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TOWN CLERK, NORFOLK CT

NORFOLK BOARD OF EDUCATION

Regular Meeting-November 10, 2026

MINUTES

BOARD MEMBERS PRESENT: John DeShazo, Virginia Coleman-Prisco (zoom), Walter Godlewski, Mike Listorti, Donna Rubin, Jeremy Withnell (zoom)

BOARD MEMBERS ABSENT: Amy Bennett

ADMINISTRATION PRESENT: Kevin D. Case, Superintendent, Lauren Valentino, Principal

GUEST PRESENT: Erin Dubecky, Botelle's Media Specialist

The meeting was called to order at 6:32 p.m.

Public Comments:
None

Motion by W. Godlewski **seconded by** D. Rubin to approve the minutes of the regular meeting of October 6, 2026 Abstaining, V. Coleman-Prisco **Motion APPROVED.**

Correspondence:
None

Approval of Policy #41118.53 (Botelle School Generative AI Responsible Use Policy and Guidelines) was moved to after correspondence, as Erin Dubecky, Botelle's Media Specialist who was instrumental in developing the policy, was at the meeting to answer any questions board members might have.

Board member Jeremy Withnell raised questions regarding the use of photographs and visual media. Following discussion, the board agreed to update the data privacy policy to explicitly include an individual's likeness or physical description.

Motion by W. Godlewski **seconded by** M. Listorti to approve the Botelle School Generative AI Responsible Use Policy & Guidelines with noted changes. **UNANIMOUSLY APPROVED.**

Walter Godlewski commended Erin on the fantastic job she did on the policy.

Financial Report: Superintendent Case reviewed the October 2026 Check Authorization/Bills for Review and the October 2026 Monthly Expenditure Report. After some discussion, the Board Chair asked for a motion to approve.

Motion by W. Godlewski **seconded by** M. Listorti to approve the October 2026 Monthly Expenditure Report. **UNANIMOUSLY APPROVED.**

Superintendent's Report:

Superintendent Case shared with the Board that he and Lauren worked with Richard Byrne, Emergency Management Director/Chairman for the Town of Norfolk to update the safety and security plan. Superintendent Case reported to the Board that he and Kathy attended a webinar, "Identifying a Swatting Call "put on by the Connecticut Intelligence Center.

Principal's Report:

Teaching & Learning

- Teachers are implementing new instructional resources - IM 360 and math centers, UFLI and Word Origins.
- Fall benchmark assessments are complete and teachers used that data, along with curriculum-based measures, to identify differentiated Power Goals for each student in reading and math. Teachers plan small group instruction during WIN to target those Power Goals to accelerate learning.
- Collaboration among teachers provides rich opportunities for interdisciplinary learning. Some examples include Fire Safety Day, Museum of Fear and Balloons Over Broadway.

Professional Learning

- ReadConn is a primary focus and we are on track to complete 3 modules this year - Phonics and Word Study, Fluency and Vocabulary.
- ROP Support and Evaluation process has begun and goal setting meetings are complete. Teachers are collaborating on shared goals to connect the learning from ReadConn with our new literacy resources, UFLI and Word Origins.
- Regional Math Meetings supported teachers in understanding the progression of priority standards and what student learning looks like at various levels of mastery. This work will continue during the winter and spring meetings.

Upcoming Events-

- 11/11 Veterans Day Assembly
- 11/23 & 11/24 Parent Teacher Conferences
- 11/25-11/27 Thanksgiving Break
- 11/30 Assembly with Colebrook - Corey the Dribbler: A former Harlem Globetrotter and 6-time World Record holder, visits to teach our students to reach for their goals while treating others with respect.

Chair Report:

Curriculum Alignment Discussion- Minute Attached.

Standing Committee Reports:

Curriculum and Technology:

Ms. Garceau updated the committee on

- BOY Benchmark Math data
- Set Power Goals for all students in Math
- Finished SRBI cycle 1 and began cycle 2 for students who meet the criteria for additional instruction.
- Regional K-8 Curriculum Council- Middle School staff shared challenges about getting student data from the feeder schools to help them learn about the students and put them in the best classes. Visits between grade 6 math teachers and grade math teachers will happen to support better placement. Discussion about 6th graders also having choice to increase ownership and motivation.
- Regional Grade level math meetings focused on the priority standards and the progression of standards throughout the grades, as they pertain to the end of unit assessment and the various levels of mastery for students. Teacher discussed what student success look like and created exemplars of student work.

Mrs. Pottbecker updated the committee on

- BOY Benchmark Reading data
- Set Reading Power goals
- Finished SRBI cycle 1 and began cycle 2
- Implementation of UFLI and Word Origins to support foundational reading and spelling skills has begun. Students and teachers know

- the routines that support learning. Effective collaboration between teachers promotes everyone's instruction.
- 4th year of implementing ARC- American Reading Company. 2nd time for Year B units. Reviewed the topics of the 4 units. All grade levels are learning about topics within an Informational Reading and Writing Unit. Our familiarity with the ARC structures have supported our new staff member's implementation.

Mrs. Dubecky updated the committee on

- Tech and literacy- Early Primary students reinforce letters and sounds learning through apps that Erin has introduced to students. Pebble Go supports research skills. Upper Intermediate is using Pebble Go to research space topics. Compared benefits of Pebble Go vs. Google search. Using citations to
- Pen Pals- Grades 3-6 students have been matched with 12th grade students at Northwestern. Botelle is the only school to take part in this opportunity. Students were matched based on interest, NWR7 students wrote to kids first.
- STEM- Primary students constructed Carnival themed Lego kits following directions. 3-D prints in grades 3-6 connected to first ELA unit.
- Poster printer- getting a lot of use for student and teacher materials.
- Laser cutter- received as part of a grant. Mrs. Dubecky is learning how to use it.
- AI and Google- In the news this week, schools must use AI or they can't do searches, however our filtering software, Securly, can filter the summary out.
- Deb Bell is a new volunteer who has made a huge impact on our school, including in the library.

Policy: Reviewed new Policy #3171.1 (*Non-Lapsing Education Fund*) and updated Policy #4111/4211 (*Recruitment and Selection*). Both items will be submitted to the Board for a first reading at the December meeting.

Safety and Security: The committee met last month to review current safety plans and recent drills; Revised emergency information sheets are posted by all doors. Mr. Byrne continues to inspect, repair, and maintain the classroom emergency backpacks.

Local firefighters visited the school to show students the fire engine and practice crawling low under smoke. Firefighters also worked with students in the media lab to create rechargeable battery safety posters.

Health and Wellness: Goals reviewed and identified where we are in that plan. Mr. Thorne-Kaunelis, PE Teacher at Botelle is looking at resources to put a nutrition education program into place for students in grades 1 through 6.

Affiliations/Liaison Reports:

PTO- Discussed Veteran's Day, The Holiday Fair. The Spooktacular was a great success.

Shared Services – Minutes Attached

EdAdvance – Nothing to report

Board of Finance-
Superintendent Case reported to the Board of Finance that the new teachers' contract was successfully ratified. The Superintendent also gave an update on the unaudited fiscal year, outlining the amount placed into the lapsing account and confirming that a little over $9,000 is being returned to the Town's General Fund. Members noted they were pleased with the news

New Business: None

Motion by M. Listorti **seconded by** W.Godlewski to adjourn the meeting@ 7:20 p.m.
UNANIMOUSLY APPROVED.

Meeting adjourned

Respectfully submitted,

Kathy Lippincott

Kathy Lippincott,
Recording Secretary

THESE ARE NOT APPROVED MINUTES SUBJECT TO APPROVAL OR DISAPPROVAL AT THE NEXT MEETING.

COMMITTEE FOR SHARED SERVICES
October 19, 2026
Held Remotely Via Google Meet
5:00 P.M.
MINUTES

PRESENT:	Barkhamsted	Jaclyn Dombrowski
	Barkhamsted Alternate	Leigh Connole
	Colebrook	Alison Jassen
	Hartland	Amy Levan
	Norfolk	Jeremy Withnell
	Regional #7	Theresa Kenneson, Chairperson
	Shared Services	Quentin H. Rueckert, Executive Director
	Superintendents' Council	Steven LePage, Sup't-Regional #7

ABSENT:

1. MEETING CALL TO ORDER:

Chairperson Kenneson called the meeting to order at 5:01 p.m. The meeting was held via teleconference.

2. PUBLIC PORTION:

a. Special visitors or delegations
None

b. Opportunity for public to speak on agenda items
None

3. APPROVAL OF THE MINUTES OF September 21, 2026, meeting:

MOTION by Alison Jassen, seconded by Jaclyn Dombrowski, to accept the minutes as presented.

In favor: Theresa Kenneson, Alison Jassen, Amy Levan, and Jaclyn Dombrowski
Opposed: None
Abstained: Jeremy Withnell

4. DIRECTOR'S REPORT:

Quentin Rueckert reported that we are still looking for a school psychologist for Barkhamsted School and it is likely going to be a real challenge to find one mid-year. All other staff positions are filled at this point. Quentin reported that he is beginning to work on budgeting for all the towns as this is the beginning of budget season. The other thing on the current agenda is teacher negotiations. The committee and teachers union have met once and will meet for a second session this coming Wednesday

5. SUPERINTENDENTS' COUNCIL REPORT:

Superintendent Steve LePage was not present at the beginning of the superintendents' council report but joined after a period of discussion among committee members regarding curriculum alignment. The discussion centered around the challenge of finding a cohesive process for aligning curriculum across all our elementary schools and having a common set of skills and content when students arrive at Regional #7 for middle school. The possibilities that have been proposed for a coordinator or a consultant group for this are basically non-starters at this point because of different perspectives and needs of the elementary schools. There is a collective will and ongoing discussion among superintendents and board members that will hopefully result in positive progress on curriculum alignment. Steve shared that the new weather service has been good so far and that there have been some tabletop exercises to get ready for the winter season

6. CORRESPONDENCE:

None

7. OLD BUSINESS:

None

8. NEW BUSINESS:

a. Presentation of the check register to the CSS treasurer. The Treasurer reported she received the check register electronically.

9. OTHER:

None

10. PUBLIC QUESTIONS OR COMMENTS ON AGENDA ITEMS:

None

MOTION at 5:34 p.m. by Amy Levan, seconded Jaclyn Dombrowski to adjourn the meeting.

In favor: Theresa Kenneson, Alison Jassen, Amy Levan, Jaclyn Dombrowski and Jeremy Withnell
Opposed: None
Abstain: None

Respectfully submitted,

Quentin H. Rueckert

Approved: _____

Regional Curriculum Alignment Discussion
October 28, 2026
Northwestern Regional Library Media Center
5:00 PM - 6:00 PM

Present: Molly Sexton Read - Northwestern Regional BOE Chair, Steve LePage - Northwestern Regional Superintendent, Ryan Cornelius - Northwestern Regional Middle School Principal, Dan Carroll - Northwestern Regional High School Assistant Principal, John DeShazo - Norfolk BOE Chair, Amy Bennett - Norfolk BOE Member, Kevin Case - Norfolk Superintendent, Rob Brainard - Barkhamsted BOE Chair, Erika Sacharko - Barkhamsted Superintendent/Curriculum Director, Judy Palmer - Incoming Colebrook Superintendent (January, 2027), William Wesley - Colebrook School Principal, JeanAnn Paddyfote - New Hartford Interim Superintendent

Executive Summary:

The Regional Curriculum Alignment meeting focused on establishing curriculum coherence across member towns, reviewing existing structures, addressing efficiency gaps, and enhancing collaboration among districts. Participants emphasized leveraging the existing K-8 Curriculum Council framework rather than immediately seeking external support, while identifying actionable next steps to ensure sustained alignment and board communication.

Key Discussion Points:

- **Rationale & Data Needs:** Discussions highlighted the need for curriculum coherence across towns, with requests for disaggregated data and cohort analyses over the past five years to identify specific transition gaps.
- **Leveraging Existing Structures:** Members agreed that the K-8 Curriculum Council provides a solid foundation (e.g., vertical/horizontal mapping, annual strategic planning) that should be reinvigorated following pre-COVID momentum.
- **Subject Areas & Subject Collaboration:** There is an urgent need to align Science and Social Studies, with subcommittees scheduled to launch in early December to enable teacher collaboration.
- **Operational Constraints & Consistency:** Key challenges include limited teacher coverage/substitutes and differing regional practices, such as variations in elementary homework expectations compared to middle and high school workloads.
- **External Support:** The consensus was to hold off on outside consultants for the next year to build organic relationships and strengthen internal systems first.

Action Steps:

- **Launch Subcommittees:** Convene Science and Social Studies regional alignment subcommittees in early December (first meeting targeted for December 8).
- **Share Resources & Progress:** Distribute K-8 Curriculum Council shared folder materials to Superintendents for sharing with local Boards of Education. This folder

contains guiding vision, mission, and goals of the K-8 Curriculum Council, and outlines a Strategic Plan which is updated annually by the members of the group.

- **Data Analysis:** Conduct a 5-year cohort data dive by town to review student transition outcomes and academic performance.
- **Budget & Planning:** Evaluate budgetary impacts for proposed changes, including potential summer curriculum development and regional PLC release time.
- **Ongoing Governance:** Continue collaborative meetings with Board Chairs to maintain alignment and facilitate regular reporting to local BOEs.