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NORFOLK-COLEBROOK STUDY COMMITTEE

THURSDAY, MARY 5, 2012

8:30 AM NORFOLK TOWN HALL

AGENDA:

PRESENTATION BY JONATHAN COSTA

Susan M. Dyer, First Selectman  
Town of Norfolk

To: The Members of the Committee considering the Consolidation of t...

Subject: To: The Members of the Committee considering the Consolidation of the Elementary Schools of Norfolk and Colebrook

From: Jonathan Hirst <wjthirst@gmail.com>

Date: 5/25/2012 1:50 PM

To: <townnorfolk@snet.net>, <tmckeon@colebrooktownhall.org>, <hholtman@ackerlybrown.com>, <millar06021@charter.net: ejlockwood@sbc.global>, <jeannerjones@yahoo.net>, <gcounter.norfolk@snet.net>, <jchittum@colebrookschool.org>

Members of the C'tee:

Sue Dyer  
Tom McKeon  
Michael Sconyers  
James Millar  
EJ Lockwood  
Jeanne Jones  
George Counter  
James Chittum

Dear Ladies and Gentlemen,

## RE: The Consolidation of the Elementary Schools of Norfolk and Colebrook

I thought it opportune to set down my key thoughts and proposed next steps following my investigation of whether a Charter School could be established for the children of our towns.

As a starting point I have made the following assumptions:

- There are: demographic, educational and economic forces that suggest that the current organization of elementary schools in Norfolk and Colebrook is untenable.
- With the passage of time these forces will become both increasingly in evidence and evermore negatively impactful on the quality of education that Norfolk and Colebrook can reasonably be expected to fund.
- The provision of a high quality education is both a moral imperative on the adult generation to the child generation and a very wise economic investment. Given the need to provide increasingly competent workers in a globally competitive environment the provision of an exemplary schooling at the elementary level is a requirement.

In these circumstances, the consolidation of the schools should be taken as a given. It is the only responsible course of action. The question is how best to go about it and you, as the responsible officials of the two towns, have set about it with a) the establishment of this C'tee to study the problem and b) the engagement of outside consultants to help it do this.

However, even this necessary consolidation only gets us part of the way. The resulting school will still be below the size for the most efficacious and efficient provision of elementary schooling and will, given current projections, suffer continuing reductions in enrollment. All the more reason therefore to provide a solution that will be compellingly attractive to both parents currently residing in Norfolk and Colebrook who are sending their children elsewhere and to parents considering transferring their residence here. Without being able to attract younger adults these towns will become increasingly aged and less vital.

It seems to me that you need to determine:

- What should a school that provides such exemplary education look like
- What is the most efficient organization of such a school

To: The Members of the Committee considering the Consolidation of t...

- How should such a school best be funded
- What is the best governance for such a school within a public education environment with a unionized faculty and democratic authorities (Federal, State and above all Local)

**If we ask the right questions we have a unique opportunity to come up with the right answers. This is a time of change in the educational environment and those with vision and drive will be able to seize the moment.**

I have been investigating whether a Charter School is a viable alternative to consider. This is driven by the fact that it is generally agreed that to move from good schooling to exemplary schooling requires that educational leadership and the teaching faculty be given as much professional freedom to act as possible with the consequent required changes in: leadership and faculty, funding and governance. A Charter School, by reducing the impact of outside constraints, has the opportunity to do such.

I have met with and spoken with The Connecticut Charter School Network (Jo Lutz, Director 860-655-6907 [Jlutz@ctcharterschoolnetwork.org](mailto:Jlutz@ctcharterschoolnetwork.org)). This organization represents the 17 Charter Schools established in the State of Connecticut. All these are state sponsored and generally have been established within major cities with "failing schools". There is no example in our State of a locally sponsored school in a rural environment which currently has good schools! Nevertheless, it has been recognized that there are problems with respect to rural schools in Connecticut that parallel many of the issues raised above and this is addressed (yet another study!) in the recent Educational Reform Act ("The Act").

Jo Lutz thought that Norfolk and Colebrook could contemplate a locally sponsored Charter School. I have read the Act and it is not clear to me whether this continues to be the case. Like most political documents the wording is open to the interpretations of the various interested parties. If a Charter School is to be considered a required next step is to ask the newly appointed Commissioner of Education (Stephan Pryor) whether he would be prepared to receive and act on an application for a Charter School from Norfolk and Connecticut.

If this is not possible we should still strive, within a consolidated school structure, to build an exemplary district school.

Ladies and gentlemen, we have a little piece of civilization here in Norfolk and Colebrook. An exemplary school is a necessary part of maintaining our good fortune, but as Tancredi said..."if we want things to stay as they are, things will have to change." Quite so.

Yours faithfully,

Jonathan Hirst,  
144 Litchfield Rd,  
Norfolk, CT 06058  
860-542-5941  
[wjthirst@gmail.com](mailto:wjthirst@gmail.com)



STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



RECEIVED  
3.21.13

March 18, 2013

Linda S. Perkins, Town Clerk  
Town of Norfolk  
19 Maple Avenue  
Norfolk, CT 06058

Debra L. McKeon, Town Clerk  
Town of Colebrook  
562 Colebrook Road  
Colebrook, CT 06021

Dear Ms. Perkins and Ms. McKeon:

I have been appointed by the Commissioner of Education to serve as consultant to the temporary regional school study committee for the Towns of Norfolk and Colebrook. Please be advised that the first meeting of the committee will be held on March 28, 2013, at 7:00 p.m. in Room 104, Botelle School, Norfolk, Connecticut. The agenda for this meeting is attached.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "M. Venhorst", with a long horizontal line extending to the right.

Matthew E. Venhorst, Esq.  
Division of Legal and Governmental Affairs

MEV:jd

cc: Honorable Denise Merrill, Secretary of State  
Stefan Pryor, Commissioner of Education  
James Chittum, Superintendent of Schools, Colebrook Public Schools  
George Counter, Superintendent of Schools, Norfolk Public Schools

Attachment

**Norfolk/Colebrook  
School Study Committee  
Contact List**

**Voting Members**

William T. Brodnitzki  
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Hope L. Carfiro  
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Sally L. Carr, Vice Chair  
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Jeanne R. Jones, Chair  
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Thomas D. McKeon  
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James Millar, Treasurer  
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J. Michael Sconyers  
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**CSDE Consultant**

Matthew E. Venhorst  
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Hartford, CT 06145  
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**School Superintendents**

James P. Chittum  
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George W. Counter  
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**Town Clerks**

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**Temporary Regional School Study Committee**

**Towns of Colebrook and Norfolk**

Meeting of March 28, 2013

7:00 p.m.

Botelle School, Room 104  
128 Greenwoods Road East  
Norfolk, Connecticut 06058

**AGENDA**

1. Call to Order
2. Roll Call of Study Committee Members
3. Review of Statutory Charge
4. Election of Officers
5. Establishment of Operational Procedures
6. Other Business
7. Public Participation
8. Adjournment

**Norfolk/Colebrook  
School Study Committee**

**Minutes to Meeting of March 28, 2013**

Members Present

W. Brodnitzki, H. Carfiro, S. Carr, S. Gray, J. Hall, J. Jones, T. McKeon, J. Millar,  
M. Sconyers

Members Absent

S. Dyer

Others Present

M. Venhorst, G. Counter, J. Chittum, 4 members of the public

The meeting was called to order at 7:00 p.m. by M. Venhorst, and the role was called.

1. After introducing himself as the State-appointed consultant to the committee and liaison to the Department of Education, M. Venhorst provided the committee with a summary of statutory requirements found in CGS sections 10-39 through 10-45.
2. Discussed operational procedures and agreed to follow Robert's rules of order.
3. There was a brief recess, then T. McKeon moved to appoint the following slate of committee officers: J. Jones, Chair; S. Carr; Vice Chair; S. Dyer, Secretary; and J. Millar, Treasurer. Second, M. Sconyers. Approved unanimously.
4. J. Millar moved that the two school superintendents, G. Counter and J. Chittum, be appointed as non-voting members of the committee to ensure that the committee will enjoy the benefit of their experience. Second, S. Carr. Approved unanimously.
5. Discussed having Education Connection submit a proposal to serve as outside consultant to the committee. S. Carr agreed with the concept but did not want to limit the proposals to Education Connection. There was general agreement with her point. Accordingly, the following actions will be taken to identify consultants who might wish to bid: G. Counter will contact CABE, J. Chittum will contact CAPSS, M. Venhorst will check with the Department of Education, and J. Millar will call Education Connection. A list of interested candidates will be presented at the next meeting, after which formal proposals, including cost, will be requested.
6. J. Chittum suggested that the next meeting focus on the main issues to be addressed by the committee, together with a work plan and the scope of proposals to be requested from potential consultants. W. Brodnitzki and others concurred. Accordingly, J. Jones asked that committee members give some thought to key issues and be prepared to discuss them at the next meeting.
7. The next meeting will be on Tuesday, April 23, 7:00 p.m., at the Botelle School. In follow up to this meeting, J. Millar will distribute by e-mail: a contact list of committee members, the preliminary consolidation study by Education Connection, and relevant sections of the Connecticut General Statutes.

8. J. Jones asked if any members of the public wished to comment. None did.

9. S. Carr moved to adjourn. Second, H. Carfiro. Passed unanimously.

Meeting adjourned at 7:50 p.m.

Respectfully submitted,

James Millar  
Secretary *Pro Tempore*



## Request For Proposals

The Norfolk/Colebrook Temporary Regional School Study Committee is requesting proposals from qualified professionals to provide professional education consultant services for the completion of a comprehensive regional school study and the generation of a regional school study report. The report must comply with the relevant state statutes and encompass the stated Scope of Services.

Norfolk and Colebrook are small elementary school districts (Pre-kindergarten – Grade 6) located in northern Litchfield County. Each town voted affirmatively on December 18, 2012 to form a temporary regional school study committee to study the advisability of forming a regional elementary school district.

### Scope of Services

The qualified professional will provide consultant services to complete the following:

- The creation of a comprehensive report containing the following information:
  - Findings on the advisability (pros and cons) of establishing a regional school district including but not limited educational, financial, governance and transition factors;
  - Towns to be included;
  - Grade levels included;
  - Detailed educational and budget plans for at least a five-year period, including projections of enrollment, staff needs and deployment, transportation and special education needs, and a description of all programs and supportive service plans for the proposed district;
  - Facilities recommended;
  - Estimates of the cost of land and facilities including future needs for renovation/expansion of district elementary schools;
  - Recommendation concerning the capital contribution of each participating town based on statutory factors;
  - Recommendation concerning the size/representation of the proposed regional board of education;
  - Other pertinent matters.

- Processes and procedures for addressing existing and new collective bargaining agreements;
- Processes and procedures for naming the new regional elementary school district;
- Presentation of reports to public hearings and Connecticut State Board of Education;
- Generation of appropriate communications to the media and communities;
- Processes and procedures for the smooth transition to a single regional elementary school.

The consultant will provide a detailed cost description for completing the Scope of Services.

The consultant will provide an appropriate resume and related information concerning similar projects to verify the capacity of the consultant to complete the scope of work.

All questions from prospective consultants should be forwarded to Superintendent James Chittum, Colebrook School District, 860 -379-2179, [jchittum@colebrookschoool.org](mailto:jchittum@colebrookschoool.org).

All proposals must be received by 3:30 p.m. on May 15, 2013 at the Colebrook Consolidated School.

Consultants submitting proposals will be expected to participate in an interview with the Regional School Study Committee on May 29, 2013 at 7 p.m. at Botelle School, Norfolk Connecticut.

**Norfolk/Colebrook  
School Study Committee**

**Regular Meeting**

Date: Tuesday, April 23, 2013

Time: 7:00 p.m.

Location: Room 104, Botelle School, Norfolk

Agenda:

1. Develop a work plan of topics and issues to be addressed by the Committee.
2. Develop requirements for proposals from outside consultants.
3. Review and approve names of consultants wishing to submit proposals.
4. Public participation.
5. Approve minutes of the meeting on March 28, 2013.
6. Schedule future meetings.
7. Other business legal and proper to come before the Committee.

Respectfully submitted,

James Millar  
Secretary *Pro Tempore*

Norfolk /Colebrook  
School Study Committee

Minutes to the meeting of Tuesday, April 23, 2013

Members Present: W. Brodnitzki, S. Carr, S. Dyer, J. Millar, T. McKeon, H. Carfiro, J. Hall, J. Jones, M. Sconyers and S. Gray

Non-Voting Members: J. Chittum and G. Counter

Others Present: W. Wood, C. Childs, M Venhorst, V. Lawrence and V. Pac

The meeting was called to order at 7:03 PM

Discussion was held on a work plan of topics and issues. W. Brodnitzki presented a list of topics and issues that he believed should be part of the discussion with the consultants. (See attached)

J. Millar and M. Sconyers noted that both the towns of Colebrook and Norfolk have added \$10,000 each to their perspective budgets for the FY 2013-2014 for the consultant.

J. Chittum and G. Counter reported on possible consultants. Education Connection, NESDC out of Massachusetts and Tom Jokubaitis..

It was noted that \$11,000 was awarded to Education Connection for this study and that this money could be used by any consultant chosen with Education Connection taking an administrative fee.

J. Chittum passed out his proposal for a RFP. Discussion was held and some changes recommended. Any questions will be directed to J. Chittum and the proposals shall be submitted to Mr. Chittum by May 15, 2013. Mr. Chittum will see that the committee members get copies of the proposals to review. The next meeting will be to interview the consultants. That meeting will be May 29, 2013 at 7:00 PM at the Botelle School.

T. McKeon moved to accept the minutes of the March 28, 2013 meeting as presented. M. Sconyers seconded. Motion carried.

Meeting adjourned at 8:00 PM.

Susan M. Dyer, Secretary

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Norfolk-Colebrook School Study Committee  
Wednesday, May 29, 2013  
7:00 PM Botelle School

Agenda:

Approval of the April 23, 2013 Minutes

Discussion of the Interview Process

7:30-Education Connection

8:30-NESDEC

Consideration of Proposals

Other Business

Susan M. Dyer, Secretary  
Norfolk-Colebrook Study Committee

Norfolk/Colebrook  
School Study Committee

Members Present: W. Brodnitzki, J. Millar, M. Sconyers, S. Dyer, J. Jones, T. McKeon, H. Carfiro, S. Carr and J. Hall

Absent: S. Gray

Non-voting members: G. Counter and J. Chittum

Others Present: W. Wood, V. Pac, R. Byrne and K. Moffitt

Meeting called to order at 7:02 PM

Minutes of the April 23, 2013 presented. J. Millar moved to accept the minutes as presented. H. Carfiro seconded the motion. Motion passed unanimously.

Discussion was held on the interview process and what questions members believed they would like answered.

The first interview was with Education Connection with Jonathan Costa, Director of School/Program Services with Education Connection. Mr. Costa presented their proposal and how Education Connection would assist the committee in moving forward with the feasibility study of regionalizing Norfolk and Colebrook. Discussion ensued with Mr. Costa regarding his proposal.

The second interview was with New England School Development Council (NESDEC) with Arthur Bettencourt, the Executive Director of NESDEC. Mr. Bettencourt presented their proposal on how NESDEC would assist the committee in moving forward with the feasibility study. Discussion was held with Mr. Bettencourt on NESDEC's proposal.

The committee then discussed both proposals at length regarding what consultant would be the best fit overall.

M. Sconyers moved to hire Education Connection as our consultant. J. Millar seconded the motion. The motion carried unanimously.

The next meeting date was set for Tuesday, June 11, 2013 at 7:00 PM at Botelle School. W. Brodnitzki suggested that at this meeting we discuss as a committee any sticking points that we might perceive, Education Connections proposal, and a possible timeline. It was suggested that if Jonathan Costa was available that he attend this meeting.

Meeting adjourned at 9:15 PM.

Susan M. Dyer, Secretary

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Norfolk/Colebrook School Study Committee  
Tuesday, June 11, 2013  
7:00 PM Botelle Elementary School

Agenda:

Approval of the minutes for the May 29, 2013 meeting

Discussion on the proposal submitted by Education Connection

Discussion on the organization of the sub-committees

Susan M. Dyer, Secretary  
Norfolk/Colebrook Study Committee

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Norfolk/Colebrook School Study Committee  
Tuesday, June 11, 2013  
Botelle Elementary School

Present: S. Dyer, W. Brodnitzki, J. Hall, S. Carr, M. Sconyers, T. McKeon, S. Grey and H. Carfiro

Absent: J. Millar

Non-Voting Members: J. Chittum, G. Counter and M. Venhorst

Others: W. Wood, A. DeCerbo and V. Pac

Meeting called to order.

W. Brodnitzki moved to accept the minutes as presented. S. Carr seconded the motion. Motion carried unanimously.

A lengthy discussion ensued regarding the process and the possible committees that could be formed.

It was noted that it would be important to get community volunteers involved in committee positions.

It was noted that Education and Community was very important and that for the time being should involve the entire study committee.

Attached are highlights (notes taken by J. Chittum) of the committee's discussion.

The next meeting has been scheduled for Tuesday, June 25, 2013 at 7:00 with Jonathan Costa. Names of individuals for committee positions should be presented.

Submitted:

Susan M. Dyer, Secretary  
Norfolk/Colebrook School Study Committee



COMMENTS, ISSUES AND SUGGESTIONS  
SUBCOMMITTEE WORK  
6/11/2013

Process

Subcommittee A – Education and the Community: Work to be performed by the Study Committee as a whole with additions from the communities.

All work by subcommittees to be reviewed and approved by Study Committee

Study Committee to meet every 6 weeks to hear status reports from subcommittees

Timeline needs further discussion

Submit choices for subcommittee B, C, or D to Jeanne Jones by 6/18/2013

Indicate interest in being subcommittee chairperson

Chair and Vice Chair will appoint subcommittee membership

Education & Community

Citizen Volunteers

Grade Confirmation – Pre K – Grade 6

Effective Communication

Includes administration plan/school and district management

Program not limited to what exists

Art and music

Special education services

Rename District – no interest in renaming school

Students should be involved in the process

Communication and implementation

## Facilities and Transportation

Transportation must be included

Use of Colebrook Consolidated School – Study by the Town of Colebrook

Building Assessment of Botelle and CCS

Relations of enrollment to building use

Include CCS as an option for program

## Governance and Legal

Regional board of finance – possibility

Personnel Issues – very important

Identify specific steps to creating regional board

Equalization process – very important

Equalization process includes both financing of operations and financing of capital

## Budgets and Fiscal

Equalization !!

Include outstanding obligations

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NORFOLK/COLEBROOK STUDY COMMITTEE  
Tuesday, June 25, 2013  
7:00 PM  
Botelle Elementary School

Agenda:

Approve Minutes of 6/11/2013 Meeting

Discussion with Jonathan Costa

Discussion of Sub Committees

Public nominations to sub committees

Susan M. Dyer, Secretary  
Norfolk/Colebrook Study Committee

Norfolk Colebrook School Study Committee  
Tuesday, June 25, 2013

Present: W. Brodnitzki, J. Hall, H. Carfiro, S. Carr, T. McKeon, J. Millar, J. Jones, M. Sconyers, S. Dyer

Absent: S. Grey, M Venhorst

Non-Voting Members: J. Chittum, G. Counter

Others: V. Pac, A. DeCerbo

Mintues: W. Brodnitzki moved to accept the minutes as presented. H. Carfiro seconded. Motion carried.

Jonathan Costa led the discussion regarding the comments, issues and suggestions from the last meeting.

Timeline: If all goes well and there are no hitches and it passes in each town the earliest this combined school could start would be 14/15. There can be unforeseen circumstances that could push it forward to 15/16.

It was noted that two-thirds of A- Subcommittee Education and Community drives B- Facilities and Transportation; C-Governance and Legal and D-Budgets and Fiscal.

A side by side comparison of what each school offers K-6 current state of transition to common core. J. Costa will assist Superintendents to lay out a plan for the schools which will be a comparative document available for review. This would be the most opportune time to create a new starting point for both schools.

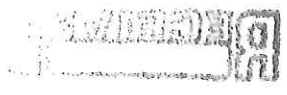
Discussion on projected demographics for each school. A. DeCerbo expressed concerned regarding the last projected demographic. J. Costa explained that no matter who does it they will all follow the same algorithms in determining future enrollment.

Motion: M. Sconyers moved to hire Peter Prouda to update the demographics for both towns using the enrollment figures after the start of school. T.McKeon seconded the motion. Motion carried.

Citizen Volunteers: participate in discussion at each meeting and communicate effectively.

Special Ed-Shared Services vs. In-house

Student involvement in creating the new identity



J. Costa noted that Reg 12 commissioned a study on the impact of closing a school on property values and found that there was no impact-the concern was the quality of education not the location of the school.

Equalization, very important to both communities and how do you equalize both communities effectively.

The next meeting will be Thursday, September 5, 2013 at 6:30 PM at Botelle. We will set the meetings for next year, look at the program overview/overlap and the adds and benefits discussion; Prouda update and committee volunteers.

Submitted:

Susan M. Dyer, Secretary  
Norfolk/Colebrook School Study Committee

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9.4.13

NORFOLK/COLEBROOK SCHOOL STUDY COMMITTEE  
THURSDAY, SEPTEMBER 5, 2013  
6:30 PM BOTELLE SCHOOL

Agenda:

Minutes 6/25/2013

Presentation and Discussion Educational Programs

Prouda Update

Set Meeting Dates

Susan M. Dyer, Secretary  
Norfolk/Colebrook Study Committee



NORFOLK/COLEBROOK SCHOOL STUDY COMMITTEE  
Thursday, September 5, 2013

Present: H. Carfiro, W. Brodnitzki, S. Dyer, S. Carr, J. Hall, T. McKeon, S. Gray, J. Jones, M. Sconyers, J. Millar

Non-Voting Members: J. Chittum, G. Counter and M. Venhorst

Consultant: J. Costa

Others: V. Pac, J. Scharnberg, K. Crone, J. Hirst, E. J. Lockwood, S. Hooker, T. Olsen, A. DeCerbo

T. McKeon moved to accept the minutes as presented.

H. Carfiro seconded the motion.

Motion carried.

J. Costa presented a comparison of the curriculum of both Norfolk and Colebrook elementary schools. Mr. Costa's goal is for all the members to understand the presentation and to ask any questions that may arise. The next meeting or two would be to make changes or enhancements to the curriculum.

The presentation was presented by grade and instruction and by town non-instruction.

The alignment box would be where opportunities might exist going forward.

A brief explanation of Common Core and Smarter Balance was given to the members and audience.

Since Common Core affects Language Arts and Math the most; the question then becomes how time will affect the programs of Social Studies and Science-what will be the emphasis and the approach. Could there be a dedicated science teacher with flexible schedules for the 4/5/6 grades; would staggering contracts work; spread the efforts over a span of time. The goal in the end would be to have an aligned course of study for social studies and science.

The others subjects, Health-unify the topic; World Language-could have an enhanced quality; the Computer/Library could be considered out dated as it stands but should be revamped into one class focusing on digital learning.

The instructional hours between both schools are very close. The challenge is to work within the existing framework to create enough time for all the current programs and any enhancements that might occur.

Instrumental music/vocal and visual arts-the issue would be available space to hold the class.

J. Costa asked that the members think about the different opportunities in terms of priority and draft a schedule that reflects those priorities.

Regarding the Prouda update; we will receive that information using the enrollment as of October 1, 2013.

Future meetings were set as follows: Monday, September 23<sup>rd</sup> 6:30 PM  
Wednesday, October 23<sup>rd</sup> 6:30 PM  
Wednesday, November 20<sup>th</sup> 6:30 PM  
Wednesday, December 18<sup>th</sup> 6:30 PM  
Wednesday, January 29<sup>th</sup> 6:30 PM  
Wednesday, February 26<sup>th</sup> 6:30 PM  
Wednesday, March 26<sup>th</sup> 6:30 PM  
Wednesday, April 30<sup>th</sup> 6:30 PM  
Wednesday, May 28<sup>th</sup> 6:30 PM

M. Venhorst reported that the law requires a semi-annual report to the State Board of Education. J. Costa will provide a letter of up date including any and all work products that have been completed.

H. Carfiro moved to adjourn at 8:10 PM.

S. Gray seconded the motion.

The motion carried.

Submitted: Susan M. Dyer, Secretary  
Norfolk/Colebrook School Study Committee



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NORFOLK/COLEBROOK  
SCHOOL STUDY COMMITTEE  
Monday, September 23, 2013  
6:30 PM Botelle School

Agenda:

Approval 9/15/13 Minutes

Prouda Proposal

Educational Program

Susan M. Dyer, Secretary

NORFOLK/COLEBROOK SCHOOL STUDY COMMITTEE  
Monday, September 23, 2013

Present: S. Carr, H. Carfiro, W. Brodnitzki, J. Millar, J. Jones, J. Hall and S. Gray

Absent: M. Sconyers

Consultant: J. Costa

Non Voting Members: G. Counter, J. Chittum and M. Venhorst

Others: S. Hooker, L. Allyn, V. Pac and P. Vosburgh

J. Jones called the meeting to order. She also set forth ground rules-that the public would be able to ask questions or make a statement at the end of the meeting for no more than 5 minutes enabling the committee to keep the discussion going; trying to keep to a 2 hour time limit knowing that at times that might be difficult.

H. Carfiro moved to accept the minutes as presented. S. Gray seconded the motion. The motion carried.

J. Chittum presented P. Prouda's proposal of \$1800 total (\$900 per town) to provide the committee with an updated student population proposal using the October 1, 2013 date and that his findings will be supplied to the Committee prior to our meeting on October 23<sup>rd</sup>. G. Counter indicated that he contacted Dr. Chou, who also does enrollment projections and Dr. Chou's cost estimate was \$5,000 plus.

J. Millar moved to accept Dr. Prouda's proposal of \$1800.00. W. Brodnitzki seconded the motion. The motion carried.

The meeting was then turned over to J. Costa.

The requirement to provide a summary of where the Committee now stands has been completed and reviewed. A copy will be sent to all members and the original will be forwarded to the State Board of Education.

J. Costa provided a copy of the educational program to everyone. He explained that the scheduling has a lot to do with the allotted time of the school day and school year. This preliminary instructional allocation of time will set forth the frame of reference for a school day/school year for which a budget and space can be determined.

A lengthy discussion followed. The focus for large blocks of time would be language arts and math. For the remaining blocks of time suggestions were made that included in the rotation of science and social studies more emphasis be allotted to science; check with Reg #7 as to what instructional time might be useful, increase the school day to no more

than 7 hours; have optional afterschool programs; split social studies and science so that each one is taught for half a year, that some teachers hours vary, re-imagine the position of media into one of digital learning and literacy that would retain some library responsibilities and assist teachers in teaching the children the tools in technology that will be useful at Reg. #7; support coaches in math and language arts.

J. Costa will have a chart indicating what each school currently offers and what a regionalized school could offer using the 7 hour day.

At the next meeting the committee would review the instructional allocation of time and construct the sub-committee.

Based on the reviewed date there should be enough information to begin the conversation on finance and space.

It was noted that the sub-committee should have a single point of contact and should the committee get stuck on an issue-not to waste time but bring it back to the whole group to sort out. These sub-committee meetings should lead to the discussion of a general plan of action.

Public Comment: None

H. Carfiro moved to adjourn at 8:25 PM. J. Hall seconded the motion. The motion carried.

Submitted by:

Susan M. Dyer, Secretary

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10.21.13

Norfolk/Colebrook School Study Committee  
Wednesday, October 23, 2013  
6:30 PM Botelle School

Agenda:

Minutes: September 23, 2013

Prowda Enrollments

Summary of draft schedule models

Committee Designations

November Meeting Conflict

Susan M. Dyer, Secretary  
Norfolk/Colebrook Study Committee

Norfolk/Colebrook School Study Committee  
Wednesday, October 23, 2013

Present: S. Dyer, J. Millar, H. Carfiro, S. Carr, J. Jones, T. McKeon, S. Gray, J. Hall, M. Sconyers and W. Brodnitzki

Non-Members: J. Costa, G. Counter, J. Chitthum and M. Venhorst

Others: T. Prisco, V. Pac, B. Kelley, S. Hooker, L. Allyn, T. Olsen and K. Moffett

J. Millar moved to accept the minutes as presented. H. Carfiro seconded the motion. Motion carried.

The Prowda Enrollment Projections basically have not changed significantly and still represent the same declining pathway as indicated in the previous document. J. Millar moved to accept the Prowda Enrollment Projections as the basis for the Norfolk-Colebrook School Study Committees planning process. T. McKeon seconded the motion. Motion carried.

The potential schedules for a regionalized elementary school were handed out and discussed. Some minor discrepancies were realized and will be corrected. It should be noted that J. Costa said that this document is not necessarily the schedule that will be adopted by the new region, but it could be used as a frame of reference for planning.

A question was raised as to how much effort we put into creating a curriculum when in reality if this does pass the new board and administration would then be in charge and could change anything that has been worked on. Discussion ensued and curriculum would become part of the presentation to the public and part of the application (if approved) to the State. J. Costa asked that M. Venhorst get a copy of an approved regionalized school district to see exactly what would be required of this committee.

Committee Designations were handed out. S. Gray asked to be moved from governance and legal to facilities and transport. An outline of the sub-committees and their responsibilities was handed out. It was noted that there should be one contact individual and each sub-committee was responsible for FOI reporting; recording their minutes and posting their agendas with the town clerks. A sub-committee template will be provided.

J. Chittum was authorized to provide names of architects and transportation companies to the facility/transportation committee.

It was requested that M. Venhorst provide a copy of a complete regional document/contract.

The sub-committees have no authority to spend money. All monetary requests must be presented to the full committee for approval.

J. Costa indicated that the next 2 to 3 meetings would devote discussion during the first half on education and curriculum issues and the second half of the meeting on the progress and issues of the other sub-committees.

There was a conflict with our next meeting on Wednesday, November 20, 2013. After discussion that meeting has been changed to Monday, November 18, 2013.

The committee then broke into their sub-committees to discuss point of contact and possible meeting dates.

Meeting adjourned at 8:30 PM

Submitted by:

Susan M. Dyer, Secretary  
Norfolk/Colebrook School Study Committee