comments about Board of Education personnel and students, or against any person connected with the Danbury Public School System.

V. CONSENT CALENDAR

MOTION - that the Board of Education approve the items on the Consent Calendar, as recommended:

A. MINUTES

Board of Education Meeting Minutes 3/23/11 11-76(pg.5)
Finance Committee Meeting Minutes 4/6/11 11-77(pg.11)
Board Workshop (Space Utilization) Meeting Minutes 4/6/11 11-78(pg.12)

B. PERSONNEL 11-79(pg.13)

Accept Leave of Absence: Laura DiPaola

Accept Resignations: Hannah Cox Marcia Neves
 Robert Parkhurst Eileen Thayer
 Georgeann Shields (after school para position only)

Accept Retirements: Dorothy Baker David Valuzzo
 Marie-Paul Cournoyer Marie Valuzzo
 Gail Sansolo

VI. DISCUSSION

A. 2011-2012 Budget 11-80(pg.15)

VII. EMPLOYEE REPRESENTATIVE

VIII. STUDENT REPRESENTATIVES

Danbury High School: Nadine Edwards, Sebastian Ramirez, Shaquilla Taylor,
Rebecca Leonard
Alternative Center: Cassandra Urban and Vanessa Grant

VIX. PRESENTATION

VX. SUPERINTENDENT’S REPORT

- A. Community Conversation April 6th 11-81(pg.18)
- B. Facilities Update
- C. School Governance Council Update 11-82(pg.19)
- D. Middle School Dress Code Update
- E. Space Utilization Update

XI. ACTION ITEMS

A. Danbury High School Graduation

MOTION: that the Board of Education approve June 24, 2011
as Danbury High School’s Graduation Date in
accordance with Policy 7-310

B. RPMS and MRP Makeup Snow Day

MOTION: that the Board of Education approve using May 27th
Professional Development Day for Rogers Park Middle
School and Mill Ridge Primary School to make up their
school closing on March 7, 2011.

C. Board Bylaw – Electronic Communications Among Board Members

MOTION: that the Board of Education accept for second reading
and adoption Board Bylaw, Electronic Communications
Among Board Members 11-83(pg.20)

XII. INFORMATION

XIII. BOARD CHAIRPERSON’S REPORT

XIV. BOARD REPORTS, COMMUNICATIONS AND COMMENTS

<u>Committee Reports</u>	<u>CHAIR</u>	<u>MEMBERS</u>
Sites and Facilities	J. Scozzafava	E. Alberts, K. Molinaro
Community Relations	R. Jannelli	R. Austin-James, K. Gailliard

Finance	M. Fazio, R. Jannelli	S. Leroy, J. Scozzafava, R. Taborsak
Operations/Policy	R. Taborsak	E. Alberts, G. Cooper, K. Gailliard, K. Molinaro
Superintendent Evaluation	K. Molinaro	R. Jannelli, S. Leroy
<u>District Committees</u>	<u>MEMBERS</u>	
City-Wide PTO	K. Molinaro	
District Development	E. Alberts, R. Taborsak	
TDEC	E. Alberts, R. Taborsak, R. Jannelli	
DSABC	R. Jannelli	
Education Connection	R. Jannelli	
Magnet School Trustees	G. Cooper, K. Molinaro, R. Taborsak	
Oral Health Initiative	E. Alberts	
School Based Health	E. Alberts	
<u>Other Committees</u>		
City-Board Building	K. Molinaro, E. Alberts	
Negotiations - Administrators	K. Molinaro (Chair), G. Cooper, R. Taborsak	
Negotiations - Non Teaching	K. Molinaro (Chair), G. Cooper, R. Taborsak	
Negotiations - Teachers	G. Cooper (Chair), K. Molinaro, R. Taborsak	
Mayor's 2020 Task Force	E. Alberts, K. Molinaro - Board William Glass, Administrative Rep Cindy Mirochine, Union Teacher Nadine Edwards, DHS Student Representative Rosty Slabicky, Community Member TBD, Common Council Member Frederick Visconti, Jr. Common Council Member Antonio Iadarola, Dir. of Public Works Ralph Pietrafesa, City-wide PTO Member	

XV. EXECUTIVE SESSION

MOTION: that the Board of Education convene in Executive Session for the purpose of discussing negotiation strategies.

XVI. PUBLIC SESSION

XVII. ADJOURNMENT

FUTURE MEETINGS AND DATES TO REMEMBER

April 12	DHS/ACE Professional Development, Early Dismissal
April 13	Board of Education Meeting, 7:00 p.m., BBAC
April 15	Professional Development, Early Dismissal All Schools
April 18-22	Spring Recess - All Schools Closed
April 22	Good Friday, All Offices Closed
April 27	Board of Education Meeting, 7:00 p.m., BBAC
May 11	Board of Education Meeting, 7:00 p.m., BBAC
May 24	Combination PD/Staff Meeting, Early Dismissal
May 25	Board of Education Meeting, 7:00 p.m., BBAC
May 27	Professional Development Day, Schools Closed
May 30	Memorial Day, Schools & Offices Closed

Congratulations to the following American Mathematics Competition (AMC) winners:

Danbury High School Math Team:

The team of junior Brendan Gillotti, senior Nicholas Corso Passaro, and junior Benjamin Gillotte scored a total of 312 points. The team of senior Yuriy Slabicky, junior Michael Lau, and senior Matan Markind scored a total of 252 points.

Individual winners include: senior Yuriy Slabicky scoring 94.5 points, junior Brendan Gillotti scoring 141 points, sophomore Ryan Kerr scoring 96 points, and freshman Ryan Hyatt scoring 78 points.

The maximum number of points that can be scored on the AMC is 150. These students did an outstanding job as did all 193 students who participated.

Jinesh Mehta, Alexander Coco, Priyanka Altman, Rares Barbu, Kashish Singhal, Yury Slabicky, Matan arkind, and Michael Lauts were part of the DHS Math Team that competed on Wednesday at the state level. They finished the season as one of the top 10 schools in Fairfield County.

Broadview Middle School Math Team:

Liat Shenkar, Azizah Shaffeeullah, Thomas George, Sagar Mehta, Max Efrat, Evan Coco, Andrea Rivera-Luna, Rahul Malayappan, Benjamin Hellmann, Tyson Sisco.

BMS math club reached Gold Level Status in the MATHCOUNTS Club Program. At least 12 students scored an 80% or better on the Ultimate Math Challenges (UMC). This is an extremely commendable accomplishment.

Rogers Park Middle School Math Team:

Anjali Pai, Michael Li, and Luke Wang, together with Julia Yu of New Milford, placed 2nd as a team at the Chapter Math Counts competition, and 7th at States.

DANBURY BOARD OF EDUCATION MEETING MINUTES

WEDNESDAY, MARCH 23, 2011- 7:00 PM
Administrative Center - 63 Beaver Brook Road

A G E N D A

Present: R. Austin-James, G. Cooper, M. Fazio, I. Fox, R. Jannelli, K. Molinaro, R. Taborsak
S. Pascarella, W. Glass, J. Emmett, E. Longo, K. Thompson from Administration
Absent: E. Alberts, K. Gailliard, S. LeRoy, J. Scozzafava

CALL TO ORDER

The Chairperson, Irving Fox, called the meeting to order at 7:02 p.m. and those assembled recited the Pledge of Allegiance.

RECOGNITIONS

College Board AP Achievement Award for Danbury – Danbury High School received this award for significant gains in Advanced Placement access in student performance. Chairman Fox states there were 388 school districts across the nation that was honored, and the purpose of this honor is to recognize districts and schools that have opened up access to AP classes while maintaining superior performance on AP exams. I. Fox comments that this award is based on work that was done last year, so even going into this year, we approved Project Open Doors which expanded the enrollment further, our existing efforts were enough to earn us this recognition up through last year. This is a testament to the administration, everyone at the high school, and everyone associated with the AP program for making that a huge success in the district.

Chairman Fox also recognizes the Parent SEE Class for their attendance at this meeting.

PUBLIC PARTICIPATION - None

CONSENT CALENDAR

MOTION - R. Jannelli moved, seconded by R. Taborsak that the Board of Education approve the items on the Consent Calendar, as recommended:

A. MINUTES

Board of Education Meeting Minutes, 3/9/11
City/Board Building Committee Minutes, 3/10/11
Special Board Meeting Minutes (Exp), 3/14/11
Special Board Meeting Minutes (Exp), 3/14/11
Special Board Meeting Minutes (Exp), 3/15/11
Policy Committee Meeting Minutes, 3/16/11

B. PERSONNEL

Exhibit # II-76

Accept Leave of Absences: Theresa Molligi, Grant Cox
Accept Resignations: Karen Conover, Kim Freitas
Accept Retirement: Olga Ortiz

Authorize the Superintendent to send notices of non-renewal to faculty identified on list provided to Board Members.

C. DONATION

Accept a donation from the Danbury Federal Correction Institution of computer repair components.

Chairman Fox thanked FCI for their donation.

The motion carried unanimously at 7:07 p.m.

EMPLOYEE REPRESENTATIVE - None

STUDENT REPRESENTATIVES - None

PRESENTATION

SUPERINTENDENT'S REPORT

Dr. Pascarella comments on the award received from the College Board stating that the teachers who teach AP classes put in extra time and are dedicated professionals working with our students. He congratulates the students and teachers for their hard work.

A. School Governance Update

Dr. Pascarella reports that this will be in place in November, 2011. He shared a handout with the Board and explained it in its entirety. R. Jannelli asks that if this were in effect a couple of years ago, what effect would this have on Morris Street? He does not understand how effective this will be, and comments that if the school identified does improve, it will not be taken off the list due to the legislation enforced. R. Taborsak suggests that the information be sent to the parents in three languages. I. Fox asked if we are using Instant Alert and mailings. Mailings will be sent to parents of ACE, DHS, and Stadley Rough, the schools involved. K. Molinaro would like to tighten up the schedule so as not to go into the new school year. G. Cooper agrees with R. Jannelli and hopes that the selection committee will be fair and equitable, and she would like to see the Board liaison for each school be a part of the committee.

B. CT Coalition for Justice in Education Funding (CCJEF) Update

Dr. Pascarella and E. Longo attended a meeting. He said this is a lawsuit and it is moving forward, and the state is considering rewriting a new formula for the State of Connecticut in terms of how ECS is distributed. E. Longo said there is an increased willingness on the state's part to find a viable solution.

C. Adult Education Audit

Dr. Pascarella received the audit last fall and feedback was received. There were a number of questions about our materials, where they are stored, and how we keep accounts of students that have graduated, and

we have dealt with that. One of the items they have talked about is the director. They want to see a director designated that would be more than a part-time employee, and Dr. Pascarella will report back to them in three weeks

D. Certification Compliance

Dr. Pascarella reports that we have received 100% certificate compliance. This means that every teacher in every classroom, every administrator that is working, is certified. Congratulations to the Human Resource Department for completing this.

E. Sodexo Audit – No discussion

ACTION ITEMS

A. February 2011 Operating Results Analysis (General Fund)

MOTION: R. Jannelli moved, seconded by G. Cooper that the Board of Education accept the February 2011 Operating Results Analysis (General Fund)

E. Longo told the Board that for the month of February, 2011, the District expended \$9,303,624, resulting in a fiscal year-to-date expenditure value of \$64,535,693. The fiscal year-to-date expenditure represents 56.7% of the General Fund total budget as compared to the theoretical expenditure rate of 67%. Additionally, on February 28, 2011, the district carried \$6,242,000 of encumbrances.

R. Taborsak asks a question regarding Item 640 Textbooks. He comments that we have expended about 48.3%. He would like to know if there is something in motion to use up the rest of the money in the account. E. Longo responded that as of February 28, the district had expended \$120,000 against the annual appropriation of \$250,000. We also carried approximately \$30,000 of open purchase orders and encumbrances on February 28, which would reduce it to a net value of about \$90,000, and during the first two weeks of March, we processed an additional \$80,000 worth of purchase orders. As of today, the current balance is \$12,600, so we have expended to date approximately 95 to 96% of the annual allocation. .

The motion carried unanimously at 7:26 p.m.

B. February 2011 Operating Results Analysis (Grants/Projects)

MOTION: R. Jannelli moved, seconded by K. Molinaro that the Board of Education accept the February 2011 Operating Results Analysis (Grants/Projects)

Mr. Longo told the Board that for the month of February, 2011, the District expended \$1,524,988, resulting in a fiscal year-to-date expenditure value of \$11,842,355. The fiscal year-to-date expenditure represents 45% of currently reported Grants and Projects awards.

The motion carried unanimously at 7:27 p.m.

C. Park Avenue Roof Replacement

MOTION: R. Jannelli moved, seconded by G. Cooper that The Board of Education, on the recommendation of the City Building Committee, accept the Park Avenue School Roof Replacement project as complete and authorize the Chairperson of the Board, the Superintendent of Schools, and the City Building Chairperson to execute and submit ED049F to the State Department of Education.

R. Jannelli asks if we have to incur any costs with regard to this. Dr. Pascarella responded that it is the City's responsibility.

The motion carried unanimously at 7:28 p.m.

D. Board Bylaw – Electronic Communications Among Board Members

MOTION: R. Jannelli moved, seconded by K. Molinaro that the Board of Education accept for first reading Board Bylaw, Electronic Communications Among Board Members.

R. Taborsak states that the Committee looked at a number of CABE suggestions and the suggestions they took covered both the social networking and the electronic participation. The Committee took what they thought was the best of three different programs. I. Fox added that there is more scrutiny in what gets communicated in writing, so he feels this is a good policy.

The motion carried unanimously at 7:29 p.m.

DISCUSSIONS

INFORMATION

Superintendent recommends we use May 27th, which is a scheduled PD Day, as a student make up day for Rogers Park Middle School and Mill Ridge Primary (closure on March 7th), early dismissal RPMS & MRP only, all other schools closed for PD.

Dr. Pascarella will make this recommendation at the next board meeting.

Set graduation date of Friday, June 24th at next board meeting (provided no more snow days)

Dr. Pascarella will recommend this date, provided there are no more cancellations, at the next board meeting.

Reaccreditation Morris Street School Family Resource Center/Early Childhood Program:

Dr. Pascarella commented on the reaccreditation and is happy to share this good news.

Revision to Policy 7-143.1 Regulations, Medications Administered by School Personnel:

R. Taborsak said included in the packet for all board members is a very detailed job done by Sue Levasseur, and the key was that it seemed to spell out who could administer medications to students and the fact that training is very important. He commends her for a job well done. R. Jannelli questions K. Thompson whether the same wording should be contained in the policy as is in the regulations. K. Thompson said that part of what we are trying to do with the interaction of the policy and the regulations is to keep the policy broad enough so that we can have some way to maneuver around as things continue to change. R. Taborsak said that CABE does recommend that we keep the policy general, but that the regulations should be specific.

I. Fox suggests we find a way to put the regulations on the website. K. Thompson feels it is a point well taken, not only in this context, but also in other policies that we have.

BOARD CHAIRPERSON'S REPORT

March is Board of Education Appreciation Month

Chairman Fox received an email from the State Department of Education, and in the board members' packet is a proclamation from the Chairman of the State Board of Education and Acting Commissioner recognizing the work that the Board does, the significant time commitment, and the major responsibility the Board has in the community.

April 5th City Council Meeting – Mayor's Budget

Chairman Fox told the Board that this is the meeting where the Mayor will be giving his budget address. Prior to that meeting will be the Community Conversation on 21st Century Learning. He will try to attend as much of the latter meeting as is possible. It is scheduled for 5:00 p.m. and the City Council Meeting is scheduled for 7:30 p.m.

April 6th Board Workshop – Building Utilization

Chairman Fox said this has been a work in progress for two years, and he asks that the Board read through the entire report and be prepared for the meeting. Dr. Pascarella said if anyone has any questions, please send them to Dr. Glass ahead of time. Governor Malloy is visiting the City the same date as the workshop meeting. R. Jannelli thinks it is important that the Board be represented at the Governor's visit at City Hall. He suggests that someone attend to represent the Board. G. Cooper suggests Dr. Pascarella, I Fox or R. Jannelli. Dr. Pascarella will represent the district and R. Jannelli suggested that Dr. Pascarella share a list of what he will discuss with the Governor.

I. Fox mentioned that the City Council's committee is meeting at the end of April, and we have a Finance Committee meeting on April 6 right before the Building Utilization meeting, and that will be the day after the Mayor's address. We will be discussing what the Superintendent's recommendation is to meet the Mayor's number at the next regular board meeting on April 13, and he would like to have the meeting at a bigger venue.

BOARD REPORTS, COMMUNICATIONS AND COMMENTS

- Operations/Policy Committee: R. Taborsak referred Board members to read the minutes. The items that the Committee is considering include advertising, Title IX regulations, and revising our opening statement. There will be another meeting but the Committee is waiting for specifics to finalize.
- Superintendent Evaluation Committee: K. Molinaro will be meeting with other members in April.
- Mayor's 2020 Task Force: Dr. Pascarella said they were invited to the Workshop, and hopefully, some will be able to attend.

Dr. Glass talked about the NAEYC Accreditation for the readiness program over at Morris Street. In order to be reaccredited, they needed to meet 80% of the assessed criteria for each program standard and at least 70% of the assessed criteria for each classroom group observed and continue to meet other requirements. A report came back saying that of the ten indicators, (1) relationships, 100%; (2) curriculum, 95%; (3) teaching, 100%; (4) assessment, 100+%; (5) health, 100%; (6) teachers, 100+%; (7) families,

100+ %; (8) community relations, 100+ %; (9) physical environment, 100%; (10) leadership and management, 100+ %. Jen Travor is head of the program at Morris Street and she does a phenomenal job and Anne Mead and Ann Lindenmeyer have been involved with this as well.

MOTION: R. Jannelli moved, seconded by R. Taborsak that the Board of Education convene in Executive Session for the purpose of discussing negotiations, settlement of pending claims and appointment of Personnel to lead department positions.

The motion carried at 7:55 p.m.

EXECUTIVE SESSION

Present: R. Austin-James, G. Cooper, M. Fazio, I. Fox, R. Jannelli, K. Molinaro, R. Taborsak
S. Pascarella, W. Glass, E. Longo, and K. Thompson from Administration
Absent: E. Alberts, K. Gailliard, S. LeRoy, J. Scozzafava

The Chairperson, Irving Fox, called the meeting to order at 8:10 p.m. for the purpose of personnel issues, negotiations update, and litigation update. Discussion ensued. Chairperson Fox asked for the Board to be informed on department chair new hires. Ms. Thompson informed Board of non-renewal process.

MOTION: K. Molinaro moved, seconded by R. Austin-James to return to Public Session.

The motion carried at 8:45 p.m.

PUBLIC SESSION

Gladys Cooper asked the Chair for special training for expulsion hearings. Ms. Cooper expressed concern regarding absenteeism call in's at Danbury High School. I. Fox concurred that this is a very lax policy for our high school students. G. Cooper expressed concern regarding interpreters in expulsion hearings that do not represent the school district. G. Cooper expressed concern about Board of Education members not committing to regular Board meetings. M. Fazio asked for clarification on excused absenteeism. Dr. Glass joined discussion on absenteeism stating that TDEC is in the process of addressing this issue. Dr. Pascarella will instruct Ms. Emmett to have a school interpreter to be present when necessary. G. Cooper asked that I. Fox have a workshop for correct protocol in expulsion hearings no later than September. R. Jannelli asked for representation at the Community Conversation for April 5, 2011 at 5:30 p.m.

ADJOURNMENT

MOTION: G. Cooper moved, seconded by R. Austin-James that the Board of Education adjourn its March 23, 2011 meeting. **The motion carried at 9:05 p.m.**

Kathleen M. Molinaro, Secretary

**DANBURY BOARD OF EDUCATION
FINANCE COMMITTEE MEETING MINUTES
APRIL 6, 2011**

Present: Richard Jannelli, Co-Chair
Sue Podhajski-Leroy
Robert Taborsak

Absent: Mike Fazio, Co-Chair
Joe Scozzafava

Also Present: Irving Fox, Kathleen Molinaro, Sal Pascarella, Bill Glass, Elio Longo, Joyce Emmett, Kim Thompson

Mr. Jannelli, Co-Chair, called the meeting to order at 5:40 p.m. and turned the meeting over to Dr. Pascarella. Dr. Pascarella spoke to Mayor's Budget and impact on education. Dr. Pascarella presented proposed reductions to Committee.

Discussion related to textbooks versus online learning and study work. Mr. Taborsak voiced his concern that not all subjects can be taught without a book for each child. Mr. Fox questioned if there would be a charge to look up textbook information online. Dr. Glass said that web information – not textbooks would be accessed.

Mr. Longo explained that utility costs will be a variable for next fiscal year. Dr. Glass cautioned the Committee that next year will find us in survival mode and that it will not look the same as this year.

Mr. Jannelli requested that Dr. Pascarella write a memo to the Board Members underlining the impact to students.

MOTION: Mr. Jannelli moved, seconded by Mr. Taborsak, that recommendations be presented to full Board at next meeting. The motion carried.

Mrs. Podhajski-Leroy moved, seconded by Mr. Taborsak, to adjourn the April 6, 2011 Finance Committee Meeting. The motion carried and the meeting adjourned at 6:35 p.m.

Kathleen Molinaro, Secretary

Exhibit # 11-77

DANBURY BOARD OF EDUCATION
Board Workshop Meeting Minutes
Space Utilization-Enrollment Projection Report
April 6, 2011

Present: Gladys Cooper, Irving Fox, Richard Jannelli (8:35 pm), Kathy Molinaro, Bob Taborsak.

Also present: Joyce Emmett, William Glass, Jim Maloney, Laura Mead, Cindy Mirochine, Sal Pascarella (8:35 pm), Ralph Pietrafesa, David Ramirez, Harry Rosvally (8:35 pm), Rosty Slabicky, Kim Thompson, Brian Walsh

The meeting was called to order at 7:00 p.m.

Mr. Fox announced that general questions would be taken from audience after presentation and Board discussion. Mr. Fox stressed the importance of strategic planning for future in spite of lack of funds. Mr. Fox turned meeting over to Dr. Glass. Dr. Glass presented report to Board and guests. Discussion ensued.

Discussion regarding 2020 Task Force meeting and moving space and enrollment issues in front of Mayor and City Council.

Mr. Fox asked that the next draft reports include decision dependencies on each concept. Mr. Fox thanked Dr. Glass and Kim Thompson for their leadership.

The meeting adjourned at 9:45 pm.

Kathleen Molinaro, Secretary

Exhibit # 11-78

DANBURY PUBLIC SCHOOLS
Danbury, Connecticut

PERSONNEL

April 13, 2011 – Revision 1

ACTION ITEMS:

LEAVE OF ABSENCE

<u>Name</u>	<u>Assignment</u>	<u>Time in Danbury</u>	<u>Eff. Date</u>	<u>Reason</u>
Laura DiPaola	Secretary CRC/Reading, Lang Arts/Title 1	2 years	7/11/11 - 7/10/12	Personal

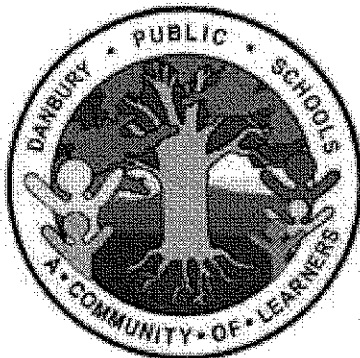
RESIGNATIONS

<u>Name</u>	<u>Assignment</u>	<u>Time in Danbury</u>	<u>Eff. Date</u>	<u>Reason</u>
Hannah Cox	.5 ESL Para Park Ave.	5 months	4/8/11	Personal
Marcia Neves	Lang. Arts Para MRP	11 years 6 months	4/15/11	Personal
Robert Parkhurst	SPED Teach DHS	2 years	6/30/11	Personal
Georgeann Shields	CRC Para ELLS	20 years 7 months	3/11/11	Personal
Eileen Thayer	SPED Tutor DHS	4 months	3/31/11	Personal

Exhibit # 11-79

RETIREMENTS

<u>Name</u>	<u>Assignment</u>	<u>Time in Danbury</u>	<u>Eff. Date</u>	<u>Reason</u>
Dorothy Baker	Grade 3 Morris St.	26 years	3/25/11	
Marie-Paul Cournoyer	French Teacher RPMS	23 years	6/30/11	
Gail Sansolo	Grade 8 Reading RPMS	19 years	06/30/11	
David Valluzzo	Math Teacher BVMS	35 years	6/30/11	
Marie Valluzzo	Math Teacher RPMS	18 years	6/30/11	



DANBURY PUBLIC SCHOOLS

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Sal V. Pascarella, Ed.D.
Superintendent of Schools

Message from the Superintendent: 2011-2012 Budget Information

As you may recall, the Board of Education made a budget request to the City for a \$4.1 million increase, which would have allowed us to maintain our current level of staffing and programs. At last night's Budget Address, the Mayor acknowledged both the difficult financial condition of the City as well as the need to continue to fund education at the requested level. With these challenges in mind, the Mayor recommended a \$1 million appropriation increase to the Board of Education. This reduction comes on the heels of state and federal reductions (currently anticipated to exceed \$340,000). As you can see, our District now faces significant financial challenges.

In the interest of keeping you informed as this process now becomes more public, and with a directive from the Board of Education to maintain teachers in classrooms to the greatest extent possible, we are exploring with the Board recommendations including:

Program reductions at the Elementary School level that include the elimination of Full Day Kindergarten and the reduction of some Special Subject Areas;

Program reductions at the Middle School level that include elimination of French and possible reduction of Spanish at the Grade 6 level (maintaining Spanish at the Grade 7 and 8 levels);

Also at the Middle School level, elimination of Technology Education and reduction of Pupil Personnel Services;

At the High School level, program reductions are recommended in the Elective Areas, Special Education and Pupil Personnel Services;

Administrator reductions at the Reach/Endeavor Programs;

At the Central Office level, considerations are being given to the reduction of administrative personnel in the areas of Curriculum, Special Services, and funding adjustments for early childhood programs such as Head Start.

Further considerations are being given to the elimination of non-certified staff that will affect secretaries, paraprofessionals, and tutors throughout the District;

Existing vacancies including the Assistant Superintendency, Director of Information Services, and technology staff will not be filled;

With regard to non-staffing reductions, budgets for Professional Development, textbooks and Instructional Materials are under consideration, and new graduation requirements will be delayed to parallel future State requirements.

In closing, I must stress that these are only recommendations and they may change as we move toward the final budget approval process in May. I also want to thank all of you for the many financial and non-financial sacrifices you have made, which is helping us to minimize further staff and program reductions that would impact our students. I will continue to update you as information becomes available.

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Sal V. Pascarella, Ed.D.
Superintendent
Danbury Public Schools

Proposed Reductions to Address Mayor's Recommended Budget

	+\$1M	
FY 2011-2012 Request	\$ 118,053,034	
FY 2010-2011 Appropriation	\$ 113,895,291	
		\$ (4,157,743)
Loss of State revenue (PSD)		\$ (250,000)
Interns (loss of Title I; shift to GF) (7.0)		\$ (86,000)
Increase in Appropriation	\$ 1,000,000	
		\$ (3,493,743)

Credits:

Healthcare renewal (4%)	\$ 930,000	
AIS Revenue adjustment	\$ 210,000	
ARRA-Jobs First (carryover-adj)	\$ 170,000	
Headstart (reduce local match)	\$ 50,000	
Acct. 897 Staff Development (reduce to \$34,500)	\$ 100,000	
Acct. 640 Textbooks (reduce to \$50,000)	\$ 200,000	
subtotal:	\$ 1,660,000	\$ (1,833,743)

Administrators

Reach/Endeavor (net of 2 stipends TBD) (1.0)	\$ 100,000	
Curriculum Adm. Of Fine & Appl. Arts (net of 3 stipends TBD) (1.0) K-12 Art/Music; K-12 PE/Health; 9-12 Business Tech.	\$ 80,000	
Interim Dir. of Special Services (reduce to .70) (0.30)	\$ 43,000	
Guidance Coordinator (.40)	\$ 53,000	
Director of Athletics (reduce to 206 days)	\$ 8,000	
FTE: 2.7	\$ 284,000	\$ (1,549,743)

Teachers

1/2 day kindergarten (5.5); net cost of extra bus	\$ 325,000	
Foreign Language: Middle French (2.0)	\$ 140,000	
Tech Education: Middle (2.0)	\$ 140,000	
DHS (.60 Spec Ed), Elementary (1.0 Specials)	\$ 112,000	
DHS Electives/Credit Recovery (2.4)	\$ 168,000	
Psychologist (1.0)	\$ 75,000	
Counselors: Middle (1.0), DHS (1.0)	\$ 150,000	
FTE: 16.5	\$ 1,110,000	\$ (439,743)

Support Staff

Secretaries: Districtwide (2.0)	\$ 120,000	
Paraprofessionals (4.0)	\$ 160,000	
Tutors: Spec. Ed (4.0)	\$ 160,000	
FTE: 10.0	\$ 440,000	

Preliminary Report on Danbury Community Conversation

April 6, 2011

Summary: Sixty-Six parents, community leaders, teachers, students, administrators, and business people attended the Community Conversation on Tues. April 5, at Danbury High school.

After a short presentation about Danbury High School, attendees went off into small groups to discuss their feeling/answers to three topics/questions:

- We have de-tracked, increased learning expectations, and open enrollment for students. How has this created new opportunities and/or challenges for our students?
- What are your thoughts on the new Freshman Academy?
- We recognize that school-family-community collaboration is critical to the success of our students. How can DHS improve in this area? How can parents/guardians? How can the community?

After the groups, one speaker from each group gave a summary of their group's ideas. Major themes and questions common between all groups were:

- The Freshman Academy is working well, but how will block scheduling and STEM be continued through the next 3 years at DHS?
- Most respondents liked the Freshman Academy; however some felt it was not for all students.
- As a community we need to hear from students about their feelings about the high school.
- Lack of preparation at the middle school level for the freshman to be successful.
- Involve students in conferences with parents.
- More use of the reverse instant messenger.
- More instant feedback for students, snap grades and Engrade.
- Students need more access to resources as home and parents want access to data.
- More communication and engagement of all parents/guardians.
- More communication between parents and teachers on a consistent kevel.
- That students being blended in AP classes was not a great idea while others thought it gave all students more experiences to succeed.
- Opposite ends of the spectrum were displayed regarding student achievement: concerns if their child is not struggling are they forgotten while other felt some students are not being challenged enough.
- DHS needs to increase the student's sphere of influence.
- How do we maintain rigor to keep high achievers engaged and ensure the educational experience is not diminished?
- How students are held accountable? How do we engage parents to help with this?
- Need more resources, books, materials, etc.

A full report with statistics, next steps, etc will be completed within t he next week. The Report- Out meeting is planned for Tues. April 26, 2011, 7:00pm at Danbury High School.

Exhibit # 11-81

Danbury Timeline for School Governance elections, creation of the council, bylaws and governance council training.

PROCESS	INSERT DATE	
Initial meeting with SGC School Principals, Dr. Sal, Dr. Glass and Anne Mead: Common purpose statement, review timeline, press releases and public information, elections, bylaws, parent training, etc.	March 16, 2011	
1. Initial information out to schools, teachers and parents about formation of councils (contains purposes and non-purposes of the Council, election processes timeline, and other relevant information. Info to be posted on each school's website.	3/28	
2. Formation of election committee at each school. Contains principal, teachers, PTO member, Board of Education liaison,	4/8	
3. Informational Meeting for all schools, teachers, parents and the general public 4/12 7 pm DHS Auditorium	4/12	
4. Informational meetings after school for faculty	Week of April 12 or before	
5. Notice of election and call for nominations distributed to all parents. Includes alert reverse call to each household announcing nominations.	4/11-4/29	
6. Closing date for nominations. a. Once the nomination forms come back, notify the persons(s) and determine if they are eligible and if they accept or decline-done by in-house election comm.	4/29	
7. Date by which the candidates will be confirmed and biographies will be complete.	5/8	
8. Prepare ballot and distributed. Send out ballots to every household with deadline for return. Alert reverse call to each household.	5/11	
9. Close of ballot.	5/20	
10. Draft of regulations, SOP, Code of Conduct, bylaws and training content out to initial planning comm.	5/24	
11. Determine election results. Announcement of new council members. a. Send election results out to school community and post on Web site.	5/24	
12. Orientation-full group together	Wk of May 30th	
13. Training of SGC members	Sept.-Oct. 2011	
14. First council meeting to elect community members (principal will preside). a. Introduce new members at the council meeting and distribute suggested bylaws.	Nov 1, 2011	
15. Second council meeting to elect office holders and begin to process bylaws (principal will preside).	Dec. 1, 2011	

** Teacher Elections---Each principal will run their elections at their school with two faculty members on their own timetable with a deadline announcement of May 24. ALL successful candidates will be announced together!!

**Student Election should take place at the same time. Nominations should come from within the student body leadership already in place.

Exhibit # 11-82

DANBURY BOARD OF EDUCATION

BY-LAW 3-7

**ELECTRONIC COMMUNICATIONS
AMONG BOARD MEMBERS**

Adopted:

The Board of Education believes that electronic communication among its members and the administration is an efficient and convenient way to disseminate information, but must not be misused to deliberate issues that are appropriately discussed only in a public meeting. Therefore, Board members and administrators shall exercise caution when communicating between and among themselves via electronic messaging services including but not limited to email, internet web forums and internet chat rooms. Electronic messaging communication shall conform to the same standards of judgment, propriety and ethics as other forms of board-related communication (committee meetings, telephone calls, etc.). Board members shall adhere to the following guidelines when communicating electronically:

1. Board members shall not use email or any other electronic messaging service as a substitute for deliberations at Board meetings. (A Board member may discuss District business in person or by electronic means with only one other Board member at a time. However, a Board member should not facilitate interactive communication by discussing District business in a series of visits with, or use of emails or telephone calls to, Board members individually.)
2. Board members shall be aware that email and email attachments received or prepared for use in Board business may be considered public records that may be open to public disclosure, upon request.
3. Board members shall avoid reference to confidential information about employees, students, or to others in email communications because of the risk of improper disclosure.
4. Board members shall adhere to the District's "acceptable use" policy in all email communications and refrain from sending inappropriate, profane, harassing or abusive emails.
5. The Superintendent or designee is permitted to email information to Board members. This can include Board meeting agendas and supporting information. When responding to a single Board member's request, the Superintendent should copy all other Board members and include a "do not reply/forward" alert to the group, such as "*BOARD MEMBER ALERT: This email is in response to a request. Do not reply or forward to the group but only to the sender.*"
6. Board members are permitted to provide information to each other, whether in person or by electronic means, that is non-deliberative and non-substantive. Examples of this type of communication include scheduling meetings and confirming receipt of information.
7. A Board member should include a "do not reply/forward" alert when emailing a message concerning District business to more than one other Board member. The following is an example of such an alert: "*BOARD MEMBER ALERT: This email is not for interactive discussion purposes. The recipient should not reply to it or forward it to any other individual.*"
8. Board members are permitted to discuss any matter except District business with each other, whether in person or by electronic means, regardless of the number of members participating in the discussion. (For example, they may discuss league sports, work, current events, etc.)

Exhibit # 11-83

9. Board members shall not reveal their passwords to others in the network or to anyone outside of it, except to the system administrator. If any Board member has reason to believe a password has been lost or stolen, or that email is being accessed by someone without authorization, he/she shall notify the Superintendent of Schools immediately.
10. In the use of paperless Board meetings, a type of electronic communication among its members and the administration that is an efficient and convenient way to exchange information pertaining to the meeting of the Board, care must be exercised to not misuse the process to deliberate issues that are appropriately discussed only in a public meeting.
11. The Board shall have no expectation of privacy for any messages sent, stored, or received electronically. Messages that have been deleted may still be accessible on a District storage device. Messages deleted or otherwise, may be subject to disclosure under the Freedom of Information Act, unless an exemption would apply.
12. District email addresses of all Board members who choose to have an account shall be published on the District website. Board members who choose not to forward and reply to messages via the District email system accept personal responsibility for compliance with the Freedom of Information Act.
13. Members of the Board shall not communicate among themselves by the use of any form of communication (*e.g.*, personal intermediaries, email, or other technological device) in order to reach a collective concurrence regarding any item that is within the subject matter jurisdiction of the Board.

The following guidelines should be considered regarding the conducting of a survey on an issue among Board members using electronic means:

1. Board members shall not use surveys, email or any other electronic messaging service as a substitute for deliberations at Board meetings.
2. Surveying will not be used for topics referring to confidential information about employees, students or others in email communications because of the risk of improper disclosure.
3. The district will avoid the appearance of conducting Board discussion or actions, in which opinions are exchanged among a quorum of Board members through repeated survey questions and answers, outside an open public meeting.

The Board shall annually review its electronic communication policy and practices with the Board attorney.

Legal Reference: Connecticut General Statutes
 The Freedom of Information Act.
 1-200 Definitions.
 1-210 Access to public records. Exempt records.
 1-211 Disclosure of computer-stored public records.