

**ENFIELD BOARD OF EDUCATION
SPECIAL MEETING MINUTES
JUNE 1, 2010**

The Enfield Board of Education held a Special Board meeting on Tuesday, June 1, 2010 in the Board Conference Room at Henry Barnard Elementary School located at 27 Shaker Road, Enfield, CT.

1. **CALL TO ORDER** The special meeting workshop was called order by Greg Stokes at 6:30 PM.

2. **PLEDGE OF ALLEGIANCE** Greg Stokes

3. **FIRE EVACUATION ANNOUNCEMENT** Greg Stokes

4. **ROLL CALL**

 Present: Judy Apruzzese-Desroches; Vincent Grady; Joyce Hall; Stacy Thurston; Peter Jonaitis; Tom Sirard (arrived at 7:03 PM); Donna Szewczak; Chuck Johnson and Greg Stokes

 Also Present: John Gallacher, Superintendent; Tony Torre, Assistant Superintendent; and Chris Chemerka, Business Manager.

5. **WORK SESSION FOR ARRIVING AT THE ADOPTED BUDGET FOR FY10-11**

Chairman Stokes stated tonight's Special Meeting is for a budget work session regarding the FY10-11 budget.

Dr. Gallacher presented Board members with a summary of the proposed FY10-11 budget adjustments starting with the fixed cost budget for 2010-11 of \$67,704,705.00 and ending with a zero percent increase of 62,711,007.00. This equates to a reduction of \$4,993,698.00 which is the same amount approved for the 2009-10 budget.

Dr. Gallacher reviewed line items with Board members for health insurance, excess costs, retirements, salary adjustments, security and personnel. Dr. Gallacher would like to start with the secondary principals first.

Mr. Newton stated he worked with the FTE parameters provided by Dr. Gallacher. All cuts will have some kind of an impact. Both Mr. Duffy and Mr. Newton worked closely with the recommended cut positions. All position cuts will affect each school in a fairly consistent manner. The staff cuts equates to \$849,488.00 which is around \$200K per grade level in cuts.

Dr. Gallacher reviewed the high school guidance counselor positions that are being cut.

Mr. Newton reviewed the cut secretarial positions and stated they cut the last hired in each building. At Fermi it was a 12 month position and at EHS it was a 10 month position. The responsibilities will be shared by other secretarial staff.

Mr. Duffy reviewed the staff cuts at both high schools. The class sizes will increase. Mr. Newton stated they will start to phase out the Latin program with the reduction of a world language teacher.

Mr. Johnson asked if any other programs are going to be eliminated besides the Latin program. Mr. Newton stated we eliminated an instrumental music teacher.

Ms. Hall asked how the music program would work. Mr. Newton stated not great but we would offer the EHS students the opportunity to commute or transfer to FHS. Ms. Hall asked if this would create problems. Mr. Newton stated in a tough budget year, everything creates problems with position cuts. Mr. Duffy stated the music at EHS is done differently than FHS. We have students that attend FHS for art portfolio classes.

Mrs. Szewczak asked about the program reductions. Mr. Duffy stated four years ago we needed a math teacher due to enrollments. Our enrollment has changed and this position is not needed at this time. Mr. Newton stated we have always been generous with our English positions but due to the budget we believe we can make the reduction without impacting instruction. Mr. Duffy stated class sizes will increase.

Mrs. Szewczak asked if they thought about offering AP classes at one building. Mr. Newton stated they only offer the AP courses with the most robust numbers. The enrollments for AP classes are over 20. We would not gain anything by putting them at one school. Mr. Duffy stated our AP Physic students have the opportunity to go to Fermi or vice versa.

Ms. Hall asked about the Family & Consumer Science position and the UCONN course. Mr. Newton stated if the numbers are there, we will offer it. Mr. Duffy stated they have the numbers. Mr. Newton stated we are balancing the numbers in the academic areas without trying to impact the elective classes. Mr. Duffy stated it is a balancing act.

Chairman Stokes stated the secondary principals are looking for a nod so they can proceed with scheduling. Mr. Duffy stated making changes after they have scheduled classes will create more problems.

Dr. Gallacher stated the secondary school cuts are \$1,176,424.00 and the elementary cuts are \$1,131,309.00. It does cost more to educate a high school student, but the cuts are almost 50/50.

Mr. Jonaitis stated Mr. Newton and Mr. Duffy did a great job with the cuts.

Dr. Gallacher stated after the presentations are completed, the Board can give the secondary principals some kind of direction so they can start the scheduling process.

Mr. Neville reviewed the middle school cuts by trying to keep the teacher in the classrooms while keeping class sizes balanced. All cuts will have a negative impact.

Ms. Hall stated by eliminating a principal this year, we will need to add one back for next year. Mr. Neville stated that is correct.

Ms. Hall asked about working without a librarian. Mr. Neville stated a lot of the work the librarian did, the teacher will carry this task out. We will still have the library assistant.

Ms. Hall asked about the reduction of a computer teacher. Mr. Neville stated we currently have two and will only have one (Mr. Bourassa). The teacher will carry out this task. There will be losses, but we have been using a team concept. This will allow us to keep the teachers in the classrooms.

Ms. Hall asked about the reading teacher cuts. Mr. Coleman stated we will cut one teaching position. The class sizes will increase slightly. The remedial and developmental classes should still be manageable.

Ms. Hall asked if there were any other non-teaching areas they could cut from. Mr. Neville stated they looked at everything and he believes with the support system they have, they should be able to do this with class sizes still being manageable.

Mr. Jonaitis asked about the team class sizes. Mr. Coleman stated the teams are around 116-118 per team.

Chairman Stokes stated next year we will move grade 6 and will need a principal. What would happen to the cut administrator? Dr. Gallacher stated the administrator would bump a non-tenured administrator. It would be a layoff. Dr. Gallacher stated we will be in worse financial shape for next year. If something happens that would be great if we could rehire but from what we have been told, it does not look promising.

Mrs. Stamm and Mrs. Carroll reviewed the Special Education cuts. Mrs. Carroll stated some of the preschool classes will increase due to paraprofessional reductions.

Ms. Hall asked if this will create a problem. Mrs. Carroll stated not at this time. If the preschool population increases next year we would need to re-evaluate. Dr. Gallacher stated this is something we look at year long. This is where the excess costs can come into play.

Mrs. Beaulieu reviewed the elementary reductions while trying to stay away from any cuts in K-3. Mrs. Beaulieu state the Early Reading Success Grant will end and the kindergarten classes will now be half day sessions. Mrs. Beaulieu stated we have worked out a schedule and the elementary library department will work on a reduced schedule.

Ms. Hall asked about the reduced library clerk position. Mrs. Beaulieu stated that is a clerical position that will be cut in half.

Mr. Van Tassel reviewed the elementary teacher reductions. Dr. Gallacher stated the out-of-district students will increase the numbers slightly. Dr. Gallacher would recommend leaving them because next year they will be moved. The largest class size next year is in Alcorn grade 6 with 34 students. Alcorn is a Title I school and we could get some help in the classroom at Alcorn only.

Mrs. Beaulieu stated the students in the TLC program will continue to receive services. Mrs. Szewczak asked if there will be a replacement program for TLC. Mrs. Beaulieu stated no we do not have a replacement program.

Chairman Stokes would like to see a matrix for elementary class sizes.

Mrs. Apruzzese-Desroches asked if there will be program reductions at the elementary level. Mr. Van Tassel stated students will receive music, art and computer. Mrs. Beaulieu stated computer class is offered to students for 45 minutes, 1 day a week.

Mr. Jonaitis asked how many classes will have over 30 students. Mrs. Beaulieu stated Alcorn grade 6, Memorial grade 5 and Stowe grade 5.

Mrs. Szewczak asked how many schools will only have one class in a grade level. Mrs. Beaulieu stated Stowe and Alcorn will have one teacher in a grade level.

Mrs. Szewczak stated she is having a hard time with more than 27 in a classroom. Mrs. Beaulieu stated we will have large class sizes this year because we will redistrict in 2011.

Mrs. Apruzzese-Desroches stated our out-of-district policy allows students to transfer to another school with smaller class sizes. The option is an option there. We may need to re-visit this policy.

Mr. Grady asked if another school became a Title I school would we be able to offer TLC there? Dr. Gallacher stated if the grant was written that way we would be able to do that.

Mr. Grady asked if a contingency plan will be in place when a secretary is absent at an elementary school. Dr. Gallacher stated they will have to come up with something. Ms. Hall stated there used to be a line item for substitute coverage. Dr. Gallacher stated that is correct. They would need to come up with something. The elementary office is a busy place.

Mr. Johnson asked about bumping. Do the numbers listed and the prices reflect after bumping. Dr. Gallacher stated that is correct. Dr. Gallacher explained the bumping process to Board members.

Mrs. Szewczak asked if high school teachers can bump elementary teachers. Dr. Gallacher stated no due to their certification. Mr. Duffy stated music can bump down.

Mr. Johnson asked what are the smallest class sizes in grades 4-6. Stowe grade 6 will have 19/19 and Hale grade 6 will have 18/19. Smallest is 18 and largest class size will have 34.

Mr. Jonaitis asked if we looked into tweaking boundaries slightly. Dr. Gallacher stated no because of what we will do next year. This is keeping students at the schools they are currently attending.

Chairman Stokes stated matrices are needed for the next meeting. Dr. Gallacher stated we will get those to Board members.

Mrs. Apruzzese-Desroches stated everything related to freshman sports includes the cost of everything associated with freshman sports. Mr. Bernstein stated that is correct.

Mrs. Szewczak asked about an intramural program and associated costs. Dr. Gallacher stated we were talking about the after school program and possibly they could oversee it. Dr. Gallacher stated we do not have any intramural sports. Mr. Neville spoke to Claire Hall about starting one up for next year. She could provide some of the financial aspects through grants and participation fees would offset the remaining costs so it would be self-sufficient program.

Ms. Hall stated the program run by Ms. Hall is called Kids Sports.

Mr. Jonaitis asked about teacher committee choices and making the intramural program one of the choices. Mr. Neville stated that could be done.

Ms. Hall asked about the Fermi football coach that was hired still fits within our budget. Mr. Bernstein stated that is correct. We needed to replace a coach and the stipends are budgeted for.

Dr. Gallacher stated Head Start and Nutrition Services remain the same. We eliminated the elementary summer school. We will have Special Education Summer School and the secondary summer school will only be offered if they are totally self-funded. The Board will not supplement as done in the past. Students can go to other summer school programs. Dr. Gallacher stated many school districts have dropped their summer school programs.

Mr. Neville stated if we eliminate summer school it will affect our numbers based on our C-policy. Mr. Duffy stated we have more retentions in the freshman grade.

Mr. Torre stated our summer school program usually has around 200 students in grades 9-12 and 160 students in grades 7-8.

Mr. Jonaitis asked about the GED program and is it offered during the summer. Mr. Torre stated it is offered during the summer. Ms. Hall stated CREC also offers summer school.

Mr. Johnson stated we have added CAFE back into the budget. Mr. Johnson is not in favor of this. Dr. Gallacher stated being a member of CAFE is important for lobbying and policy support. There are benefits to being a national member. Dr. Gallacher stated he would recommend the Board become a member again. We need a professional group to represent us during these trying times. Mr. Johnson stated we are looking at cutting 26 full time staff positions and 5 part time positions and he has a difficult time spending money for this. Dr. Gallacher believes we will get a good return by being a member.

Ms. Hall asked if any of the non-certified and non-union employees could cut hours like at head start. Dr. Gallacher stated we looked at this last year. We tried to negotiate with one of the unions but it didn't work out. There aren't that many left.

Mrs. Apruzzese-Desroches asked about the rent for the Transitional Learning Academy? Dr. Gallacher stated we are still looking for a location. The Town was looking into something. We will most likely hold it at one of the schools for next year.

Mrs. Apruzzese-Desroches asked about increasing the walking distances to reduce buses. Dr. Gallacher stated waiting to next year would give us more time to work with the transportation software. Mr. Drezek stated in order to save any money we would need to eliminate an entire bus at each level.

Chairman Stokes stated the next budget workshop will be held on Thursday, June 3rd at 6:30 PM.

Mrs. Apruzzese-Desroches would like the meeting taped for E-TV viewing. Dr. Gallacher will look into this.

Chairman Stokes stated stimulus money is covering some items for two years. Ms. Chemerka stated that is correct. We have reallocated for this.

Chairman Stokes would like to see the matrices for the next meeting and the number of empty rooms at each elementary school.

Mrs. Szewczak stated looking at the dead space would be helpful. Board members need to know exactly where the unused rooms are. Dr. Gallacher stated it would be nice to be able to lock a room and completely shut a room down that is not being used.

Mr. Jonaitis asked about renting out space in the elementary schools. Dr. Gallacher stated the schools belong to the Town. They would get any funds received and the renter would need to meet certain health requirements for children.

6. ADJOURNMENT

Mr. Grady moved, seconded by Mrs. Szewczak to adjourn the Special Meeting of June 1, 2010. All ayes, motion passed unanimously.

Meeting stood adjourned at 7:50 PM.

Joyce P. Hall
Secretary
Enfield Board of Education

Respectfully Submitted,

Kathy Zalucki, Recording Secretary

DRAFT