

**ENFIELD BOARD OF EDUCATION
ENFIELD, CONNECTICUT**

Time-Place:

**Council Chambers
820 Enfield Street
Enfield, CT
7:00 PM Regular Meeting**

Date: 08/22/17

- 1. Call to Order – 7:00 PM**
- 2. Invocation or Moment of Silence – Timothy Neville**
- 3. Pledge of Allegiance – Timothy Neville**
- 4. Fire Evacuation Announcement**
- 5. Roll Call**
- 6. Board Guest(s)**
- 7. Superintendent's Report**
 - a. Staff Convocation & Professional Learning**
 - b. First Day of School**
 - c. Transition Update**
 - d. JFK Update**
 - e. Grants Report**
 - f. Personnel Report**
- 8. Audiences**
- 9. Board Members' Comments**
- 10. Unfinished Business**
- 11. New Business**
 - a. Approve ED-099 Agreement for Child Nutrition Programs**
 - b. Approve Child and Adult Care Food Program (CACFP)**
 - c. Approve Career and Technical Education Secondary Supplemental Enhancement Grant**
- 12. Board Committee Reports**

a. Building Committee	d. Leadership Committee
b. Curriculum Committee	e. Policy Committee
c. Finance Committee	f. Any Other Committees
- 13. Approval of Minutes:**
 - Special Meeting Minutes – June 27, 2017 & Special Meeting Minutes – July 11, 2017**
- 14. Approval of Accounts and Payroll**
 - a. For the Months of May 2017, June 2017 and July 2018**
 - b. Line Item Transfers, if any**
- 15. Correspondence and Communications**
- 16. Audiences**
- 17. Executive Session**
 - a. Matter(s) Related to Personnel**
- 18. Adjournment**



ENFIELD PUBLIC SCHOOLS

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Date: August 22, 2017
To: Enfield Board of Education
From: Mr. Christopher J. Drezek
Re: Superintendent's Report

- a. **Staff Convocation & Professional Learning:** All staff will attend the Tuesday, August 29th Convocation at Enfield High School. Staff will participate in a variety of professional learning activities in all schools across the district on August 30th and 31st. Enclosed in your packet is a letter from Ms. Middleton, our Chief Academic Officer regarding the professional learning activities for staff.
- b. **First Day of School:** The first day of school for the FY2017-18 school year is on Tuesday, September 5th. Enclosed in your packets is a Day 1 flyer that I will elaborate on. All staff members are ready to welcome back students to their new schools and classrooms. Board members are welcome to visit schools on the first day of school. We wish everyone a successful school year.
- c. **Transition Update:** I will provide the Board with and update regarding the elementary reorganization transition.
- d. **JFK Update:** I will also update the Board regarding John F. Kennedy Middle school. Enclosed in your packets is a press release and quorum agenda for the August 24th Quarterly Q&A meeting.
- e. **Grants Report:** Enclosed in your packet is the August 2017 Grants Report for your review
- f. **Personnel Report:** The Personnel Report through August 2017 is also enclosed for your review.



ENFIELD PUBLIC SCHOOLS

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Date: August 22, 2017
To: Enfield Board of Education
From: Mr. Christopher J. Drezek
Re: Approve ED-099 Agreement for Child Nutrition Programs

The ED099 Agreement for Child Nutrition Programs is the formal agreement between the Enfield Public Schools and the State of Connecticut to operate Child Nutrition Programs. Since we have had a change in personnel in the Superintendent's office, we are required to resubmit our agreement with the CSDE with the new personnel.

Therefore, the Enfield Board of Education may take any action(s) deemed appropriate regarding the Superintendent, Deputy Superintendent and Board Secretary as authorized signers for the ED-099 Agreement for Child Nutrition Programs.



ENFIELD PUBLIC SCHOOLS

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Date: August 22, 2017
To: Enfield Board of Education
From: Mr. Christopher J. Drezek
Re: Approve Child and Adult Care Food Program (CACFP)

Enfield Head Start's Child and Adult Care Food Program (CACFP) agreement needs to be approved for 2017-18. This annual agreement is required by the State of Connecticut. Enclosed in your packet is a copy of the application renewal summary checklist.

Therefore, the Enfield Board of Education may take any action(s) deemed appropriate regarding authorizing the Superintendent to endorse Child and Adult Care Food Program (CACFP) applications as presented.



ENFIELD PUBLIC SCHOOLS

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Date: August 22, 2017
To: Enfield Board of Education
From: Mr. Christopher J. Drezek
Re: Approve Career and Technical Education Secondary Supplemental Enhancement Grant

Mr. John Dague, our STEAM Coordinator has applied for a \$100,000 grant for equipment and professional development to help develop a Machining pathway to prepare students for careers in manufacturing by incorporating machining technology into existing classes. This grant will enable us to encourage student participation in Asnuntuck's College Connections Program.

Therefore, the Enfield Board of Education may take any action(s) deemed appropriate regarding approving the Career and Technical Education Secondary Supplemental Enhancement Grant as presented.



ENFIELD PUBLIC SCHOOLS

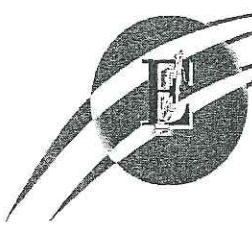
OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Date: August 22, 2017
To: Enfield Board of Education
From: Mr. Christopher J. Drezek
Re: Executive Session

The Board of Education needs to discuss the following item:

- Matter(s) Related to Personnel

Therefore, I recommend that the Enfield Board of Education enter executive session, with the appropriate personnel invited, for the reasons described above. An affirmative vote of two-thirds of the members present and voting is required. Board members can remain in Council Chambers for the executive session.



ENFIELD PUBLIC SCHOOLS

Michelle Middleton; Chief Academic Officer; mmiddleton@enfieldschools.org

1010 Enfield Street • ENFIELD, CONNECTICUT 06082
TEL: 860.253.6513 • FAX: 860.253.6515 • WWW.ENFIELDSCHOOLS.ORG

August 16, 2017

Dear Colleagues:

As our new school year quickly approaches, we are pleased to welcome you back for another year of teaching and learning within the Enfield Public Schools. The 2017-2018 school year will be filled with exciting opportunities for both staff and students; we look forward to partnering with you for another productive year.

Enfield Public Schools maintains a record of all professional learning of its staff members. Instead of our usual registration process through Munis, teachers will sign in at each session on August 30 and August 31, and these sheets will be recorded with the Academic Office. A more user-friendly registration system for our professional development sessions will be up and running for our early-release sessions and the remainder of full-day professional development throughout the year.

We look forward to working with you to fulfill the vision of the Enfield Public Schools. It is a privilege to work together with you to serve the children and families of Enfield.

Respectfully,

Michelle Middleton

Wednesday, August 30 AM***

Enfield High School Teachers	PowerSchool Training	Enfield High School
JFK Teachers	PowerSchool Training	Enfield High School
K-2 Classroom Teachers and K-2 Language Arts Consultants	Reading Workshop Roll-Out	Home School
3-5 Classroom Teachers	PowerSchool Training	Home School
STEAM Academy PK Teachers	First Aid/CPR	Stowe
K-5 PE/Health Teachers	Health-Integrated Lesson Plans	Whitney Conference Room
K-5 STEAM and Computer Education Teachers	PLTW Training	Crandall
K-5 Art	Curriculum Development/Revision	EHS
K-5 Music	Curriculum Development/Revision	EHS
K-5 Math Consultants	Benchmark Assessment Plan	Barnard
Elementary SPED, Integrated PK Teachers, and Speech and Language Pathologists	IEP Development	Parkman Library
JFK and EHS SPED Teachers, Social Workers, Psychologists, and Secondary Counselors	PowerSchool Training	Alcorn Professional Development Library
Elementary Counselors	Building-Based File Review and Family Outreach	Home School
3-5 Language Arts Consultants	Diagnostic Assessment Review	Parkman Room 8
PBIS Coaches	Introductory Training and Overview	Crandall
Academic Coaches	Reading Workshop Roll-Out	Home K-2 School

***PM Sessions are listed on the reverse side

Wednesday, August 30 PM

Enfield High School Teachers	School-Wide Assessment Workshop	Enfield High School
JFK Teachers	NEASC Second Year Report Work	JFK
K-2 Classroom Teachers K-2 LACs Academic Coaches	Reading Survey (Classroom teachers exempt from the survey, LACs , and Academic Coaches will continue the morning's work in a location determined by building principal.)	Home School Computer Lab
3-5 Classroom Teachers	PowerSchool Training	Home School
STEAM Academy/PK Teachers	Integrating Music and Dance into Academic Curriculum	Stowe
K-5 PE/Health Teachers	Health-Integrated Lesson Plans	Whitney Conference Room
K-5 STEAM and Computer Education Teachers	PLTW Training	Crandall
K-5 Art	Curriculum Development/Revision	EHS
K-5 Music	Curriculum Development/Revision	EHS
K-5 Math Consultants	Developing Instructional Support Materials	Barnard
Elementary SPED, Integrated PK Teachers, and Speech and Language Pathologists	IEP Development	Parkman Library
JFK and EHS SPED Teachers, Social Workers, Psychologists, and Secondary Counselors	PowerSchool Training	Alcorn Professional Development Library
Elementary Counselors	Building-Based File Review and Family Outreach	Home School
3-5 Language Arts Consultants	Diagnostic Assessment Review	Parkman Room 8
LEGO Coaches	Math Center Resource Development	TBD
PBIS Coaches	Introductory Training and Overview	Crandall

Thursday, August 31 AM***

Enfield High School Teachers	NEASC/NEASC Standards Groups	Enfield High School
JFK Teachers	Student Engagement Practices	JFK
K-2 Classroom Teachers	PowerSchool Training	Home School
3-5 Classroom Teachers and 3-5 Language Arts Consultants	Reading Workshop Roll-Out	Home School
Elementary SPED Teachers, Integrated and STEAM Academy PK Teachers, Speech and Language Therapists, and Elementary Level Counselors	PowerSchool Training	Alcorn Professional Development Library
K-5 PE/Health Teachers	Standards-Based Grading and Assessment	Whitney Conference Room
K-5 STEAM and Computer Education Teachers	Curriculum Development/Revision	Crandall
K-5 Art	Curriculum Development/Revision	JFK
K-5 Music	Curriculum Development/Revision	JFK
K-5 Math Consultants	Developing Instructional Support Materials	Barnard
K-2 Language Arts Consultants	Diagnostic Assessment Review	Parkman Conference Room
PBIS Coaches	Reading Workshop Roll-Out	Crandall
Academic Coaches	Reading Workshop Roll-Out	Home 3-5 School

***PM Sessions are listed on the reverse side

Thursday, August 31 PM

Enfield High School Teachers	Mandated Reporter Training	Enfield High School
JFK Teachers	Departmental Work	JFK
JFK Counselors	Building-Based File Review and Family Outreach	JFK
K-2 Classroom Teachers	PowerSchool Training	Home School
Grade 3 Classroom Teachers 3-5 LACs	Reading Survey (Grade 3 classroom teachers exempt from the survey and LACs will continue the morning's work in a location determined by building principal.)	Home School
Grade 4 Classroom Teachers, Grade 5 Classroom Teachers, K-5 Math Consultants, and Academic Coaches	Math Professional Development	Parkman All-Purpose Room
Elementary SPED Teachers, Integrated and STEAM Academy PK Teachers, Speech and Language Therapists, and Elementary Level Counselors	PowerSchool Training	Alcorn Professional Development Library
K-5 PE/Health Teachers	Standards-Based Grading and Assessment	Whitney Conference Room
K-5 STEAM and Computer Education Teachers	Curriculum Development/Revision	Crandall
K-5 Art	Curriculum Development/Revision	JFK
K-5 Music	Curriculum Development/Revision	JFK
K-2 Language Arts Consultants	Diagnostic Assessment Review	Parkman Conference Room
LEGO Coaches	Math Center Resource Development	TBD
PBIS Coaches	Introductory Training and Overview	Crandall

DAY 1

BE THERE.

TUESDAY

09/05



#EPSFIRSTDAY

WWW.ENFIELDSCHOOLS.ORG





Item #7d.

TOWN OF ENFIELD

Press Release

CONTACT:

FOR IMMEDIATE RELEASE

Bryan Chodkowski
Town Manager
Enfield, CT 06082
Phone: (860) 253-6353
bchodkowski@enfield.org

Quarterly Q&A with Town Council and Staff

**Topic: JFK Middle School, PCB Informational Session
August 24, 2017**

The Town of Enfield is holding its Quarterly Q & A at JFK Middle School, 155 Raffia Road beginning at 6:00 PM. The meeting will take place as follows:

6 PM: Cafeteria - Informal Q & A for guests & technical personnel

7 PM: Auditorium - Formal Presentation followed by Q & A

All residents are encouraged to attend and participate in an open forum for a question and answer with Town Council and Town Staff.

Office of the Town Manager
820 Enfield Street
Enfield, Connecticut 06082

Telephone (860) 253-6350
Fax (860) 253-6310
www.enfield-ct.gov



ENFIELD PUBLIC SCHOOLS

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

August 18, 2017

Mrs. Suzanne Olechnicki, Town Clerk
Enfield Town Hall
820 Enfield Street
Enfield, CT 06082

Dear Mrs. Olechnicki:

A quorum of the Enfield Board of Education may attend the Town Council's Quarterly Q&A Meeting on Thursday, August 24th starting at 6:00 PM at John F. Kennedy Middle School. The topic for the quarterly discussion is – JFK Middle School, PCB Informational Session. No formal Board actions will be taken at this meeting.

cc: BOE

Item # 7e.

ENFIELD PUBLIC SCHOOLS

FY 2017-18 GRANTS

	<u>Applied For</u>	<u>Awarded</u>	<u>Date Submitted</u>	<u>Approval Date</u>
Adult Education - (Grant Portion)	192,584.00	-	4/7/2017	Pending
Adult Education - Cooperative	60,404.00	-	4/7/2017	Pending
Adult Education Program Enhancement Project Grant (PEPG)	40,000.00	-	4/25/2017	Pending
Perkins	61,647.00	-	6/29/2017	Pending
Head Start Federal Grants (FY 3/1/17 - 2/28/18)	824,234.00	838,870.00	10/25/2016	3/7/2017
Head Start State Grants (Enhancement, Extended Services, Early Link)	123,020.00	-	5/16/2017	Pending
IDEA Section 611, Special Education Assistance (FY 07/01/17-06/30/19)	1,287,968.00	1,287,968.00	4/27/2017	6/8/2017
IDEA Section 619, Preschool Education (FY 07/01/17-06/30/19)	51,865.00	51,865.00	4/27/2017	6/8/2017
Smart Start Grant- Capital Improv.(5/1/17-6/30/18)	75,000.00	75,000.00	10/25/2016	5/31/2017
Smart Start Grant- Operations (7/1/17-6/30/19)	65,000.00	65,000.00	10/25/2016	7/13/2017
Smart Start Cohort I (07/1/17-06/30/19)	120,000.00	120,000.00	3/28/2017	7/13/2017
TOTAL	2,641,722.00	2,178,703.00		

8/16/2017

Item #7F.

**CERTIFIED PERSONNEL MATTERS
July 1, 2017 THROUGH August 18, 2017**

NEW HIRE:

<u>NAME</u>	<u>DOH</u>	<u>EFFECTIVE DATE</u>	<u>POSITION/LOCATION</u>	<u>REASON</u>
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SEE ATTACHED LIST

RESIGNATIONS:

<u>NAME</u>	<u>DOH</u>	<u>EFFECTIVE DATE</u>	<u>POSITION/LOCATION</u>	<u>REASON</u>
Patrick Smith	09/01/06	07/13/17	Chemistry / Enfield High	Other District
Erin Hayes	08/27/12	07/28/17	Special / JFK Middle Education	Other District
Diana Latorre	08/29/11	07/31/17	Reading / Enfield High	Resigned
Alyssa Santos	09/01/15	08/02/17	Grade 4 / P Crandall	Resigned
Kera Pixton	09/01/99	08/03/17	Grade 1 / H Barnard	Resigned
Emily Hurtuk	01/03/17	08/04/17	Special / H Barnard Education	Other District

**NON-CERTIFIED PERSONNEL MATTERS
July 1, 2017 THROUGH August 18, 2017**

TRANSFERS:

<u>NAME</u>	<u>DOH</u>	<u>EFFECTIVE DATE</u>	<u>FROM</u>	<u>TO</u>
Debra Ferris	02/05/15	07/01/17	Guidance Secretary 12 mths EHS	Main Office EHS Secretary 12 mths
Kari Monteforte	10/30/15	07/31/17	Library Aide H Barnard	Guidance Secretary EHS 12 mths
Lisa Yarum	09/05/16	09/05/17	Literacy Tutor H Memorial	Library Aide H Barnard

CERTIFIED NEW HIRES

Last Name	First Name	SUBJECT	Location
BERUBE	JESSICA	MUSIC	ENFIELD STREET
BLAIR	SHANNON	GRADE 2	HAZARDVILLE MEMORIAL
BORDIERI	KARA	SPECIAL EDUCATION	JOHN F KENNEDY MIDDLE
BOULETTE	RACHEL	GRADE 3	PRUDENCE CRANDALL
BRADDOCK	MATTHEW	PE / HEALTH	PRUDENCE CRANDALL
BROOKS	ANTHONY	ADMINISTRATOR / PRINCIPAL	ELI WHITNEY
CARLSON	ROBERT	GUIDANCE COUNSELOR	ENFIELD HIGH
CHADBOURNE	SARAH	ENGLISH	JOHN F KENNEDY MIDDLE
CHAMBERLAIN	KIMBERLY	PE / HEALTH	HENRY BARNARD
DEL VECCHIO	CAROLE	TECHNOLOGY	ENFIELD HIGH
DISILVESTRO	RACHEL	GRADE 1	HAZARDVILLE MEMORIAL
DRAEGER	DANIELLE	GRADE 3	EDGAR H PARKMAN
ECCLES	ANNA	SPECIAL EDUCATION	ENFIELD HIGH
FLEMING	HEATHER	PSYCHOLOGIST	ELI WHITNEY
FRIZZELL	APRIL	ART	ENFIELD HIGH
GAGNON	CHRISTINE	PBIS TEACHER	HENRY BARNARD
GALLOWAY	JAMES	GRADE 4	EDGAR H PARKMAN
HARMON	KIMBERLY	GRADE 3	ELI WHITNEY
HARRISON	KAITLIN	SPECIAL EDUCATION	JOHN F KENNEDY MIDDLE
HATFIELD	CHELSEA	GRADE 4	EDGAR H PARKMAN
HILL	DANIELLE	MATH	JOHN F KENNEDY MIDDLE
JANISIESKI	COURTNEY	GRADE 4	ELI WHITNEY
KELLY	MEGAN	GRADE 5	PRUDENCE CRANDALL
KHOXAYO	SOMMALA	SCIENCE	ENFIELD HIGH
KRAUCUNAS	STACEY	KINDERGARTEN	ENFIELD STREET
LAURITO	TERESA	GRADE 1	HAZARDVILLE MEMORIAL
MALEHORN	COLLEEN	GRADE 1	HENRY BARNARD
MARR	CAROLINE	MATH	ENFIELD HIGH
MARTIN	KATHLEEN	GRADE 5	ELI WHITNEY
MASTRONARDI	ERICA	GUIDANCE COUNSELOR	ENFIELD HIGH
MCCANN	TARA	SPEECH PATHOLOGIST	PK STEAM ACADEMY (STOWE)
NELSON	TARA	GRADE 1	HENRY BARNARD
NUZZOLO	CHRISTINE	KINDERGARTEN	HAZARDVILLE MEMORIAL
PARKER	MARISSA	PREK	PK STEAM ACADEMY (STOWE)
PAWLOWICZ	STEPHANIE	SPEECH PATHOLOGIST	PK STEAM ACADEMY (STOWE)
RIGHTER	CHRISTINE	SPECIAL EDUCATION	EDGAR H PARKMAN
ROBINSON	SAMANTHA	SCIENCE	ENFIELD HIGH
ROBUSTELLI-PRICE	AMANDA	WORLD LANGUAGE	ENFIELD HIGH
SCHOMBURG	BROOKE	GRADE 2	HAZARDVILLE MEMORIAL
SHORT	LAUREN	PBIS TEACHER	ELI WHITNEY
SMITH	ALLISON	GRADE 4	PRUDENCE CRANDALL
SMYTH	MELISSA	SOCIAL WORKER	ENFIELD HIGH
SOAR	JAMES	SCIENCE	JOHN F KENNEDY MIDDLE
SOULE	JESSICA	GRADE 4	PRUDENCE CRANDALL
STAPLETON	ALLISON	GRADE 5	EDGAR H PARKMAN
SULLIVAN	SHAUNA	SPECIAL EDUCATION	HENRY BARNARD
THIBADEAU	CAROLINE	ENGLISH	JOHN F KENNEDY MIDDLE
TIROLETTO	MICHAEL	ENGLISH	JOHN F KENNEDY MIDDLE
URQUHART	AMANDA	MUSIC	EDGAR H PARKMAN
VALLO	MARY	SCIENCE	ENFIELD HIGH
WINIARSKI	MARK	SCIENCE	ENFIELD HIGH
WYNNE	ASHLEIGH	MATH	ENFIELD HIGH



Connecticut State Department of Education
Bureau of Health/Nutrition, Family
Services and Adult Education
Child Nutrition Programs
450 Columbus Boulevard, Suite 504
Hartford, CT 06103

FOR STATE USE ONLY	
Effective Date:	_____
AGREEMENT NUMBERS:	
School Programs	_____
Child Day Care Centers	_____
Adult Day Care Centers	_____
Day Care Homes	_____
Summer Food Service	_____

AUTHORIZED SIGNATURES CHANGE FORM

Read the *Instructions to Complete the Authorized Signatures Change Form* before completing the form. Return this form to the CSDE Child Nutrition Programs at the address above.

This is to certify that on _____, as shown in the minutes of
Date

Name of Corporation, Board of Education or Governing Body

the following action was taken to revise the Authorized Signers of the **ED-099 Agreement for Child Nutrition Programs**.

1. The person designated below is authorized to sign this agreement and to sign claims for reimbursement.

_____ <i>Signature</i>	_____ <i>Printed Name</i>
_____ <i>Title (Superintendent of Schools, Mayor, Selectman, President or Chairperson of the Board, Pastor or Commissioner)</i>	_____ <i>Date</i>

2. In the absence or incapacity of the first designated individual, the second person designated below is authorized to sign claims for reimbursement.

_____ <i>Signature</i>	_____ <i>Printed Name</i>
_____ <i>Title (Assistant Superintendent, Business Official, Principal, Headmaster, City or Town Manager, Executive Director or Deputy Commissioner)</i>	_____ <i>Date</i>

3. The signature below certifies the above action.

_____ <i>Signature</i>	_____ <i>Title (Secretary of Corporation, Town Clerk, Secretary of the Board)</i>
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This form is available at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/forms/sigchange.pdf
The instructions are available at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/forms/sigchangeinstr.pdf

Instructions to Complete the Connecticut State Department of Education (CSDE)

AUTHORIZED SIGNATURES CHANGE FORM

The *ED-099 Agreement for Child Nutrition Programs* is the formal agreement between a sponsoring organization and the CSDE to operate one or more of the U.S. Department of Agriculture (USDA) Child Nutrition Programs. When the sponsoring organization's *Agreement* was approved, two originals were signed by the sponsoring organization and the CSDE. One original was returned to the sponsoring organization.

Page 4 of the *Agreement* designates representatives authorized to enter into an agreement with the CSDE and to sign the claim for reimbursement. The *Agreement* is permanent and amended as changes occur. The CSDE recognizes that one or both of the authorized signers will change periodically. The *Authorized Signatures Change Form* must be executed whenever one of the two authorized signers changes. Claims for reimbursement are valid only when signed by authorized signers on file with the CSDE. Board action must occur to make changes to authorized signers so that claims can be signed and submitted, and reimbursement delays are avoided.

- Date of the board meeting is when the governing body of the sponsoring organization took action to change one or both of the authorized signers.
- **Signature 1** is the designated representative authorized to sign the *Agreement for Child Nutrition Programs* and to sign claims for reimbursement. The person is head of the governing body, e.g. the chief officer elected or appointed to assume legal responsibility for the organization (superintendent of schools, mayor, selectman, corporate president, chairperson of the board, pastor, or commissioner).
- **Signature 2** is authorized only to sign the claims for reimbursement in the absence or incapacity of the first designated individual (assistant superintendent, business official, principal, headmaster, city or town manager, executive director or deputy commissioner).
- **Signature 3** certifies the board action and is not authorized to sign the claim. This must be a different person from signatures 1 and 2 (secretary of the board, town clerk or secretary of the corporation).

Mail the original signed and dated *Authorized Signature Change Form* to:



Child Nutrition Programs
Connecticut State Department of Education
Bureau of Health/Nutrition, Family Services and Adult Education
Child Nutrition Programs
450 Columbus Boulevard, Suite 504
Hartford, CT 06103

Questions may be directed to Child Nutrition Programs. For more information, see the CSDE's handout, *Child Nutrition Staff and Responsibilities*.

These instructions are available at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/forms/signchangeinstr.pdf.
The *Authorized Signature Change Form* is available at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/forms/sigchange.pdf.

Item # 116.

**AGREEMENT TO FURNISH FOOD SERVICE BETWEEN
THE CHILD AND ADULT CARE FOOD PROGRAM (CACFP) INSTITUTION
AND THE BOARD OF EDUCATION (BOE)**

This agreement is entered into by and between the Enfield Board of Education and

Enfield Head Start . The Enfield Board of Education agrees to

furnish meals to Enfield Head Start for the following per meal rates:

Breakfast	\$	
Lunch	\$	\$2.55
Snack(s)	\$	

If applicable, include the types and amounts of any charges paid to the Board of Education **in addition to** the per meal price:

All additional charges must be included in the CACFP institution's approved Center Budget and be reported as part of the expenditures on the annual *Non-Profit Status Income and Expenditure Report*.

Site(s) covered by this agreement include:

Enfield Head Start
1270 Enfield Street
Enfield, CT 06082

It is further agreed that Enfield Board of Education will assure that (check **one** option):

- ☒ Meals meet the CACFP meal pattern requirements and that the Board of Education's School Food Authority will maintain complete and accurate records, including menus, amounts of foods prepared and numbers of meals provided daily;

OR

- ☐ The Board of Education's School Food Authority has been approved by the Child Nutrition Unit to use the National School Lunch Program (NSLP) and School Breakfast Program (SBP) meal patterns to prepare meals for CACFP participants ages two and older.

Child and Adult Care Food Program (CACFP) Application Renewal Summary Checklist

October 1, 2017 – September 30, 2018

INSTRUCTIONS: This form must be completed in its entirety by the CACFP contact person, signed by one of the two Authorized Signers and submitted (emailed/uploaded in the online system) with all applicable referenced attachments to the Child Nutrition Unit no later than September 15, 2017.

Sponsor Name: Enfield HeadStart Agreement # 049B1C

CACFP Contact Person / Name of Form Preparer: Michele Watson

Reference	Name	Description	Check Below
Sponsor Application Authorized Representatives (Signers) #1 and #2	Board Chairperson (#1) and Executive Director (#2) or equivalent positions	Is Authorized Signer #1 the Board Chairperson or equivalent position? AND Is Authorized Signer #2 the Executive Director or equivalent position?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If no, an <i>Authorized Signatures Change Form</i> must be submitted to the Child Nutrition Unit.
Board of Directors	Board Members and Board Minutes (<i>Applicable to nonprofit institutions</i>)	Are the Board members the same as last year? <i>and</i> Have you submitted a copy of the minutes from the most recent Board meeting?	<input checked="" type="checkbox"/> YES to both questions <input type="checkbox"/> NO If no, an updated listing of Board members <i>and/or</i> a copy of the minutes from the most recent Board meeting must be submitted to the Child Nutrition Unit.
Financial Viability Documentation	Audit Report or Audited Financial Statements	Have you submitted a copy of your entity's most recently completed audit report (audited financial statements) to the State Department of Education?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If no, a copy of the entity's audit must be submitted to the Child Nutrition Unit.
For-Profit Eligibility (<i>Applicable to FOR-PROFIT child care and FOR-PROFIT adult day care institutions ONLY</i>)	This section is to be completed ONLY by for-profit institutions	For-profit child care centers: Have you submitted a copy of the August 2017 Master List for all classrooms/sites to verify 25% free/reduced-price eligibility? For-profit adult day care centers: Have you submitted a copy of the August 2017 Master List for all participants at all sites to verify 25% Title XIX eligibility?	<input type="checkbox"/> YES <input type="checkbox"/> NO N/A If no, indicate the date that this information will be submitted:

CACFP Application Renewal Summary Checklist

Budget OPERATING COSTS	<i>A Centers Budget Detail sheet must be submitted if Lines C3 – C10 on the Center Budget Worksheet were completed</i>	Have you submitted a Centers Budget Detail sheet explaining OPERATING costs for Lines C3 - C10 of the Budget Worksheet?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If no, a completed <i>Centers Budget Detail</i> sheet explaining all operating costs on all applicable lines must be submitted. <input type="checkbox"/> This is <i>Not Applicable</i> because the budget is only reporting costs for food and non-food supplies
Budget ADMINISTRATIVE COSTS Institutions with more than one site must submit documentation to support the amount of administrative costs claimed in each fiscal year	<i>A Centers Budget Detail sheet must be submitted if Lines D1 – D7 on the Center Budget Worksheet were completed</i>	Have you submitted a Centers Budget Detail sheet explaining ADMINISTRATIVE costs for Lines D1- D7 of the Budget Worksheet?	<input type="checkbox"/> YES <input type="checkbox"/> NO If no, a completed <i>Centers Budget Detail</i> sheet explaining all administrative costs on all applicable lines must be submitted. <input checked="" type="checkbox"/> Not Applicable – single site institution
SITE APPLICATION(S)	Must reflect current (2017-18) operations	Did you: ▪ click on REVISE to open <u>each</u> Site Application; ▪ review/update for accuracy, current license, participant eligibility and meal service times/ operations; and then SAVE the form?	<input checked="" type="checkbox"/> YES – I clicked on REVISE for EACH Site Application, reviewed all of the information indicated, and updated as necessary. Each site now reflects current license, eligibility and meal service operations and times for the 2017-18 year. <i>I understand that I MUST REVISE and SAVE each Site Application, even if there are no changes from the prior year.</i>
Training Document	Training Dates	Has page 3 of this form been completed with training dates for the 2017-18 year?	<input checked="" type="checkbox"/> YES - 2017-18 staff training dates are listed
Monitoring Requirements <i>(Applicable only to institutions with more than one site)</i>	Monitoring Dates	Has page 4 of this form been completed with monitoring dates for the 2017-18 year?	<input type="checkbox"/> YES - 2017-18 monitoring dates for all sites are listed <div style="text-align: center; font-size: 1.5em;">N/A</div>
Monitoring Requirements <i>(Applicable only to institutions with more than one site)</i>	Item 7 - Monitoring Form	Have all monitoring staff been provided with the monitoring form that was revised in December 2014?	<input type="checkbox"/> YES - all staff with assigned monitoring responsibilities have been trained and provided with the most updated monitoring form <div style="text-align: center; font-size: 1.5em;">N/A</div>

Signature: _____ Title: _____ Date: _____
 Note: ED-099 Authorized Representative #1 or #2 ONLY may sign this form.

**BOARD OF EDUCATION
SPECIAL MEETING MINUTES
JUNE 27, 2017**

DRAFT

A special meeting of the Enfield Board of Education was held in the Alcorn Professional Development Conference Room located 1010 Enfield Street, Enfield, CT on June 27, 2017.

1. **CALL TO ORDER:** The meeting was called to order at 7:10 PM by Walter Kruzel.
2. **FIRE EVACUATION ANNOUNCEMENT:** Walter Kruzel announced the fire evacuation announcement.
3. **PLEDGE OF ALLEGIANCE:** Walter Kruzel
4. **ROLL CALL:**

MEMBERS PRESENT: Rich Regnier, Charlotte Riley, Tim Neville, Stacy Thurston and Walter Kruzel

MEMBERS ABSENT: Lori Unghire, Vin Grady and Tom Sirard

ALSO PRESENT: Dr. Schumann, Superintendent and Mr. Christopher Drezek, Deputy Superintendent

5. **AUDIENCE PARTICIPATION:**

Raymond Peabody, Washington Road – Mr. Peabody thanked Dr. Schumann for his journey with the Enfield Public Schools. Your presentations were outstanding. He shared one of your presentations with co-workers. With your help, we changed the format for our budget books. They showed the value added and were what the Town Council needed to see. We worked hand and hand with the Town Council for cost containments. By closing Nathan Hale, we avoided costs. Enfield Public Schools is on solid footing from everything you did. Thank you.

Mike Ludwick, Silver Lane – Councilman Ludwick thanked Dr. Schumann. He enjoyed working with you. He wanted to attend you last public meeting to personally thank you for what you have done for the school system. He has enjoyed talking with you and considers you a colleague and a friend. You have left a great administration in place. You fit into Enfield and will be missed. You are always welcome back. Mr. Drezek has big shoes to fill.

6. **BOARD MEMBER COMMENTS:**

Mrs. Thurston thanked Dr. Schumann and wished him a happy, healthy retirement. Enjoy your time in Vermont. She wished him good luck.

Mr. Neville stated he has enjoyed working with Dr. Schumann over the past five years. You brought vision to Enfield. Your vision mission was outstanding. The changes you have made to our school system will be felt for years to come. Your presentations were outstanding. We have made outstanding changes to our curriculum. The growth you have brought to us has been logical and evolutionary. The process changes with the Town Council has gotten us to this point that has been well planned. We have a positive relationship with the Town Council now. We worked together on many issues. Our goal is the same – we are all working for the citizens of Enfield. Establishing a Governance Council has helped us with some very contentious problems. He hopes this group continues to meet. You have left an indelible mark on us. Thank you.

Mrs. Thurston added that she along with Chairman Sirard, Mr. Grady and Mr. Neville, we were

members of the past Board who hired Dr. Schumann.

Mrs. Riley thanked Dr. Schumann and wished him well. Enjoy your retirement. The graduation ceremony was phenomenal and she enjoyed your singing speech.

Mrs. Riley urged drivers to go slow in neighborhoods without sidewalks. Children are home and outside playing and don't always look for cars.

Mr. Regnier thanked Dr. Schumann for being such an innovator for the Enfield Public Schools. The district is better because of you. You have given such vision and direction for the Enfield Public Schools and district. Thank you.

Vice Chairman Kruzel added that it has been a pleasure working with Dr. Schumann. He presented Dr. Schumann a gift on behalf of the Board. Thank you for the past 5 years you have given to Enfield. You have left an impression in this district. Thank you for your service.

7. APPROVE 2017-18 HEALTHY FOOD CERTIFICATION:

Mrs. Edwards, our Nutrition Services Director gave the Board an in-depth overview of the 2017-18 Healthy Food Certification. We meet all federal and state regulations.

Mr. Neville stated he wants the public to understand this and why we have turned this down in the past. He asked about fundraising and awarding food prizes. If we award them with food, we would not be able to do this under the 2017-18 Healthy Food Certification. Mrs. Edwards stated that is correct.

Mr. Neville asked about the reimbursement of \$.10 per meal. What is considered a meal? Mrs. Edwards stated reimbursable meals must meet 3 out of 5 components (fruits, vegetables, milk, protein and a grain). All sales are reported to the State and that is where she receives her reimbursements from.

Mr. Neville asked about in-service days for staff. Sometimes they sell items for organizations like the Cancer Society. Will this be impacted by the new food standards? Mrs. Edwards stated this would not affect the adults, only students.

Mr. Neville asked about vending machines. Mrs. Edwards stated there are strict rules in the State of Connecticut about vending machine. We cannot sell soda to the students.

Mr. Neville asked if this program would impact the Culinary Arts program. Mrs. Edwards stated no and explained if the Culinary Arts Program was serving food, they could not sell the food to the students.

Mr. Neville asked how many districts are participating with the Healthy Food Certification program. Mrs. Edwards stated a majority of the school systems participate in this program because of the reimbursements.

Mr. Regnier asked about the net gain for the reimbursements. Mrs. Edwards stated the reimbursement would be \$43,798.40 per year.

Dr. Schumann distributed a memo with stipulations that must be followed. The money received must be allocated to the Food Service Department and can only be used for allowable costs. The money cannot be used to give to groups/clubs that will lose money.

Mr. Neville does not see the need to participate with this program.

Dr. Schumann added that the Nutrition Services Department is meeting all Federal and State

guidelines along with meeting the requirement for Healthy Food Certification. If we participate in the Healthy Food Certification, the Board would incur expenses. There are food exemptions for foods that do not meet the standards. The Board would need to vote to allow the food exemptions providing certain criteria is met.

Mr. Neville added it sounds like a great idea but the practicality is not realistic. We run a good program. The incentive is not enough to go through the extra work associated with the Healthy Food Certification program.

Mr. Kruzel asked about the new kitchen. Mrs. Edwards stated the new kitchen at EHS is good. We are working through the kinks. Some of the equipment broke and needed to be repaired.

Mrs. Riley stated the meals currently being served and the menus will not be changed if we endorsed the Healthy Food Certification program. Mrs. Edwards stated that is correct.

Mr. Neville moved, seconded by Mrs. Thurston that the Enfield Board of Education not certify the 2017-18 Healthy Food Certification program.

A vote by **roll call 5-0-0** passed unanimously to not endorse the Healthy Food Certification program.

8. APPROVED MEETING MINUTES – JUNE 13, 2017:

Mr. Neville moved, seconded by Mrs. Thurston that the Regular Meeting Minutes of June 13, 2017 be approved with one correction on page one, line two – the date should be June 13, 2017 not May 13, 2017.

The amended minutes passed unanimously by a **show-of-hands 5-0-0**.

9. EXECUTIVE SESSION – MATTERS RELATED TO PERSONNEL: None

10. ADJOURNMENT:

Mrs. Thurston moved, seconded by Mr. Neville to adjourn the Special Meeting of June 27, 2017.

All ayes, motion passed unanimously.

Meeting stood adjourned at 7:50 PM.

Tina LeBlanc
Secretary
Board of Education

Respectfully Submitted,

Kathy Zalucki, Recording Secretary

**BOARD OF EDUCATION
SPECIAL MEETING MINUTES
JULY 11, 2017**

A special meeting of the Enfield Board of Education was held in the Alcorn Professional Development Conference Room located 1010 Enfield Street, Enfield, CT on July 11, 2017.

1. **CALL TO ORDER:** The meeting was called to order at 6:40 PM by Walter Kruzel.
2. **FIRE EVACUATION ANNOUNCEMENT:** Tom Sirard announced the fire evacuation announcement.
3. **PLEDGE OF ALLEGIANCE:** Tom Sirard
4. **ROLL CALL:**

MEMBERS PRESENT: Rich Regnier, Charlotte Riley, Lori Unghire, Walter Kruzel, Tina LeBlanc, Tim Neville, Stacy Thurston and Tom Sirard

MEMBERS ABSENT: Vin Grady

ALSO PRESENT: Mr. Christopher Drezek, Superintendent and Mr. Andrew Longey, Deputy Superintendent

5. **APPROVE CONNECTICUT STATE DEPARTMENT OF EDUCATION FY17/19 AFTER-SCHOOL GRANT:**

Mr. Drezek explained to the Board about the after school grant the Department of Social Services is applying for. If awarded this two-year grant, they can receive up to \$200K per year for a maximum of \$400K. This grant will enhance afterschool programs for students. The Board will receive a full update on this program in the fall. We have partnered with the Town Youth Services and have implemented a program called Wednesday Night School. This program is for at-risk students and to help offset chronic absenteeism and expulsions. This grant will help to expand this program. The grant requires both the Town and Board of Education's approval. The Town Council approved this at their July 3rd meeting. Both Dawn Homer-Bouthiette, Social Services Director and Jean Haughey, Youth Services Director were unable to attend the special BOE meeting tonight.

Mr. Neville moved, seconded by Mr. Kruzel that the Enfield Board of Education approves the FY17.19 State of Connecticut Afterschool Grant.

Discussion:

Mr. Neville stated this is a two-year grant and they are applying for the maximum amount. Who will be working with the students. Mr. Drezek stated anything academic will be taught by our staff. Counseling services will be provided by Youth Services.

Mr. Neville asked about the update the Board will receive in the fall. He is interested in the data. Mr. Drezek stated they have already collected some data. We reviewed this data during our ADCO retreat. This project will be led by Mr. Longey and once the program is up and running in full swing, we will present this information to the Board in the fall.

Mr. Drezek added that one of our main focuses has been absenteeism and behavioral concerns. We started our PBIS (Positive Behavioral Intervention Supports) Initiative and the Wednesday program. You will be amazed by the work they have done. He has contacted Rob Radar to submit this presentation at the CABE/CAPSS Conference being held in November. Unfortunately, we missed the deadline for submitting presentations and have been wait listed.

This program does not cost us anything.

Mr. Neville asked if this will address some of the concerns from the State regarding attendance and suspensions. Mr. Drezek stated this will address that and is tied into this. We are trying to get ahead of the mandates. When you see this presentation, you will understand and will be taken aback by the amount of work our staff has done. They have made tremendous connections with the students.

Mrs. Riley asked if the focus of the grant is for high school students. Mr. Drezek stated the focus for this grant is for middle and the high school category but our emphasis is for high school students.

A vote by **roll call 8-0-0** passed unanimously

6. EXECUTIVE SESSION:

a. MATTERS RELATED TO PERSONNEL – INTERVIEW CANDIDATE FOR ADMINISTRATIVE OPENING

Mr. Kruzel moved seconded by Mrs. Unghire that the Enfield Board of Education enter into executive session for matters related to personnel.

A vote by **show-of-hands 8-0-0** passed unanimously

The Board remained in the Alcorn Professional Development Conference room for the Executive Session. Both Mr. Drezek and Mr. Longey joined the Board in executive session.

No Board action occurred during the executive session.

7. ACTION, IF ANY, ON THE APPOINTMENT FOR ADMINISTRATIVE OPENING:

Mrs. Unghire moved, seconded by Mrs. Thurston that the Enfield Board of Education appoints Candidate A for the Administrative opening.

8. ADJOURNMENT:

Mrs. Thurston moved, seconded by Mr. Kruzel to adjourn the Special Meeting of July 11, 2017.

All ayes, motion passed unanimously.

Meeting stood adjourned at 7:37 PM.

Tina LeBlanc
Secretary
Board of Education

Respectfully Submitted,

Kathy Zalucki, Recording Secretary

Item # 14b.

Enfield Public Schools
FY2017 Line Item Transfers
Finance, Budget Meeting; August 15, 2017

The Finance Committee met on August 15, 2017 to review Line Item Transfer requests for FY2017.

I move that the Enfield Board of Education approve the following line item transfers:

FROM:	100 - Staff Salaries	\$ 170,254.00
	200 - Benefits	\$ 1,203,335.00
	600 - Tech/Supplies/Materials	\$ 343,478.00

Total		\$ 1,717,067.00
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TO:	300 - Professional Services	\$ 885,249.00
	500 - Transport/Tuitions/Other Ins/Print/Postage	\$ 487,835.00
	700 - Equipment/Uniforms	\$ 318,457.00
	800 - Dues/Fees/Subscriptions	\$ 25,526.00

Total		\$ 1,717,067.00
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