

**ENFIELD BOARD OF EDUCATION  
REGULAR MEETING MINUTES  
JULY 8, 2008**

A regular meeting of the Enfield Board of Education was held at Town Hall in Council Chambers, located at 820 Enfield Street, Enfield, CT on July 8, 2008.

1. **CALL TO ORDER** The meeting was called to order at 7:35 PM by Chairman Greco.

2. **INVOCATION OR MOMENT OF SILENCE** Greg Stokes

3. **PLEDGE OF ALLEGIANCE** Greg Stokes

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

5. **ROLL CALL**

**MEMBERS PRESENT** Joyce Hall, Vincent Grady, Judy Apruzzese-Desroches, Tom Arnone, Patrick Droney, Charles Johnson, Greg Stokes and Andre Greco

**MEMBERS ABSENT** Susan Lavelli-Hozempa

**ALSO PRESENT** Dr. John Gallacher, Superintendent of Schools; Anthony Torre, Assistant Superintendent of Schools

6. **APPROVAL OF MINUTES**

Mr. Droney moved, seconded by Mr. Stokes that the Regular Meeting Minutes of June 10, 2008 and Special Meeting Minutes of June 18, 2008 be approved. Motion passed by a **show of hands 7-0-1** with Ms. Hall abstaining.

7. **BOARD GUESTS** - None

8. **CORRESPONDENCE AND COMMUNICATIONS**

- a. FY08 Line Item Transfers;
- b. Two Informational Items from Custodial Union;
- c. FY08-09 BOE Adopted Budget.

9. **AUDIENCES**

Tammy Smith, Bass Drive – Ms. Smith stated she is here regarding transportation for high school students that attend summer school. Ms. Smith would like to know why summer school tuition is more expensive for high school students than elementary students. Transportation is provided for elementary students and not for high school students. Ms. Smith would like to know why.

Glenn Hart, Cynthia Circle – Mr. Hart stated that the Audit Committee was a good thing and many ideas were expressed. Mr. Hart further stated that he would like to see this done again. Changes are good and times have changed. Looking at things differently is a good thing. Mr. Hart commented that enrollments are declining and maybe realignment of the high schools and middle school is needed ending up with one high school. This would be more beneficial for the students.

Mary Ann Turner, Meadow Road – Mrs. Turner stated that she made her donation to the check off boxes on her tax bills and would like her money to go directly to specific items like band uniforms, technology and books. Mrs. Turner expressed her appreciation to all elected officials. Mrs. Turner was impressed by the work performed by the Audit Committee. Mrs. Turner commented that the graduations at First Cathedral were phenomenal. They were enjoyed by many. Mrs. Turner applauds the democrats and republicans for the hard work they have accomplished and looks forward to what they will do next.

Sandy Manoni, Fairview Avenue – Mrs. Manoni stated she is here as the Vice President of Local 1303, a night custodian at Parkman School and an Enfield resident. Mrs. Manoni has concerns. She does not want her taxes to go up and supports her town. As a night custodian she is responsible for the 360 plus students at Parkman and is proud of her job. Mrs. Manoni further stated that the custodian's are proud of the job they are doing and they do not support hiring an outside cleaning company. Out of the 60 custodians, 80% of them are Enfield residents and tax payers. The children's safety should be a priority. Mrs. Manoni thanked Board members for listening to her concerns.

Mark Grinik, Enfield Street – Mr. Grinik stated he is the President of Local 1303. Mr. Grinik stated that the health and welfare of the students should come first. Students need to be kept safe and in a clean environment. Mr. Grinik stated that custodial workers take care of everything and anything that may occur. Mr. Grinik further stated that the savings you might gain are not worth the expense of safety. Mr. Grinik thanked Board members.

Jack Sheridan, Buchanan Road – Mr. Sheridan stated that the presentation he gave Board members last week, the receipts for actuals for water, electricity, gas and oil were overstated by \$320K. This is because of the way the budget is done each year. Total transparency is needed. Mr. Sheridan apologized for not including this information in his presentation. Mr. Sheridan thanked Board members.

Bob Tkacz, Bernardino Avenue – Mr. Tkacz stated that he attended the EHS Graduation and it was great. For the money spent it was a Hollywood presentation. Mr. Tkacz stated across the country, this was the peak for graduations. They are declining everywhere. Population is dropping and you will have smaller school districts. Mr. Tkacz stated that in 2006 a demographer made predictions that 475 births would occur. The actuals are in and 399 births occurred. Mr. Tkacz would like Board members to review projections in October. Mr. Tkacz read an article from 1964 regarding "Times are Changing". Mr. Tkacz stated that Board members have presented their budget to Town Council members incorrectly by not having true actuals. Mr. Tkacz thanked Board members.

Mary Lombardo, Northfield Road – Mrs. Lombardo stated that she was not present for the Audit Committee presentations. She was at a National Education for Teacher's convention. Mrs. Lombardo stated that it is all of our responsibilities to make sure the children of Enfield are taken care of by receiving an adequate education. Mrs. Lombardo thanked Board members for the job they are doing. What is happening to the custodians is alarming. It is all of our jobs. Mrs. Lombardo thanked Board members.

## **10. BOARD MEMBER COMMENTS**

Mr. Droney congratulated and thanked the Audit Committee for the work they did and was impressed. Mr. Droney attended both graduations and they were both different. The kids did a great job. Mr. Droney congratulated both Mr. Newton and Mr. Duffy for the conduct of the students. Mr. Droney stated that school consolidation may be something Board members can discuss as suggested by Mr. Hart. Mr. Droney stated that he is opposed to privatizing the custodians.

Mr. Stokes agrees with Mr. Droney regarding the graduations. Mr. Stokes was impressed and the schools did a great job. Mr. Stokes attended end of year events at Nathan Hale, Enfield Street and Eli Whitney and enjoyed all of the ceremonies. The kids did a great job. Mr. Stokes urged everyone to attend the July 4<sup>th</sup> event on the Town Green. You will not be disappointed. Mr. Stokes recognized Esther Hannum from the Republican Party who passed away last week. She will be missed. Mr. Stokes thanked the Audit Committee for their work. Mr. Stokes stated that he is not in favor of privatizing the custodians.

Mr. Johnson stated that the Audit report is just that a report of their recommendations. Everything should be looked at. Board members should look at everything that was recommended by them. Mr. Johnson stated that he was impressed with the graduations and looks forward to next year. Mr. Johnson stated that we have never done an audit before. Where Mr. Johnson works, they perform audits every three years. Board members are trying to save money and provide safety and security for our children. Mr. Johnson likes what the Audit Committee did by looking outside of the box. They looked at four areas and he appreciated their help and all the work they did.

Mr. Arnone stated that he fought for graduations to be at their home schools but after sitting through both graduations, he has changed his opinion. The graduations were wonderful and he enjoyed them. You were so close to the graduates. Great job and great place for graduations. Outsourcing would be devastating to the community. The custodians know the kids and the families. Mr. Arnone does not support outsourcing the custodians. Mr. Arnone thanked the custodians for the great job they are doing.

Mrs. Apruzzese-Desroches stated that the graduations were great. The cathedral is a great venue. Mrs. Apruzzese-Desroches congratulated the principals and students. Mrs. Apruzzese-Desroches also attended end of year events at JFK and had a great time. Mrs. Apruzzese-Desroches thanked the Audit Committee for their job. The Staffing Audit Committee did not make a recommendation. They had areas for the Board to look at. They did not recommend contracting out. Board members received a tremendous amount of information.

Mr. Grady thanked Mr. Stokes for his kind words in his opening vocation. Mr. Grady stated that he was proud of all of the graduates. There were some flaws at the Cathedral but it wasn't a bad place. Mr. Grady attended some end of year events at Alcorn and Eli Whitney. Mr. Grady thanked Audit Committee members for volunteering their time. Mr. Grady is not in favor of outsourcing the custodians. Parents, teachers and students love their custodians.

Ms. Hall missed the last few Board meetings and graduations while she was recuperating from her operation. Thank you for your kind words. The Audit Committee provided Board members with so much information. It will take Board members several months to go through everything we received. Thank your for your hard work. Ms. Hall stated that contracting out is something she is very leery of and does not support it. Ms. Hall stated when she was teaching at Kosciusko several years ago, she forgot her grade book and called the custodian at home. He opened up the school and let her get her grade book. Ms. Hall is very thankful for custodians everywhere.

Chairman Greco also reminded everyone about the July 4<sup>th</sup> celebration on the Town Green this weekend and stated that the Enfield Forum for the Future will host a booth. Residents can cast their votes on three long term projects or write their own suggestion. Chairman Greco stated that the FHS and EHS graduations that were held at First Cathedral were wonderfully done and were first class events. Chairman Greco thanked the Audit Committee for the work they did. We will discuss the check list later on the agenda. Board members will discuss the check box dollars on tax bills later. The check boxes were not marketed correctly. People want to know where their money is going. Chairman Greco stated that the Long Range Planning committee is planning to discuss re-alignment of the schools. Chairman Greco addressed the concerns

regarding transportation for summer school. We have never provided transportation for high school students. Dr. Gallacher can address this further during superintendent's report. Chairman Greco appreciates the turnout tonight and during the Audit Committee presentations. Chairman Greco stated that no recommendations have been made. The Audit Committee suggested four areas to look at. Chairman Greco further stated that it would take a tremendous argument and business discussion to outsource custodians.

## **11. SUPERINTENDENT'S REPORT**

Dr. Gallacher stated that we have never provided transportation to high school students that attend summer school. Older student's car pool or find other means of transportation. If we were to provide transportation, we would need to budget for it. We have three different rates for summer school – elementary, middle and high school. Kindergarten and first grade attend summer school by invitation. Our summer school tuition has remained the same amount for several years. If this is something the Board would like to consider, we can get some figures together.

Chairman Greco asked Dr. Gallacher to look into the cost of providing transportation to secondary students for summer school.

- a. NCLB District Improvement Plan – as presented
- b. Elementary Organization – as presented
- c. Next Regular Meeting is August 26<sup>th</sup> – as presented
- d. Grants Update – as presented

## **12. BOARD COMMITTEE REPORTS**

Mr. Arnone reported that the EHS Athletic Fields have completed the top soil, paving, irrigation and fencing. The lights will be turned on as part of the burn in process of the field stadium lights. The lights will need to be on for 100 hours. This is something that must be done for the warrantee.

Ms. Hall reported that she attended the CABE Committee meeting where they discussed an extended school year/day. Many ideas were presented and discussed by committee members. This information will be compiled into a report and will be discussed during the year.

Mr. Droney reported that the Building Safety and Security Committee will apply for another safety grant for the nine elementary schools and Head start. Dr. Pongratz has submitted the letter of intention. Chairman Greco stated that secondary school security systems are in the process of being installed.

Mr. Stokes reported that the Curriculum Committee met and this will be on the agenda later on for Board action.

Mr. Johnson reported that the Policy Committee met and reviewed the 1000 series and request that the reviewed dates be changed to the following policies: 1112.13; 1250; 1250.1; 1312.; 1313; 1321; and 1324. Mr. Johnson would like the revision date to be changed to June 24, 2008. Mr. Johnson further stated that no changes were made to the policies, they were just reviewed.

## **13. APPROVAL OF ACCOUNTS AND PAYROLL**

### **a. For the Month of June FY06-07**

Mr. Stokes moved, seconded by Ms. Hall that the Enfield Board of Education accepts the

Superintendent's certification as follows: "I hereby certify that in the month of June for FY06-07, total expenditures amount to \$6,965.72, broken down between payroll totaling \$0.00 and other accounts totaling \$6,965.72. All payments have been made in accordance with the approved budget and are properly accounted for within the books of accounts. Copies of approval for check invoices are properly documented." A vote by **show of hands 8-0-0**, motion passes.

**b. For the Month of June FY07-08**

Mr. Stokes moved, seconded by Ms. Hall that the Enfield Board of Education accepts the Superintendent's certification as follows: "I hereby certify that in the month of June for FY07-08, total expenditures amount to \$6,545,007.71, broken down between payroll totaling \$4,495,920.67 and other accounts totaling \$2,049,087.40. All payments have been made in accordance with the approved budget and are properly accounted for within the books of accounts. Copies of approval for check invoices are properly documented." A vote by **show of hands 8-0-0**, motion passes.

**c. Line Item Transfers, if any**

Mr. Stokes moved, seconded by Ms. Hall that the Enfield Board of Education accepts the following line item transfers:

From: Certified Salaries	\$ 504,390.00
Certified Salary Related	\$ 68,908.00
Non-Certified Salary Related	\$ 83,187.00
Utilities	\$ 434,226.00
Educational Services Programs	\$ 114,362.00
Total	\$1,205,073.00
To: Non-Certified Salaries	\$ 307,341.00
Supplemental Certified Salaries	\$ 215,020.00
Special Ed Tuition	\$ 263,940.00
Educational Supplies	\$ 10,044.00
Athletics	\$ 4,449.00
Admin & Board Expenses	\$ 114,889.00
New Equipment	\$ 6,915.00
Equipment Maintenance	\$ 1,130.00
Plant Maintenance	\$ 281,345.00
Total	\$1,205,073.00

Mr. Drezek stated that \$99,906.18 was returned to the Town to be put into the textbook account.

A vote by **show of hands 7-0-1**, motion passes with Chairman Greco abstaining.

**14. UNFINISHED BUSINESS**

**a. New Joint Policy with Town of Enfield - #1330 Use of School & Town Facilities – Final Reading**

Mr. Johnson moved, seconded by Mr. Stokes that the Enfield Board of Education adopt the proposed changes to policy #1330 Use of School & Town Facilities Policy as a final reading.

A vote by **show of hands 8-0-0**, motion passes.

**b. Proposed Revision to Policy #6111 School Calendar(s) – Final Reading**

Mr. Johnson moved, seconded by Mr. Droney that the Enfield Board of Education adopt the proposed changes to policy #6111 School Calendar(s) as a final reading.

A vote by **show of hands 7-0-1**, motion passes with Chairman Greco abstaining.

**15. NEW BUSINESS**

**a. Discussion on Check Box Dollars (Tax Bills)**

Chairman Greco stated that he requested this be placed on the agenda for discussion. The tax dollar check box needs to be publicized better and specific areas need be known.

Mr. Grady would like to see the tax dollars go towards books and other items, possibly having several check boxes. Chairman Greco stated we could specify several items for the money to be applied to.

Mrs. Apruzzese-Desroches stated this is the test year for the check boxes. It has not been advertised and it is hard to see it on the tax bill. Books is a good idea. The money should be used for something to enhance the process of education like bullying programs.

Mr. Arnone stated that books are a great idea but he also has a passion for technology. We need to look towards the future.

Ms. Hall stated that books are needed. Library books are needed. Ms. Hall would also like to see us fund mini grants again. Mini grants can reach a large group of students. The money should be used to enhance education.

Mr. Droney agrees with both Mrs. Apruzzese-Desroches and Mr. Arnone. A broadening of the area we are talking about like media, the arts, music. Mr. Droney likes the idea of the mini grants. The first year is the learning year.

Mr. Stokes agrees with all the ideas. Mr. Stokes would like to make it simple for people this time and have the money go towards books. It is tangible and people can know what their money will be going towards. We can work on future ideas.

Mr. Johnson also agrees with all the ideas suggested. Mr. Johnson would like to see the money go towards library books instead of textbooks.

Ms. Hall asked if the ITPC will be moving forward with technology. Ms. Hall asked if the check box money is tax deductible. We are being asked to donate through the school. Mr. Drezek stated we have received charitable donations in the past, we are not a 503C, we provide them with our tax exempt certificate. I do not know if this would carry over. Mr. Drezek asked where the account will be held. If it is held by the Town Council, we will need to ask for the money. Ms. Hall asked if we can get an opinion on this. Mr. Drezek stated that he would look into this.

Chairman Greco stated that he agrees with books and mini grants. Chairman Greco stated that he agrees with Mr. Stokes that we should focus on one area this year. Board members agreed that the consensus of the Board is to use the check box dollars towards purchasing books for the students.

Chairman Greco stated that he would like four updates for the August 26 BOE meeting. The first update will be where do we stand on lap top/projector cart CIP fund from the Town. The second update is where we stand on the check box tax bill dollars; what has been collected to date. The third update will be on what we have in place for grant writing services. This was also a CIP provided by the Town. The last update will be on what was accomplished with the \$25K at EHS and \$25K at FHS.

**b. Curriculum Adoption – Grade 2 Math**

Mr. Stokes moved, seconded by Ms. Hall that the Enfield Board of Education adopt the Grade 2 Math Curriculum.

Chairman Greco stated that the creation of the Grade 2 Math Curriculum pulled 10 teachers out of their classrooms on 10 consecutive days. Chairman Greco asked who taught the students during their absence?

Dr. Gallacher commented that this is one of the NCLB requirements he mentioned in his Superintendent's report. Our summer curriculum writing budget is limited. We would not have been able to produce the curriculum during the summer even if we had the money for it. Teachers have commitments during the summer. We will be looking at the Grade 1 Curriculum next. A lot of the curriculum writing requires the teachers to be present. It takes a lot of time to produce.

Ms. Hall stated the teachers that work on the curriculum are the elementary math consultants. There was a delay in some of the classroom pull out programs.

Chairman Greco asked the Curriculum Chairperson to take a look at this process as we move forward. We need to find a better way.

A vote by **roll call, 6-0-2**, motion passes with Mr. Johnson and Chairman Greco abstaining.

**c. Discussion on Audit Committee Reports**

Chairman Greco stated that Board members will discuss recommendations from the Audit Committee on the check list they provided. Listed below is the list of recommendations agreed on by all Board members.

S1 – Review 4 proposals. Reject all or select and implement appropriate one: *Agree/Defer to Personnel Committee.*

B1 – Increase principal involvement with budget planning process: *Based on the Budget Process.*

B2 – Incorporate actual amounts spent into proposed budget: *Agree – In Process.*

B3a – Use budget categories to appropriately track extraordinary expenses: *Not Process.*

B3b – By school expenditures: *Based on the Budget Process.*

B4 – Draft expanded and explicit budget policies: *Agree/Address – Policy Committee.*

B5 – Review and update current budget policies: *Agree/Address – Policy Committee.*

B6 – Members of board & business office should investigate & participate in budget training if appropriate: *Agree/Address – Policy Committee.*

- B7 – Board should consider marketing budget at several schools: *Agree/Address – BOE Chairman.*
- B8 – Investigate procedures & uses of Student Activity Account. Rename account appropriately for its usage: *Agree/Address – Finance Committee.*
- B9 – Have the current purchase order process documented: *Agree/Address – Business Manager.*
- B10a – Replace ADMINS: *Agree/Defer to ITPC.*
- B10b – Solicit assistance of Enfield IT to create new reports and put all reports in electronic format: *Agree/Defer to ITPC.*
- B11 – Charge Finance Committee with monthly review of selected entries from budget report: *Agree/Defer – Policy Committee & Finance Committee – In Process.*
- B12 – Use monthly budget variance reports as a budget management & reporting tool: *Agree – Depends on Budget Process.*
- B13 – End the freeze and spend cycle approach to budget management: *Agree/Defer – Depends on Budget Process.*
- T1 – Explore using Teacher Interns in Enfield – *Agree/Defer to Personnel Committee.*
- T2 – Track & report on substitute usage – *Agree/Address – Personnel Director.*
- T3 – Improve substitute training – *Agree/Address – Personnel Director.*
- A1 – Establish cell phone policy that addresses general and text usage: *Agree/Address – Policy Committee.*
- A2 – Install & maintain energy conservation software on Pc’s: *Agree/Defer to ITPC.*
- A3 – Conduct semi-annual audit of PC hardware & software: *Agree/Defer to ITPC.*
- A4 – Develop policy for PC acquisition, assignment & disposal: *Agree/Defer to ITPC.*
- A5 – Postpone additional PC acquisition until the A4 policy is implemented: *Agree/Defer to ITPC.*
- A6 – Establish an energy ownership manual for each school: *Agree/Address to School Facilities Director.*
- A7 – Incorporate energy awareness program in each school: *Agree/Address to School Facilities Director.*
- A8 – Establish pool usage fees for non-school usage: *Agree/Address - In-process.*
- A9 – Budget energy usage expense based on actual KWh values: *Agree/Address – School Facilities Director.*
- A10 – Continue participation in bulk fuel consortium: *Agree/Address – In-process.*
- A11 – Establish an energy reserve fund as a budget item: *Agree/Reject.*
- A12 – Establish a periodic review of meter calibration: *Agree/Address – School Facilities Director.*

A13 – Contract with CT Conference of Municipalities for an energy efficiency study: *Agree/Address – In-Process – Business Manager.*

A14 – Establish a policy for energy efficiency: *Agree/Address – School Facilities Director.*

A15 – Establish a program to replace old fixtures with new low-flow sensor-actuated fixtures: *Agree/Address – School Facilities Director.*

Chairman Greco stated that the Audit Committee would like someone to be responsible for this list and that the list should be updated on a monthly basis. Board members agreed to update the list on a quarterly basis. Mrs. Lavelli-Hozempa will be responsible for the quarterly updates.

**16. EXECUTIVE SESSION - None**

**17. ADJOURNMENT**

Mr. Grady moved, seconded by Mr. Dronney to adjourn the Regular Meeting of July 8, 2008. All ayes, motion passed unanimously.

Meeting stood adjourned at 10:22 PM.

Joyce P. Hall  
Secretary  
Enfield Board of Education

Respectfully Submitted,

Kathy Zalucki, Recording Secretary