

**ENFIELD BOARD OF EDUCATION
SPECIAL MEETING MINUTES
JULY 1, 2008**

A special meeting of the Enfield Board of Education was held at John F. Kennedy Middle School in the Library, located at 155 Raffia Road, Enfield, CT on July 1, 2008.

1. **CALL TO ORDER** The meeting was called to order at 7:02 PM by Chairman Greco in the JFK Library.

2. **PLEDGE OF ALLEGIANCE** Chairman Greco

3. **FIRE EVACUATION ANNOUNCEMENT** Chairman Greco announced the fire evacuation announcement.

4. **ROLL CALL**

MEMBERS PRESENT Tom Arnone, Greg Stokes Susan Lavelli-Hozempa, Joyce Hall, Judy Apruzzese-Desroches and Andre Greco

MEMBERS ABSENT Patrick Droney, Charles Johnson and Vincent Grady

INVITED GUESTS Clement Dumont, William Edgar, Jason Jones, Ken Nelson (arrived at 7:05 PM), and Mayor Scott Kaupin

INVITED GUESTS ABSENT Joseph Bosco, Patrick Crowley, David Kiner, William Lee, Cynthia Mangini William Ragno

ALSO PRESENT Dr. John Gallacher, Superintendent of Schools; Christopher Drezek, Business Manager and Matthew Coppler, Town Manager

6. **AUDIT COMMITTEE SUBCOMMITTEE PRESENTATIONS - PART II**

Mr. Brislin introduced Sue Christoffersen and Agnes Mercik, members of the Teacher Internship subcommittee to Board members. Mrs. Mercik thanked Dr. Cooke, Mr. Maiorino, Mr. Brislin and Dr. Fusco for their assistance. Mrs. Mercik stated that Nick Maiorino is the Coordinator of Internships and Recruitment at the University of New Haven is present and can answer any additional questions. Mrs. Mercik stated that the Teacher Internship program is to enhance Enfield Public Schools Substitute teacher program not to replace it.

Mrs. Mercik explained in detail the Teacher Internship Subcommittee Report. The internship presentation was broken into several areas. The committee explored a university base teacher internship programs and how internship programs might enhance the Enfield's substitute program.

Mrs. Mercik stated that the committee used several resources to complete the Teacher Internship report. Mrs. Mercik stated that Enfield's substitute program strengths include placing subs in classrooms, increasing administrative control, sub pay rate of \$90.00 per day and filling substitutes at 95%. Enfield's weaknesses include training, support, evaluation and feedback and use of substitutes.

Mrs. Mercik explained the teacher internship model. The substitute program is a contractual partnership agreement between the school district and a university. The university will recruit

students, trains and supports interns. The district will provide the interns with teaching experiences and will pay the university cost of tuition for each student intern. The student intern will work in the district during the day and will attend classes at night.

Mrs. Mercik stated that the University of New Haven intern program is a full year internship. Candidates are undergraduates with a minimum of 2.7 GPA. Current interns GPA are above 3.0. The district will approve the intern. UNH has an offsite campus in Newington. Interns are Connecticut certified and are earning their Master's degree.

Mrs. Mercik stated that interns receive training prior to starting. A university supervisor observes and evaluates the intern. The interns will attend class three nights a week. A staff member at the school they are assigned to will mentor the intern.

Mrs. Mercik stated that several districts are currently using interns. Districts using the interns state that the interns increase consistency and flexibility of building coverage. Districts are impressed with the quality of the interns and their immersion in school culture. Mrs. Mercik stated that four out of the five districts using interns reported cost savings. Mrs. Mercik reviewed the costs savings of using interns.

Mrs. Mercik reviewed conclusions & recommendations #1. Explore the feasibility of using interns in Enfield. An intern program may help address some of the shortcomings of Enfield's substitute program. Mrs. Mercik recommended that the Board to direct the Superintendent to investigate various intern programs at area universities.

Mrs. Mercik reviewed conclusions & recommendations #2. Track and report substitute usage. Data on substitute usage was not readily available. Tracking substitute usage and teacher absences is a critical administrative function. Mrs. Mercik recommended that the Board charge the Superintendent to have a procedure to track substitute usage and teacher absences system-wide, by school and by reason. Monthly usage reports should be reported to the Board.

Mrs. Mercik reviewed conclusions & recommendations #3. Improve substitute training. Training for substitutes is inadequate for the responsibilities associated with the position. Mrs. Mercik recommended that the Board direct the superintendent to investigate the benefits of improving the training for substitutes with additional training and annual review of the substitute teacher handbook.

Mrs. Mercik introduced Mr. Maiorino to Board members. Mr. Maiorino thanked Board members for allowing him to be present at the Board meeting. Mr. Maiorino thanked committee members for giving an in-depth description of the internship program. Mr. Maiorino stated that several other universities run similar internship programs. Mr. Maiorino stated we are a graduate program. Interns have a BS and are working towards their master's degree. Mr. Maiorino stated our interns go through an extensive training program prior to working at the schools. They are supervised throughout the entire internship.

Mrs. Lavelli-Hozempa asked if the use of substitutes in Enfield was compared to other districts or is Enfield's sub use, average or above average? Mrs. Mercik stated that they did not compare Enfield's usage to other districts. Mr. Maiorino was not sure either. Mr. Maiorino stated other districts use a temp agency for placing subs.

Mr. Johnson thanked committee members for their presentation. Mr. Johnson asked if there is a ratio for sub use for a large district like Enfield. Mr. Maiorino stated districts can place as many interns that they would like or place as little as one. The district determines their need.

Ms. Hall stated that supervision is important for interns. Supervisors monitor the interns occasionally and not on a regular basis. Mentors will be assigned to the intern. Ms. Hall

further stated that principals are monitoring the substitutes. Having a teacher mentor an intern is additional work for the teachers. Mr. Maiorino stated that they require a minimum of supervision each month. Some interns require additional supervision and some only require one visit per month. Mr. Maiorino stated that they do not require a mentor for the intern. A mentor is some one the intern can go to with questions. It can be a contact person in the school. Mr. Maiorino stated that their program is a dual program. Students take 36 credits. They receive their certification and master degree in one year.

Ms. Hall asked committee members if they interviewed any of the interns. Mrs. Mercik stated that they did not.

Mrs. Apruzzese-Desroches thanked committee members for the presentation. The internship is an option as part of the master degree program. Do the interns receive any compensation other than the school district paying the university? Mr. Maiorino stated the 36 credit masters' degree program is tuition free. Students are required to pay for their student teaching and textbooks. The fee that is charged to the districts is not the full tuition amount.

Mr. Arnone asked about the availability of interns. Are there enough available and will this impact the subs that we are currently using? Mr. Maiorino would like to use some of Enfield's current subs and paras. Mr. Maiorino is willing to talk to Enfield's substitutes and explain the program to them.

Ms. Hall asked if all of the interns that enter this program are planning to be full time teachers. Mr. Maiorino stated yes and only a few will not finish the program.

Mr. Johnson mentioned that the committee came up with an average fee for substitutes of \$72 per day. Is what Enfield pays for substitutes comparable to other districts? Mrs. Mercik stated the other districts pay between \$70 - \$85 per day.

Chairman Greco asked Mr. Maiorino how many districts have you placed interns in. Mr. Maiorino stated around 40-45 districts.

Chairman Greco asked what is the primary reason administrators get involved with your program? Mr. Maiorino stated the primary reason is cost effectiveness and they like the quality of the interns.

Chairman Greco asked who is liable for the intern? Mr. Maiorino stated that student teachers and teachers are covered by the district.

Chairman Greco asked about the payment of \$9,500 per intern. Mr. Maiorino stated the fee is broken down and you are billed for three trimesters.

Chairman Greco asked Mr. Maiorino about the distance from the University of New Haven to here. Does he see the distance as a deterrent? Mr. Maiorino stated this is a concern, but the interns can attend our satellite campus in Newington.

Chairman Greco thanked the Teacher Internship Program committee members for their report.

Mr. Wawer introduced the members of the Facilities, Assets and Energy Subcommittee - Jack Sheridan, Robert Tkacz and David Wawer. Mr. Wawer thanked Art Pongratz, Chris Drezek for providing them with information they used for the presentation.

Mr. Sheridan also thanked Art Pongratz and Chris Drezek for their help. He also thanked his son for his expertise.

Mr. Sheridan explained to Board members that an assets policy needs to be developed to track vehicles, computers and cell phones. A policy needs to be developed for monitoring accountability for all hardware, tracking the location of the hardware, consequences for missing hardware and annual inventory of hardware. Mr. Sheridan stated that a maintenance policy for vehicles is needed. Install Local Cooling on all stand alone computers to reduce energy use. A cell phone usage policy needs to be established. Establish a contract with Trans Canada to provide a fixed price. Tacking and inventory control is needed and should be revisited next year.

Mr. Sheridan reviewed electricity/klw. hours. A policy for energy use needs to be developed. Periodic meter calibrations is needed. CCM/Siemens will provide a free energy audit. Establish ownership for energy conservation and efficiencies. Implement energy conservation and awareness into classroom curriculum.

Mr. Sheridan reviewed fuel/btu. hours. Establish an energy reserve fund as a line item within the budget. Continue to participate in consortiums such as CCM and look into other consortiums for further purchasing possibilities. Identify reasons for varying prices for natural gas from one school to another.

Mr. Sheridan reviewed water/gallon. Water budgets vary from year to year. Establish a systematic program to replace rest room fixtures with low flow sensor fixtures.

Mr. Sheridan reviewed overall recommendations from the subcommittee. Proposed budget line items should be based on previous year actuals. Establish appropriate use fees for school facilities for non school use and track for future reference. Evaluate continued operation of swimming pool facilities with a goal of eliminating total costs. Identify sources of utility inconsistencies and take corrective action. Uniform accounting values should be utilized. Establish a written policy for HVAC systems to increase reliability and efficiency.

Mr. Sheridan reviewed the subcommittee's summation and stated the process has shown us, the more we know, the more we realize we don't know. By tracking utility usage and cost, it can help to identify problem areas and quantify value of improvements. This will also give an accurate way to charge for use of school facilities for non school functions. There are no comprehensive written policies for use of assets.

Mr. Sheridan stated that BOE needs to take ownership of these recommendations and oversee their implementation. Further audits are recommended. Mr. Sheridan reviewed subcommittee observations.

Mr. Wawer recommends an energy audit be performed by CCM. Policies are needed for use of assets for computers, cell phones and management control. Mr. Wawer stated that committee members are available to answer any questions for Board members.

Mr. Stokes thanked committee members for their presentation and stated there is a lot to digest. Thank you.

Ms. Hall asked why they used 12 schools instead of 13 schools for their benchmark. Mr. Wawer stated when they surveyed other districts they did not include head start facilities in the surveys. Mr. Sheridan stated our head start does not use oil.

Ms. Hall stated that the subcommittee presentation makes recommendation we should do rather than a report with conclusions. Is this what you intended to do. Mr. Sheridan stated that is what the committee intended to do.

Mr. Sheridan is concerned with the ownership of the recommendations especially tracking cell phones. Mr. Wawer stated there is a lot of information to digest. Mr. Sheridan stated that the district could benefit from rollover accounts. Ms. Hall stated that we do not have the authority for this.

Ms. Hall stated the budget review committee found it extremely difficult to segregate expenses by schools and you have been able to do this. Mr. Sheridan stated he was able to devote an extreme amount of time to come up with the figures in the spreadsheet. Mr. Wawer stated that Mr. Drezek provided the committee with the invoices for them to use. They met with energy experts and asked them how to measure energy use and to use dollars per square foot.

Mr. Johnson thanked committee members for the tremendous job they did. Mr. Johnson likes the suggestions for policies for cell phone use and vehicle use. Mr. Johnson asked if the computers listed on the spread sheet is all computers. Mr. Wawer stated they did not include auxiliary computers or cpu's. Mr. Sheridan stated they have a CD with inventory items for use. Mr. Russell has a great program for tracking computers.

Mr. Johnson stated that we have twice as many cell phones in use than other districts. Mr. Wawer stated different levels of staff are using cell phones. Land lines can be used if the employee is stationary.

Mrs. Lavelli-Hozempa congratulated subcommittee members for their presentations. Mrs. Lavelli-Hozempa stated that we should be better utilizing our energy usage so the funds budgeted can go directly to the students education. The entire audit committee has given the Board a valuable tool to use as a district. We can never thank you enough for your time and devotion. This was all done by volunteering your time. Thank you.

Mr. Tkacz stated that Board members have a tough job and more due diligence is needed. Educating the public regarding the budget process is needed. Mr. Tkacz thanked Board members.

Chairman Greco thanked committee members for the information. Chairman Greco asked for clarification regarding 12 & 25% savings for the boilers. Mr. Sheridan stated it was a comparison of reductions for BTU's.

Chairman Greco asked about the Energy Management System (EMS) upgrades. Mr. Wawer stated there were 9 reports that explain this. Mr. Sheridan stated they added a device to recapture the heat. Mr. Wawer stated that he would get this information to Chairman Greco. Chairman Greco asked if there were more energy upgrades available. Mr. Wawer did not know.

Chairman Greco asked what existing CIP accounts are available for energy management. Mr. Wawer stated there are some accounts written in the budget. Chairman Greco asked if committee members received any information regarding alternative energy. Mr. Wawer stated they did and fuel cell is extremely expensive, there are solar systems that can be used and wind we did not find anything on.

Mr. Johnson asked if there were any details on geothermal. Mr. Sheridan stated the cost is extremely high. If you had a new building, it would be easier to implement.

Chairman Greco stated there is a lot of information that has been presented tonight. Chairman Greco asked committee members what would be the one item that would impact the budget with cost savings. Mr. Sheridan felt continuing the spreadsheet with electricity costs. Mr. Wawer stated the use of rooms to outside organizations needs to be addressed. If you have a small group, they do not need to use a large room like the gym or all purpose room. A fee structure for non-school use needs to be looked at.

Mr. Sheridan also recommends looking into the older lights and replace them with more cost effective lights. Mr. Wawer recommends an energy audit be conducted.

Chairman Greco thanked committee members.

7. QUESTIONS/COMMENTS FROM ELECTED OFFICIALS, IF ANY

Mr. Sheridan thanked Mr. Brislin for his guidance.

Mr. Brislin thanked Board members and committee members for their hard work. We encourage the Board to charge another audit committee to look into other areas. The committee would like Board members to look at their recommendation document and make a decision on each recommendation.

Mrs. Mercik stated that the committee was extremely cooperative and they were all bi-partisan.

Mr. Tkacz stated that he has served on a lot of committee's and Mr. Brislin has gone over and above driving this committee. Mr. Tkacz stated that Mr. Brislin deserves to be acknowledged for the job he did with this audit committee.

Mrs. Lavelli-Hozempa stated that this is the only citizens audit committee in the United states.

Mr. Ludwik thanked the Board and the administration for thinking differently by having this audit performed. Everyone was extremely cooperative and no one knew what party affiliation each committee member was. This has been a worthwhile committee and appreciates serving on it.

Chairman Greco stated that on the agenda for next week, we will discuss the check list provided by the Audit Committee.

8. ADJOURNMENT

Mr. Stokes moved, seconded by Mrs. Apruzzese-Desroches to adjourn the Special Meeting of July 1, 2008. All ayes, motion passed unanimously.

Meeting stood adjourned at 9:05 PM.

Joyce P. Hall
Secretary
Enfield Board of Education

Respectfully Submitted,

Kathy Zalucki, Recording Secretary