

**ENFIELD BOARD OF EDUCATION
REGULAR MEETING MINUTES
AUGUST 26, 2008**

A regular meeting of the Enfield Board of Education was held at Enfield Town Hall in the Council Chambers, located at 820 Enfield Street, Enfield, CT on August 26, 2008. The meeting was called to order by Chairman Greco at 7:31 PM.

1. **CALL TO ORDER** The meeting was called to order at 7:31 PM by Chairman Greco.
2. **INVOCATION OR MOMENT OF SILENCE** Judy Apruzzese-Desroches
3. **PLEDGE OF ALLEGIANCE** Judy Apruzzese-Desroches
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, Greg Stokes, Susan Lavelli-Hozempa, Charles Johnson III, and Andre Greco

MEMBERS ABSENT None

ALSO PRESENT Dr. John Gallacher, Superintendent of Schools; and Tony Torre, Assistant Superintendent of Schools

6. **APPROVAL OF SPECIAL MEETING MINUTES – JUNE 30, 2008, SPECIAL MEETING MINUTES – JULY 1, 2008, REGULAR MEETING MINUTES – JULY 8, 2008 & SPECIAL MEETING MINUTES OF JULY 24, 2008**

Ms. Hall moved, seconded by Mr. Stokes to accept the minutes of Special Meeting - June 30, 2008, Special Meeting - July 1, 2008, Regular Meeting – July 8, 2008 and Special Meeting – July 24, 2008.

A vote by **roll call 8-0-1**, with Mr. Droney abstaining, motion passes.

7. **BOARD GUESTS**

a. **Audit Committee Members**

Mrs. Lavelli-Hozempa and Mrs. Apruzzese-Desroches presented award certificates to members of the Audit Committee as well as a plaque to James Brislin, Chairman of the Audit Committee. Mrs. Lavelli-Hozempa expressed her gratitude for the amazing accomplishments of the committee members. She stated that the Town Council has acted upon the suggestions of the energy conservation sub-committee and urged the community to learn more about the energy referendum and support it in November. Mrs. Lavelli-Hozempa furthered stated that several towns are looking at our reports as well, so the Audit committee in essence has reached beyond the limits of our community's borders. Mrs. Apruzzese-Desroches praised the committee for their fine work. She pointed out how much volunteer time went into this committee and thanked the members for their commitment.

b. **George Rypysc**

Ms. Hall welcomed Mr. Rypysc, an Enfield High School (EHS) retired teacher, to present a proposal for an addition to the Arts and Sciences building at EHS. Mr. Rypysc reviewed the design plans submitted

to the Board. Mr. Johnson asked if any study was done to build up instead of adding on. Mr. Rypysc stated there is not enough beam support to accommodate a second floor. The addition would include 46,000 square feet of new additions and 33,900 square feet of renovations. Ms. Hall asked about the heating and ventilation. Mr. Rypysc stated that HVAC would need to be reconfigured for the entire addition. The existing wiring is severely insufficient and with or without these plans must be addressed immediately. Ms. Hall commented that construction fits into the existing land without disturbing anything. Mr. Greco asked about reimbursement and estimated costs. Mr. Rypysc stated that this design is only a starting point and the Board would need to hire an architect to evaluate the actual costs. He suggested a price tag of 15 million and a reimbursement from the State of approximately 62%. The proposal, if realized, would increase science classroom space, create 3 rooms for the music department, relocate the automotive area out of a main traffic route, provide the graphic arts room computer space and provide a generic computer lab closer to the science department. Mr. Arnone stated that the Board must address the age of the building and address the serious concerns immediately. Chairman Greco thanked Mr. Rypysc for his presentation.

c. Paul Russell

Mr. Russell updated the Board on the progress the IT department has made during the summer months to prepare for the 2008-2009 school year. The report states that the IT department deployed new windows workstations (32) and new networked printers (16) to all classrooms at Alcorn School; deployed 30 new window workstations to administration and core teams of Pentamation student database project; replaced network infrastructure at all 12 schools to allow for current and future applications and needs; purchased and are currently deploying new servers for computer labs in all elementary schools; replaced JFK lab computers (46) with new state of the art computers; replaced EHS music lab computers with state of the art machines to satisfy needs of curriculum; refreshed computer images for all school technology labs for the start of school. Mr. Russell reviewed with the Board the organizational changes within the department as well.

Ms. Hall asked if the technology continued the use of MAC servers in the elementary schools. Mr. Russell stated yes, there was funding available to purchase 9 more servers for the elementary schools using MAC applications.

Mr. Droney stated this report was excellent, ambitious and the IT team did a great job over the summer months.

Mrs. Lavelli-Hozempa asked if there was an inventory tracking system in place? Mr. Russell stated that the department has implemented the asset tracking method system wide that the Town already has in place. His department has also purchased 8 hand held scanners to register the date purchased and the location of all equipment. This will streamline inventory and increase efficiencies within the school and town systems.

Mr. Arnone is pleased to see the results of the merger working great for both sides.

Ms. Hall asked if we are going to engage in a leasing or purchasing program. Mr. Russell stated he will recommend a leasing program for the TOE and BOE. He will need to meet with teachers and administrators in September to make sure we are on the right track. Regardless of solutions, a lease approach will allow the town to refresh equipment every three to four years and add equipment as technology advances.

Mr. Johnson stated the IT team did a great job getting computers into the hands of our students. Technology is a vital component in the workforce and our students will only be that much more prepared for the future. Mr. Johnson questioned the medical information portion of Pentamation? Mr. Russell stated that the role based security system provides top notch security. The only persons that have access to confidential information is that of the person who's role it is; i.e., a nurse is the only person

who will have access to medical records. No other person or "role classification" can gain access that information.

Mrs. Lavelli-Hozempa asked what time frame you project that we would have something new to track finance expenditures. Mr. Russell stated that the current ADMNS system will no longer be supported after 2011. They are currently entertaining proposals from the ADMNS vendor as well as others. When a system is approved, it should take 6-9 months for implementation. Hopefully, after our due diligence phase, we will be doing something at the turn of this year.

Mr. Greco asked for an update on the CIP funds at the end of this year relative to the Board for teacher carts and overhead projectors. Mr. Russell stated that he plans to include the carts and or laptops for teacher workstations with overhead projectors in the proposal. After careful surveys of other school systems, the proposal will allocate 64 or 65 projectors to accommodate the ratio of 1 projector per 100 students or every 4 classrooms to be shared. The proposal will also include carts as well as forgoing the traveling laptops if we go with a laptop for every teacher. Mr. Greco asked why we can't use this bucket of money to put a projector in every classroom. Mr. Russell stated that with the available CIP funds will only be able to supply 120 solutions in the school system. If we go with a lease agreement as an annual expenditure of the same amount, we would be able to get the full 550 laptops for teachers. The IT department at this time does not have the mechanism available to them to support the maintenance of all the projectors; for instance, light bulbs for projectors are expensive and need to be replaced regularly. Mr. Greco stated his concern with this project is that the key to making this successful is the projectors. All the teachers could have a laptop, but unless you can project the image up on a screen so the whole class can see the lesson, what have you gained? Mr. Russell stated he would make the projectors part of the entire package and submit it to the Board for discussion and approval very soon.

8. CORRESPONDENCE AND COMMUNICATIONS

Chairman Greco announced three items as follows:

1. A brochure from Friend of the Enfield Food Shelf announcing The Inaugural Charity Golf Tournament, to be held on Saturday, September 27, 2008 at Grassmere Country Club.
2. Projected enrollments for school year 2008 – 2009 as of August 25, 2008
3. A memo from Dr. Gallacher updating the Board on requested Items from the July 8, 2008 meeting addressing the following:
 - 1 – Status of Laptop/projector cart CIP Fund;
 - 2 – Status of Voluntary Tax Contributions;
 - 3 – Status of Grant Writing Special Revenue Fund;
 - 4 – Status of High School Repairs/ModificationsMr. Greco stated that he would like a detailed accounting of each item referenced by Mr. Arnone from the last meeting for item #4.

9. AUDIENCES none

10. BOARD MEMBER COMMENTS

Mr. Arnone commented that the Board needs to explore the suggestion from Glenn Hart to form a committee and do a feasibility study of how we use our town and school buildings. The committee needs to look at realigning the elementary schools to accommodate full day kindergarten and streamlining efficiencies of our buildings. Mr. Arnone stated that the high school orientation was very successful. Mr. Arnone asked to have the entrance and exit signs, especially at JFK updated for the first day of school.

Mr. Grady wished a safe and productive year for all the teachers, staff and children returning to school. Mr. Grady questioned the transportation of our students to the GHAPA. Dr. Gallacher answered that CREC in taking over the transportation to GHAPA. They will pick-up and drop-off students at EHS. Dr. Gallacher has instructed the Transportation department to continue the service of transporting FHS students to EHS for the afternoon pick up by CREC. Parents have selected this school to send their child too and thus must contact CREC for any solutions to problems that may arise due to this transportation change for late afternoon drop-off.

Mrs. Apruzzese-Desroches commented on the great job EHS did for student orientation. She questioned why JFK does not have a sign indicating their school? She was told there is a sign sitting in a closet at JFK that cannot be erected due to zoning problems. Dr. Gallacher stated that he will contact the Principal about the sign. Mrs. Apruzzese-Desroches stated JFK also needs One-Way signs clearly marked in the driveways at JFK.

Ms. Hall commented that her experience with her check for paying taxes this year with respect to donating to the school fund has not been cashed yet. Upon calling the Town, she said the reason was that it was not an exact amount check. The difference has to be manipulated into an account.

Mr. Droney commented that he hopes all teachers and students had a restful summer. Mr. Droney commented on the passing of Pat Uricchio. Mr. Uricchio was beloved member and mentor and role model for a lot of our student athletes. His loss will be felt tremendously by the girls' softball and basketball teams at FHS. He extends his thoughts and prayers to the Uricchio family.

Mr. Droney stated that FHS did a tremendous job with the orientation. Mr. Droney also thanked the Audit Committee members for all their time and effort to a job well done.

Mr. Stokes thanked the Audit Committee for their work and thanks to Mrs. Lavelli-Hozempa and Mrs. Apruzzese-Desroches for all their extra time devoted to the committee.

Mr. Stokes commented that he is part of a new organization – established at the July 4th celebration called Friends of the Food Shelf. He mentioned that according to Linda Bridge of the Food Shelf, the shelves are almost bare. The number of families needing assistance as increased dramatically this past year. He announced the Inaugural Charity Golf Tournament, to be held on Saturday, September 27, 2008 at Grassmere Country Club. The event is sponsored by Friends of the Food Shelf. He encouraged the community to donate at any time by filling an extra bag of groceries when you go grocery shopping. It will be greatly appreciated.

Mrs. Lavelli-Hozempa commented that to review the audit reports at www.enfieldschools.org; go to the Board of Ed drop down menu and click on the audit committee report. From there, you may choose any of the following subjects: Budget Variance, Energy, Substitutes, and Staffing. She urged the community to take advantage of these reports and support the recommendations of the sub committees. One of the things that several audit committee members have stressed is that they would like to see the committee continue. Mrs. Lavelli-Hozempa would like to see the Audit Committee reconvene in the Fall. There is so much more to look at and we can only benefit from this type of review.

Mrs. Lavelli-Hozempa commented that she was disappointed to see that the CAPT scores have fallen. She announced that the BOE meeting on September 23rd will be devoted to understanding the test results and why the Administration feels we may have had a drop in test scores. It is very important to our school system to perform well. There were only 10 other school systems in the State with numbers lower than ours. We as a Board need to address this issue.

Mrs. Lavelli-Hozempa thanked the Audit Committee for all their time and effort. She urged anyone wishing to be part of the Audit Committee in the Fall, to contact the Board of Education.

Mr. Johnson thanked the speakers tonight for all the great information. He commented that we are coming into a new school year and there are a lot of new students and staff, including Principals, Vice-Principals and teachers. He is looking forward to this year and extends well wishes to all as well.

Chairman Greco thanked all the Administrators who worked through the summer and especially Dr. Cooke and his team for making sure that we are appropriately staffed for the new school year.

Chairman Greco commented that it has been brought to his attention that there is a slight disenchantment over the part of Hamilton Sundstrand relative to Buzz Robotics. He requested that Dr. Gallacher set up a meeting that includes him and Dr. Gallacher, Principal Newton and Hamilton Sundstrand folks to discuss the situation and stop anything that they felt has gone awry. Buzz Robotics is a very valuable program and Hamilton Sundstrand is as valuable to the success of this program. Hopefully, any miscommunications will be resolved.

Chairman Greco commented that we need to deliver remedial and math services for at risk students sooner than October or November of a school year. He requested for the next meeting, a timeline that identifies our at-risk students. He would like to include in the timeline such information as when the prior year CMT scores are reviewed; when the DRP was initiated and when the DRP was scored; when the discussion to deliver remedial services was had and when services were actually delivered. This is reflective of our test scores and needs to be formatted and addressed immediately.

Ms. Hall asked about the Security Systems? Chairman Greco stated that the Security Systems are 60 days behind the deadline. This is partly the fault of the Security System Committee that took more time to select a vendor than anticipated. JFK is 95% wired with 25% of the devices installed. Project completion is scheduled for the end of October.

11. SUPERINTENDENT'S REPORT

- a. First Day of School
- b. CAFE/CAPSS Convention
- c. Science Equipment Donation & Tour of Science Wing
- d. NCLB District Improvement Plan
- e. Personnel Report
- f. Grant Activity Report

12. BOARD COMMITTEE REPORTS

Mr. Droney requested that he and Mr. Grady be added to the School Security Committee correspondence list so they may be kept up to date on any school security measures and information.

Mr. Arnone reported that he and Chairman Greco are liaisons to the Athletic Fields Committee. The artificial turf at EHS is usable now and nearing 100% completion. Mrs. Apruzzese-Desroches questioned the public use of the artificial fields. Chairman Greco stated that the track is allowed for General Public usage as long as they conform to all the rules and regulations. The artificial turf fields are supposed to be reserved for events. They are working out the issues between the Athletic Fields Committee and the Building Usage Committee. As soon as the guidelines are published, it will be easier to determine the policing aspect.

13. APPROVAL OF ACCOUNTS AND PAYROLL none

14. UNFINISHED BUSINESS none

15. **NEW BUSINESS**

a. Boys' Swimming Cooperative Team Agreement

Mr. Stokes moved, seconded by Mr. Grady that the Enfield Board of Education approves a Cooperative Team Sponsorship for a Boy's Swimming Team between Fermi High, Enfield High and Somers High School. Mrs. Lavelli-Hozempa questioned the effect this agreement will have on discussions about pool usage. Dr. Gallacher answered that the Board would grandfather the swim team in this year. If and when decisions are made regarding pool usage, any changes would be implemented the following year. Mrs. Apruzzese-Desroches commented that she is disappointed in the low roster of members for the swim team this year.

A vote by **roll call 9-0-0**, motion passes.

b. Approve Children's Trust Fund Certificate

Ms. Hall moved, seconded by Mr. Droney that the Enfield Board of Education approves the Certificate of Authority related to the Children's Trust Fund as follows:

I, Joyce P. Hall, Secretary of the Enfield Board of Education, hereby certify that at the August 26, 2008 meeting of the Enfield Board of Education, such Board voted, in accordance with the by-laws and policies of the Enfield Public Schools, to authorize the Partnership Coordinator, Amy Witbro, to enter into and execute any/all contracts/agreements with the Children's Trust Fund.

"RESOLVED that Amy Witbro, is hereby authorized to make, execute, and approve on behalf of the Enfield Public Schools, any and all contracts and to execute and approve on behalf of the Enfield Public Schools, other instruments, a part of or incident to such contracts, effective until otherwise order by the Board of Education."

AND I DO FURTHER CERTIFY that the above resolution ha not been in any way altered, amended, or repealed, and is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed a corporate seal said Enfield Public Schools, this 26th day of August 2008.

Signed: Joyce P. Hall, Secretary of the Enfield Board of Education;

Dated: August 26, 2008.

Mrs. Lavelli-Hozempa questioned where these funds were coming from and if Mass Mutual is supporting the Parent Leadership Academy? Dr. Gallacher answered that the Children's Trust Fund is a government operated program and that Mass Mutual seeded the Parent Leadership Academy three years ago. Amy Witbro searches for all types of funding to continue supporting this worthwhile program. Ms. Hall stated that there have been tremendous results with this program.

A vote by **roll call 8-1-0**, with Mrs. Lavelli-Hozempa in dissent, motion passes.

c. Approve BOE Schedule of Regular Meetings for 2009

Mr. Grady moved, seconded by Mr. Stokes that the Enfield Board of Education approves the 2009 Schedule of Regular Meetings for the Enfield Board of Education.

A vote by **roll call 9-0-0**, motion passes.

16. **EXECUTIVE SESSION**

- a. **Matter(s) Related to Personnel**
- b. **Matter(s) Related to School Security**

Mr. Grady moved, seconded by Mr. Johnson to enter into Executive Session for matters related to personnel and matters related to School Security. A vote by **show of hands 8-01**, with Mrs. Apruzzese-Desroches in dissent, motion passes. The Board adjourned to the Enfield Room for Executive Session at 9:20 PM.

Dr. Gallacher, Mr. Torre and Dr. Cooke joined the Board in Executive Session. At 10:11 PM, Mr. Grady moved, seconded by Mrs. Apruzzese-Desroches to end Executive Session and return to Public Session. Motion passed unanimously by a **show of hands**. No other action was taken by the Board members while in Executive Session.

17. **ADJOURNMENT**

Mr. Stokes moved, seconded by Mr. Grady to adjourn the Regular Meeting of August 26, 2008. Motion passed unanimously by a **show of hands**. Meeting stood adjourned at 10:12 PM.

Joyce Hall

Respectfully Submitted,

Secretary
Enfield Board of Education

Patricia West
Recording Secretary