

**ENFIELD BOARD OF EDUCATION  
REGULAR MEETING MINUTES  
SEPTEMBER 8, 2009**

A regular meeting of the Enfield Board of Education was held at Town Hall in the Enfield Room, located at 820 Enfield Street, Enfield, CT on September 8, 2009.

1. **CALL TO ORDER** The meeting was called to order at 7:30 PM by Chairman Greco.
2. **INVOCATION OR MOMENT OF SILENCE** Vincent Grady
3. **PLEDGE OF ALLEGIANCE** Vincent Grady
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, and Andre Greco

**MEMBERS ABSENT** Susan Lavelli-Hozempa and Charles Johnson

**ALSO PRESENT** Dr. John Gallacher, Superintendent of Schools; Anthony Torre, Assistant Superintendent of Schools, Fermi High School Student Representative, Megan Ruff; Fermi High School Alternate Student Representative Michael Trombetta and Enfield High School Alternate Student Representative Regina Casale

**Recess:**

Chairman Greco stated the Board of Education will adjourn for a brief recess to join the Town Council meeting. Board members have been asked to attend the Town Council meeting in Council Chambers to hear a presentation from Paul Russell regarding financial software.

**Financial Software Presentation:**

Mr. Russell stated the ADMINS system is no longer going to be supported after July, 2010. He noted they have a current migration path, which would bring them to the new Windows platform. He stated it became important to start researching and looking at vendors.

He noted they first looked at ADMINS to see what they could provide in a Windows environment, however, the cost of that propagated them to submit an RFP. He stated the ITPC, which is the Information Technology Partnership Committee, put together an RFP. He noted there were almost 25 responses to this RFP, and four were very capable of meeting this RFP.

Mr. Russell noted they invited four vendors on site for vendor demonstrations – MUNIS, UniFund, City State, and ADMINS. He stated after two days of back-to-back demonstrations from each of these companies, it became very clear that the true solution for the Town of Enfield would either be upgrading to the current ADMINS solution or purchasing the MUNIS. He noted the other two systems were not as comprehensive as what the MUNIS and ADMINS system provided.

He stated they then looked at what the one-year cost comparisons would be for MUNIS and ADMINS. He noted the MUNIS solution has a one-time cost of \$624,000 and annual maintenance of about another \$100,000 per year vs. the one-time cost of \$350,000 for ADMINS and \$89,000 for annual maintenance.

Mr. Russell stated they did further evaluation of the proposals. He noted in looking at what their current expenses are the cost is \$720,000 for the ADMINIS current solution. He noted that will increase annually because of the amount of services and personnel that it takes to maintain that. He noted that figure goes very high in the year 2012. He stated if they stayed with the current solution, they'd have to buy the software, the rights to it and bring expertise in-house to be able to maintain it. He pointed out this goes without even being able to increase the capabilities of the system. He stated staying status quo is not a good solution for the Town of Enfield.

Mr. Russell noted with MUNIS, all the hardware and software would be on site, and it would be run locally. He stated this would be a better solution than the current expenses. He noted over a ten-year projection, it's actually less expensive than if they did the upgrade to the ADMINS system due to the additional services and personnel that would be required to keep on site and maintain this solution. He pointed over ten years it would be almost a million dollars more to upgrade to the ADMINS current solution than replacing it with a MUNIS solution.

He stated MUNIS has been in the government business for 25 years, it stays current with its architecture, and it keeps its customers and clients current without adding extra expense. He noted they've seen the opposite trend with their current vendor, ADMINS. He stated they almost have to re-purchase the system again because they're going to the Windows version, whereas, all the clients of MUNIS have done that migration path without the additional second purchase of the system.

Mr. Russell stated the ASP model in this part of the proposal is about a million dollars more than running it locally. He noted they evaluated what the services were that the ASP provided over what they'd be able to provide locally. He pointed out ASP stands for "Application Service Provider". He noted the ASP hosts the hardware and software. He stated the Town would no longer be on the hook for replacing hardware or doing software upgrades, whether it's for the operating or Windows-based systems. He noted they manage everything, and it is part of their core data center.

Mr. Russell stated the Information Technology Partnership Committee (ITPC) which is comprised of Town Manager, Matt Coppler; Superintendent of Schools, John Gallacher; Town Finance Director, Lynn Nenni; Business Manager, Chris Chemerka and CTO, Paul Russell recommends going forward with a MUNIS solution. Mr. Russell further stated the ASP portion of the MUNIS solution is right for the Town of Enfield. He noted this would allow them to have an understanding and fixed cost across ten years.

Board of Education member, Thomas Arnone, stated his belief it's necessary something be done, especially on the school side. He pointed out that at this time, when they get financial reports from the School Department, it has to be scanned and then put onto e-mail so that it can be e-mailed to the Board of Education members. He went on to question what the problems will be with data transfer, and will there be any hidden costs if they go from ADMINS to MUNIS. Mr. Russell stated all the conversion fees have already been calculated in a one-time services fee.

Mr. Arnone stated it absolutely necessary to upgrade the school accounting system. Mr. Arnone asked Mr. Russell about the data transfers to the Munis System and what additional fees would be needed if any. Mr. Russell stated if done locally, the cost would be about \$265,000 for services, which include a large component of conversion. He noted if they do it in

the ASP model, it's stretched out over the life of the contract. Mr. Russell stated the service fee would include 130 days of on-site training, process improvement and consulting. Munis will be available to consolidate and stream line the process. We would be looking to start the transition on July 1, 2010. The entire process would take 8 to 9 months to implement.

Chairman Kaupin stated his understanding was that Council action will be on September 21<sup>st</sup>, and it would be in the form of a transfer motion which would signal support to move forward. He noted the cost is being fully paid for by the Town, and they're not looking for funding from the Board of Education. He stated this will bring the system up-to-date.

Mr. Coppler stated they are looking at the Town's budget items to find the \$215K needed. Mayor Kaupin further stated that the Town would be responsible for funding this, not the Board of Education.

Board members left Council Chambers and resumed the Board meeting at 8:23 PM.

**6. APPROVAL OF MINUTES**

Ms. Hall moved, seconded by Mr. Droney that the regular meeting minutes of August 25, 2009 be approved. Motion passed with a **show of hands 7-0-0**.

**7. BOARD GUESTS** - None

**8. CORRESPONDENCE AND COMMUNICATIONS** - None

**9. AUDIENCES** - None

**10. BOARD MEMBER COMMENTS**

Mr. Arnone stated he is in favor of our schools watching the President's taped speech. There were negative reports of partisan politics. President Bush gave a speech in 1991 and President Reagan gave a speech in 1996. Mr. Arnone does not know what is political about the President of the United States discussing education. Mr. Arnone hopes that the teacher's will show this speech to students.

Mr. Grady stated that he attended the Parkman picnic and they had a nice turnout. Mr. Grady asked if we check the bus stops and the sex offender list. Mr. Grady commented that it was brought to my attention that there was a bus stop next to where a sex offender lived. Mr. Grady stated the girl that was abducted 11 years ago was on her way to school. Can we check with the Police Department regarding this for the security of our children?

Dr. Gallacher stated this is something we do every year on an ongoing basis. Dr. Gallacher further stated that you can be on the sex offender list and not be a threat to children. It could also be impossible to say there won't be a bus stop within the facility of a registered sex offender. Dr. Gallacher stated we had a case several years ago where there were four registered sex offenders living within the same block. It was logistically impossible to not have a stop that was close to one of these addresses unless we stopped at each students home. We talk to Captain Gary Collins at the Police Department. Dr. Gallacher personally notifies the principals when someone new moves into a neighborhood. The lists are constantly changing. Dr. Gallacher asked if you are living in an area where there are registered sex offenders, what do you do on a day-by-day basis. Are the kids allowed to go out to play?

Mr. Grady stated he just wanted to avoid enticing anyone with a bus stop next to their home.

Mr. Torre stated the Board recently approved the volunteer policy. In the administrative regulation for this policy, there will be provisions to check into this to see if there are any registered sex offenders.

Ms. Hall agreed with what Mr. Arnone stated to a certain degree. Ms. Hall read an article to Board members about what makes a great school principal.

Mr. Stokes welcomed everyone back to school. He attended Eli Whitney's opening day and complimented everyone. Mr. Stokes welcomed our student liaisons to the Board meeting. This is their first Board meeting.

Mr. Dronney stated that someone can be placed on the sex offender list such as two teenagers that were involved in a consensual situation. It is not always the real bad sex offenders that end up on that list.

Mr. Grady asked if it tells you why they are on the list? Mr. Stokes stated it does not specify what the offense was. Dr. Gallacher stated that is why we contact the Police Department.

Mr. Dronney stated he read the President's speech on line and did not see anything wrong with it. Some people had concerns with it. Mr. Dronney would also like to see our teachers show it to the students.

Mr. Dronney remembered the victims, first responders, policemen and fire firefighters that lost their lives on September 11<sup>th</sup>. Mr. Dronney referred to this as our generation's Pearl Harbor. Please keep them in your thoughts and prayers.

Enrico Fermi High School Student Representative Megan Ruff stated the first week of classes has been busy. Students have also begun fall sports again. Hopefully everyone will settle down into their routines.

Enfield High School Alternative Student Representative Regina Casale stated the first week of classes has gone well. Classes are difficult but it will be a good year.

Chairman Greco stated that he is extremely pleased with the progress of the technology in our schools. He is able to go on line and view the homework assignments for his son, look at the student's blogs and see the announcements. When you go into the classrooms you can see the laptops in use and the projectors. Chairman Greco thanked everyone for working on this project.

**11. SUPERINTENDENT'S REPORT**

- a. Welcome Student Representatives – as presented
- b. School Year Underway – as presented
- c. Website Notification System – as presented
- d. CMT Reports to Parents – as presented
- e. H1N1 – as presented
- f. State Budget – as presented via e-mail from Chris Chemerka

**12. BOARD COMMITTEE REPORTS - None**

**13. APPROVAL OF ACCOUNTS AND PAYROLL - None**

**14. UNFINISHED BUSINESS - None**

**15. NEW BUSINESS**

**a. Copier Agreement**

Ms. Chemerka introduced Greg Gondek, a representative from Advanced Copy to Board members. Ms. Chemerka reviewed the history with our copiers and Advanced Copy. Advanced Copy has been providing service to all of our copiers well past their life expectancy. Paul Russell has been involved with the process. The new copiers can copy, fax and scan. You'll be able to use your flash drive with the new copiers. The new machines will significantly save us money while increasing our efficiencies. Ms. Chemerka stated we can save approximately \$70k in the first year. Town Attorney, Kevin Deneen reviewed the contract with no concerns. Ms. Chemerka would like us to move forward with the copier agreement with Advanced Copy.

Mr. Grady asked about replacing the toner with the copiers. Mr. Gondek stated we have a computerized system that tracks the toner use. Advanced Copy will replace all toner cartridges as part of the agreement. We will keep you with a 90 day supply. The only cost to the district is staples and paper. Everything else will be provided by Advanced Copy.

Ms. Hall asked what our current budget line item is. Ms. Chemerka stated our current budget line includes paper and supplies. Mr. Gondek stated the current cost is \$221K and \$250 plus staples. Ms. Chemerka stated we exceeded this line item by \$24K. We will still see a savings next year since our toner supplies will be included.

Ms. Chemerka stated we will eliminate using some of the more expensive printers. We will use up our current supplies.

Ms. Hall asked if the new copiers will print in color. Mr. Gondek stated the copiers we will use will be black and white.

Mr. Dronney asked how many of our copiers are operating at \$.23 per copy. Mr. Gondek stated this would be the ink jet copiers. The schools have around 45-50 ink jet copiers. The most cost efficient ink jet printers are around \$.04 per page.

Ms. Hall asked if we could sell some of these printers. Ms. Chemerka stated we will shuffle them around and use up the supplies.

Mr. Gondek stated we have software that will notify us when there is a problem or service is needed.

Chairman Greco asked where the initial 63 copiers would go. Mr. Gondek stated the obsolete ones will be removed. Chairman Greco asked how many copiers each school would receive. Mr. Gondek stated they will distribute them by volume use. Chairman Greco stated each building will receive them. Mr. Gondek stated we have not added any additional copiers.

Chairman Greco asked if we have a contract with Advanced Copy. The agreement states service will be provided during normal business hours, not after hours. Mr. Gondek stated we supply all service during normal school hours. Chairman Greco stated if we need an emergency service call on a Saturday, we will need to pay for it. Mr. Gondek stated we have not had to provide any emergency weekend calls to date. Ms. Chemerka stated that Advanced Copy has provided us with at least 5 machines that we are not being charged for.

Chairman Greco stated he is concerned because we will be contractually bound. Mr. Gondek stated we can provide after hour service if needed. Chairman Greco asked Ms. Chemerka to equate the money in our current budget to the proposed new agreement. Ms. Chemerka stated the amount is \$270K including paper. Chairman Greco asked for the amount without paper. Ms. Chemerka stated it would be approximately \$220K.

Mr. Arnone we will replace our machines with smart machines, shouldn't we use less machines? Mr. Gondek stated your volume will fluctuate from week to week. There will be windows of opportunities where the copiers will be overused. Mr. Arnone stated if we used two larger copiers instead of smaller copiers. Ms. Hall stated convenience needs to be considered.

Mr. Stokes stated the DAC will be looking at our facilities use. We may not need 63 copiers next year and is there a better location to place the copiers during these tough budget times. Mr. Stokes would like to see an inventory list before we move forward with a vote.

Chairman Greco stated an inventory list is needed. Chairman Greco asked if Advanced Copy uses Wells Fargo a lot and how often do they up charge 10%? Mr. Gondek stated they do and the cost would be fixed for 60 months. Chairman Greco stated there will be a finalized document and addendums that we will need to approve. Chairman Greco would like the contract to state this.

Ms. Chemerka stated Board members would like to see the language in paragraph #3 and a list of inventory items.

Mr. Stokes stated the locations need to be reviewed and if we do not use a building next year, the machines will be returned.

Chairman Greco stated Board members have been called to task before for not doing our due diligence.

Chairman Greco and Board Members thanked Mr. Gondek and Ms. Chemerka.

**b. Action, if any, on Possible Recommendation for Financial Software**

Chairman Greco stated that Board members do not need to take any action on this item at this time. Ms. Hall stated they are looking for a general consensus of support.

Mr. Stokes agreed that the Town Council is looking for a consensus of support. Board members were in agreement with the recommendation made by the ITPC regarding the Munis ASP program.

Mrs. Apruzzese-Desroches would like to see us get it in writing that Board members will not have to pony up for any upfront money. Something from the Council stating no appropriations are required from the Board of Education for the purchase of the accounting software.

Chairman Greco asked if they going to increase our ITPC allocation to help offset the costs. Dr. Gallacher stated both Mr. Stokes and Ms. Hall met with us last Friday and it is a management friendly system and they want to just make sure that everyone is supporting this. This system will allow us to see exactly where we are at the end of the day. Preparing the budget will be easier. There are over 300 applications that the software can do. This is a unanimous recommendation from the ITPC.

Mr. Stokes stated the mayor did state that the Town is footing the bill for this. Chairman Greco stated I believe they mean the ITPC is footing the bill which we help fund. Mr. Stokes stated they are going through their budget line items to fund this.

Mr. Stokes stated we will need to vote on this September 22<sup>nd</sup>. Board members were all in agreement.

**16. EXECUTIVE SESSION**

Mr. Droney moved, seconded by Ms. Hall that the Enfield Board of Education enters into executive session to discuss:

- a. Matter(s) Related to Personnel – Status of Staff Member on Military Duty
- b. Document Protected by Attorney-Client Privilege – Pending Claims & Litigation;

Motion passed by a **show of hands 5-2-0**, with Mr. Grady and Mrs. Apruzzese-Desroches in dissent.

Dr. Gallacher, Mr. Torre and Mrs. Parmelee-Blancato joined the Board in Executive Session at 9:15 PM.

Mr. Arnone moved, seconded by Mr. Droney to end the executive session and return to Public Session at 9:51 PM.

A vote by show of hands 7-0-0 passed unanimously. No actions were taken while in executive session.

## **17. ADJOURNMENT**

Ms. Hall moved, seconded by Mr. Stokes to adjourn the Regular Meeting of September 8, 2009. All ayes, motion passed unanimously.

Meeting stood adjourned at 9:52 PM.

Joyce P. Hall  
Secretary  
Enfield Board of Education

Respectfully Submitted,

Kathy Zalucki, Recording Secretary