

**BERLIN BOARD OF EDUCATION**

**April 22, 2013**

**MINUTES**

**REGULAR MEETING**

Attendance: Gary Brochu  
Kristin Campanelli  
Jeffrey Cugno  
Julie Erickson  
Irene Matulis  
Timothy Oakes  
Kathleen O'Donnell-Moss  
John Richards  
George Synnott

Absent

Also in attendance: Superintendent of Schools David B. Erwin; Assistant Superintendent for Curriculum and Instruction Brian Benigni; Director of Business Operations Roman Czuchta; Director of Pupil Personnel Services Linda Holian; Principal of Berlin High School Francis Kennedy; Assistant Principals of Berlin High School Janet Parlato and Amanda Gagnon; Principal of McGee Middle School Dr. Scott Ratchford; and District-wide K-12 Literacy Coordinator Debra Thibault.

**I. CALL TO ORDER**

Mr. Brochu called the meeting to order at 7:06 p.m. in the Board of Education ("the Board") meeting room at 238 Kensington Road, Berlin, CT. The Pledge of Allegiance was recited. A Moment of Silence was observed.

**II. BOARD AND ADMINISTRATIVE COMMUNICATIONS**

Mr. Czuchta provided an update of the security audit. Mr. Czuchta reported on the meeting held this morning with the elementary principals and Al Jacunski concerning the retrofitting of classrooms for the full-day kindergarten program. Mr. Czuchta reported the band uniforms have been delivered with the exception of the bibs.

Ms. Erickson reported the Student Achievement Committee met prior to this evening's Board meeting, and Mr. Benigni will present the summer reading program for McGee Middle School later in the agenda.

Mr. Oakes reported he spent a couple days in Washington, D.C. recently and had the opportunity to visit the Vietnam Veterans Memorial at which time he came across the donation from McGee Middle School.

Ms. O'Donnell-Moss reported she attended the Student Achievement Committee meeting held prior to tonight's meeting. Ms. O'Donnell-Moss reported the stop sign at the high school, going out to Patterson Way, is down.

Mr. Benigni reported the new teacher evaluation plan and the administrator evaluation and development plan, approved by the Board at its last meeting, was submitted to the State on Friday, April 12, 2013. Mr. Benigni reported the district is awaiting a Request for Proposals (RFP) from the state for a data system the state supposedly will support, which the state claims will be totally paid by them.

Mr. Richards reported he attended the Public Building Commission meeting on April 11, 2013 and held his comments until facilities related updates are to be presented. Mr. Richards requested if there is time

at the end of the meeting, he would like to offer a discussion with the Board concerning the agenda and activity reports.

Ms. Campanelli shared a positive message received from a friend whose son attends the pre-school program at the high school.

Mr. Erwin shared communications received from Carl Ginotti and Family and Patricia Curcio. Mr. Erwin reported he attended a session on Common Core prior to the vacation. Mr. Erwin reported on his attendance at the National School Boards Association (NSBA) annual conference in San Diego, noting he had the good fortune to hear the presentation given by Mr. Brochu and Robert Rader and also gave a presentation with Mr. Brochu concerning the Board's handbook.

Mr. Brochu reported on the progress to the addition to the high school, noting the floor has been installed. Mr. Brochu reported on his attendance at the National School Boards Association (NSBA) annual conference in San Diego. Mr. Brochu reported the opening reception for Berlin Public School's district-wide art exhibit will be held at the New Britain Museum of American Art on Tuesday, April 23, 2013.

### **III. AUDIENCE OF CITIZENS**

Nothing to report.

At this time Item VI. A. was moved up in the agenda. Hearing no objection, this item was addressed.

### **VI. RECOMMENDED ACTION**

#### **A. Willard School Roof – Plans and Specifications**

Al Jacunski of Jacunski Humes Architects LLC reviewed the final plans and specifications for the total roof replacement at Emma Hart Willard School. Mr. Jacunski reported designs are based on the ¼"/foot regulatory change that is expected to be signed into law effective July 1. The cost estimate is prepared based on the ½"/foot design so higher costs should still be within the budget. Mr. Jacunski indicated if the law does not go into effect or it is not retroactive for roof projects currently under review by the State for construction this summer, then there are two recommended options: (1) wait until next year (summer of 2014) to save an estimated 20% construction costs using the lower ¼"/foot design; or (2) modify the drawings to be designed for the ½"/foot and go out to bid this summer with the higher construction costs.

**Moved by Mr. Richards, seconded by Ms. O'Donnell-Moss, to approve the final plans and specifications, schematic drawings, and professional cost estimates for the total roof replacement at Emma Hart Willard School, as recommended by the Building Committee, and to forward them to the State Bureau of School Facilities for review.**

**FAVOR: ALL**

**MOTION CARRIED: 8:0; including President Brochu**

### **IV. CONSENT AGENDA**

#### **A. Approval of Minutes – Regular Meeting of April 8, 2013**

B. Resignation – Assistant Principal – Emma Hart Willard School

Lauren Feltz, assistant principal of Emma Hart Willard School, submitted her letter of resignation to be effective July 1, 2013. Lauren has been appointed as the principal of Middlebury Elementary School.

**Moved by Ms. O’Donnell-Moss, seconded by Ms. Campanelli, to approve the consent agenda as presented.**

**FAVOR: ALL**

**MOTION CARRIED: 8:0; including President Brochu**

**V. INFORMATION AND REPORTS**

A. Facilities Related Update – Code Renovations – Berlin High School

Director of Business Operations Roman J. Czuchta reported the Butler building will be delivered on May 3, 2013. Mr. Czuchta reported that, based upon the information received at the last Public Building Commission meeting, the date for mobilization has been pushed out to July 12, 2013, and one of the questions raised at that meeting was if construction starts around the middle of July will there be sufficient time to do the abatement work and open school as scheduled. Mr. Czuchta reported no date specific was given as to when the abatement work would occur. Mr. Czuchta reported bids for Phase II are due on May 15 and 16, 2013. FIP Construction’s guaranteed maximum pricing (GMP) is due on June 14, 2013, and it is anticipated FIP Construction will present its GMP to the Public Building Commission on June 20, 2013. Mr. Czuchta reported also discussed at the Public Building Commission meeting was the hiring of a moving consultant. A Request for Proposals (RFP) was presented to the Public Building Commission at its last meeting, and as of last week, the Public Works Department has given the authority for the RFP for a moving consultant.

B. Review of 2012-2013 Capstone Pilot and Presentation of 2013-2014 Capstone

Assistant Superintendent for Curriculum and Instruction Brian Benigni, Principal Francis Kennedy, Assistant Principals Janet Parlato and Amanda Gagnon and Business Teacher and Capstone Coordinate Laurie Nelson reviewed the 2012-2013 Capstone Pilot, presented the 2013-2014 Capstone and responded to the Board’s questions concerning their presentation. A copy of their presentation was provided to Board members. The presentation consisted of the history of the performance-based assessment as a graduation requirement; the five steps of the Berlin High School Capstone Experience: Step One – Philosophical Grounding and Project Rationale, Step Two – Project Design, Step Three – Project Implementation, Step Four – Project Evaluation and Step Five – Project Next Steps; results for Steps One and Two; Objectives for Step One; Mission Statement; and a formal and informal journal entry. The presentation also provided Board members with a visual representation of the Capstone project purposes; a listing of the members of the Capstone Steering Committee; a student created website for the student’s Capstone experience; and information and resources about project-based learning.

**VI. RECOMMENDED ACTION**

B. Summer Reading Program

Berlin Schools and Peck Memorial Library Summer 2013 Reading Program

Assistant Superintendent for Curriculum and Instruction Brian Benigni, K-12 Literacy Coordinator Debra Thibault and McGee Librarian Laurie Averill provided an overview of the summer 2013 reading program and recommended the adoption of the summer reading books listed below.

Goal: To develop a lifelong desire to read for pleasure and acquire knowledge and the ability to respond critically to text. The summer reading program provides a variety of opportunities for students and parents to read required and self-selected texts.

Elementary:

All students from pre-k – grade 4 are encouraged to read (or be read to) for at least 15 minutes for forty days in the summer. A calendar is provided in the summer reading booklet for students to keep track of the days they read. There is a special celebration in the fall at each school for all students who complete the reading and return the calendar.

A list of suggested books by grade level is provided in the summer reading booklet.

Students entering grade 5 are required to read *The Kid in the Red Jacket* by Barbara Park and respond in writing from a list of choices that are provided in the summer reading booklet. The 5<sup>th</sup> grade teacher will collect and review the responses. Students will be engaged in learning experiences about the book in September.

Catherine M. McGee School

Students entering grades 6-8 will be required to read three books. Two of the books will be free choice. There is a suggested list of titles in the McGee summer reading booklet. Students in each grade level will be required to read a book by author Neal Shusterman as follows:

Grade 6 students will read *Full Tilt*.

Grades 7 & 8 students will select one of the titles listed below by Neal Shusterman:

1. Title: *Bruiser*  
Publisher: HarperTeen, New York
2. Title: *Full Tilt*  
Publisher: Simon Pulse, New York
3. Title: *The Schwa Was Here*  
Publisher: Puffin, New York
4. Title: *Antsy Does Time*  
Publisher: Dutton Juvenile, New York
5. Title: *Everlost*  
Publisher: Simon & Shuster Books for Young Readers, New York

6. Title: *Everwild*  
Publisher: Simon & Shuster Books for Young Readers, New York
7. Title: *Everfound*  
Publisher: Simon & Shuster Books for Young Readers, New York

Neal Shusterman will be at McGee on October 9. Students will participate in grade level presentations that will focus on his books and the craft of writing. They will also write a paragraph describing a question they would like to ask the author.

#### Berlin High School

Students will be required to read two free choice books. Before the end of this school year, they will identify books of interest appropriate for their individual reading level. On a September, 2013 date to be determined, all students will participate in book discussion groups using their journal entries which mirror the expectation of Reader's Workshop. Reader's and Writer's Workshop are integral components of BHS English instruction. Staff and community members will be invited to participate in this event, which will include 6 or 7 book discussions throughout the day. The date will be determined before the end of the school year and communicated to the students and community members.

**Moved by Ms. Erickson, seconded by Mr. Oakes, to approve the adoption of the summer reading books *Bruiser, Full Tilt, The Schwa Was Here, Antsy Does Time, Everlost, Everwild, and Everfound* by Neal Shusterman.**

**FAVOR: ALL**  
**MOTION CARRIED: 8:0; including President Brochu**

Add Item to the Agenda

**Moved by Mr. Richards, seconded by Ms. O'Donnell-Moss, to add an item to the agenda to have a general discussion to better understand the process to get additional information on items provided in the Board's packet.**

**FAVOR: ALL**  
**MOTION CARRIED: 7:0**

The Board entered into a general discussion concerning the process for Board members to receive additional information on items provided in the Board's packet that are not addressed in the agenda.

**VII. ADJOURNMENT**

**Moved by Ms. O'Donnell-Moss, seconded by Ms. Campanelli, to adjourn the meeting at 9:40 p.m.**

**FAVOR: ALL  
MOTION CARRIED: 7:0**

Respectfully submitted,

Irene Matulis, Secretary, Berlin Board of Education