

**THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE NEXT  
BOARD OF EDUCATION MEETING  
ESSEX ELEMENTARY SCHOOL BOARD OF EDUCATION  
September 12, 2013**

The regular meeting of the Essex Board of Education was held on Thursday, September 12, 2013. In attendance were Lon Seidman, DG Fitton, Jeff Burzin, Loretta McCluskey and Adam Conrad(7:33pm arrival). Also in attendance were Dr. Ruth Levy, Superintendent, Dr. Joanne Beekley, Assistant Superintendent, Mr. Garth Sawyer, Business Manager, Mr. Scott Jeffrey, Principal, Deborah O'Donnell, Assistant Principal and Kelley Frazier, Clerk. Absent: Judie McCann

**CALL TO ORDER**

The meeting was called to order by Lon Seidman at 7:03p.m. Mr. Seidman led the Pledge of Allegiance.

**CONSENT AGENDA**

DG Fitton made a motion to approve the minutes from the regular meeting of May 16, 2013 minutes and the Accounts Payable report. Jeff Burzin seconded the motion. The motion carried by a unanimous vote.

**PUBLIC COMMENT**

Cara Palagonia asked why there was not an observance of 9-11. Dr. Levy felt it is a personal reflection and the district did not choose to do something. Ms. Palagonia does not agree with this and would like to have this recognized in the future.

Ms. Palagonia also voiced concern regarding keyboard training for children who will be taking the standardized testing on the computer. Dr. Beekley said there is a computer web based typing program that the students will be using in school and can use at home. Training is done in the computer lab.

Mr. Seidman introduced Carolyn Rotella, who will be a new member on the Board.

**OTHER ITEMS:**

**Principal's Update - S. Jeffrey**

Mr. Jeffrey started the meeting by discussing the new staff members and their backgrounds.

Mr. Jeffrey gave a brief update on the opening of school this year. He noted that students are adjusting well. There was an open house before the opening of school which was well received. Professional Development days were spent working on the new Teacher Evaluation and a support plan for this. We have 16 new students this year. A new student orientation was offered this year and it was successful. There are new fire doors in the cafeteria. Our enrollment is 455 students. Mr. Jeffrey discussed the new shared staff. This is a collaborative effort with other district schools. Dr. Levy said that this effort has been very successful.

## **REPORTS:**

### **Financial Status Report – Mr. Garth Sawyer**

2013-14 Mr. Sawyer gave a brief update of the financial status for Essex Elementary School. Currently Essex Elementary is projection a surplus. The Administration will keep the Board informed if the situation changes as we proceed through the year.

### **2012-13 Financial Status**

We were able to come with in our appropriation with a small surplus.

### **Cafeteria Report – Mr. Sawyer**

Mr. Sawyer gave an update on the status of the Cafeteria Budget Updates. The subsidy needed to be increased. The credit card system will be available online.

## **COMMITTEE REPORTS**

### **Finance – L. Seidman**

The Finance Committee meets on September 24<sup>th</sup>.

### **Curriculum**

The Curriculum Committee will meet in November 19<sup>th</sup>.

### **Joint PK-12 Policy Committee – L. Seidman**

No Updates

### **Supervision District – L. Seidman**

Mr. Seidman will present the information for the Collaborative Agreement. All Boards have agreed to the agreement.

## **ASSISTANT SUPERINTENDENT’S REPORT – J. Beekley**

### **General Update**

Dr. Beekley stated that all schools opened the school year smoothly. Dr. Beekley noted that professional development was spent on the Education Evaluation plan.

### **2011-12 EES CMT/CAPT Results Overview**

It was evident in our results that our school is focusing on Common Core State Standards. She noted that grade level expectations are not a clean match in the reporting. There has been a lot of work done on focusing on the Common Core. The state will give us three options for testing this year: 1. To complete only CMT and CAPT 2. Common Core Assessment only or 3. To do both. We will do CMT and CAPT testing with the Science Assessment. We should get feedback on the pilot soon. This feedback will be on the whole school and not by individual student. It will give us an idea where we are for curriculum implementation. Dr. Beekley briefly discussed the areas where they are rebuilding the curriculum.

Dr. Beekley gave an overview by grade level of the CMT results.

Mr. Jeffrey discussed the Action Plan for School Improvement. He noted we have a tremendous growth opportunity. Teachers are reviewing class data and individual data to find out what our students needs are. He discussed the improvement plan by subject and grade level.

## **SUPERINTENDENT'S REPORT - R. Levy**

### **District Update**

Dr. Levy added that the start up of school was discussed at the Joint Board Meeting. We will be working with Shipman and Goodwin regarding the Cooperative Agreement. She has met with the PTO regarding their involvement. This will be reviewed at the next Joint Meeting. All schools are secure. All staff members are wearing green identification badges. Substitute teachers will wear yellow badges. Red will be worn by visitors. Dr. Beekley and Dr. Levy will conduct training for substitute teachers. Every one of our buses will have cameras installed. All Administrators will have a dinner meeting with the three Selectmen, fire, ambulance and police to discuss and prepare for an emergency. Training will also take place within our buildings for staff. Dr. Levy will also meet with local clergy to have them onboard if the need arises.

It has been a smooth start and transition to the middle school and high school. Administrators have been busy with the Common Core State Standards and the Teacher Evaluation process. There are a number of changes which require support and resources for staff. She has heard very positive comments about the calendar. On October 9<sup>th</sup> Scott Discoll will discuss Internet Safety at 7:00pm at John Winthrop. The public is invited to attend.

### **Information and Communication**

#### **Discuss Fall Reception**

The fall reception was discussed. October 17<sup>th</sup> was a good date. We will invite teachers and the Essex Foundation members. Ms. McCluskey will be the Board representative coordinating this effort.

#### **Evaluate Participation as Preschool Host Community per Collaborative Agreement**

Mr. Jeffrey verified that space is adequate for this program. The PreK committee will be meeting this year and will have recommendations for 2014-15 school year.

#### **Vote to keep the preschool at Essex Elementary next year.**

Upon a motion made by Mr. Seidman the Board unanimously **VOTED** to extent the preschool for one year and to endorse the concept of a Preschool Committee to plan for the future of the preschool program. Dr. Burzin seconded the motion which passed.

**PUBLIC COMMENT**

None

Mr. DG Fitton would like to discuss having something to acknowledge 9/11 next year.

**ADJOURNMENT**

On a motion duly made and seconded the Board unanimously **VOTED** to adjourn at 8:25pm.

Respectfully Submitted,

Kelley Frazier, Board Clerk

**FUTURE AGENDA ITEMS**

- 7.1 Next Regular Essex BOE Meeting (November 8, 2012)
- 7.2 Election of BOE Officers (Nov)
- 7.3 Supt. Presents Major Budget Driver for 2013-14 (Nov)
- 7.4 BOE & Community Input on 2013-14 Budget (Ongoing)