

**ENFIELD BOARD OF EDUCATION
SPECIAL MEETING MINUTES
SEPTEMBER 30, 2008**

A special meeting of the Enfield Board of Education was held at Henry Barnard Elementary School in the Board Conference Room, located at 27 Shaker Road, Enfield, CT on September 30, 2008.

1. **CALL TO ORDER** The meeting was called to order at 7:38 PM by Chairman Greco.

2. **PLEDGE OF ALLEGIANCE** Chairman Greco

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

4. **ROLL CALL**

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

MEMBERS ABSENT Vincent Grady

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

5. **DEMOGRAPHIC STUDY COMMITTEE (Tabled on 09/23/08)**

Mr. Droney moved, seconded by Mr. Johnson to bring back to the table - Demographic Study Committee. A vote by **show of hands, 8-0-0**, motion passes.

Chairman Greco stated that Mrs. Apruzzese-Desroches has put together a suggested membership and recommendation for the Demographic Study Committee. Chairman Greco thanked Mrs. Apruzzese-Desroches and her team.

Chairman Greco stated that the recommendation for the committee is: To contact as many members as possible from the original Demographic Study Committee. This will shorten the learning curve for many of the members. Teachers and Mr. Drezek will be left off of the list.

Chairman Greco stated that the committee membership will include: Mrs. Apruzzese-Desroches, Mr. Neville, one high school principal and two elementary principals. The principals will be the representatives of what is or what isn't educationally sound. The committee will include Enfield citizens for community perspective. The total number of committee members will depend on the number of sub-tasks the committee develops. Chairman Greco stated that he will also be a member on this committee.

The charge of the committee will be to investigate the configuration and utilization of school buildings to see if educational benefits or cost savings can be realized with a caveat that costs savings shall not be realized by sacrificing the education of the students. All ideas are on the table and other districts should be contacted.

Chairman Greco asked administration to get this committee publicized in newspapers and placed on the website as soon as possible.

Ms. Hall asked if former Demographic Advisory Committee members need to complete an application. Chairman Greco stated they should complete another application.

Mr. Torre stated that Board members have been provided a document from Dr. Peter Prowda. Dr. Prowda has provided enrollment projections from the State of Connecticut in the past but has since retired from the State. Mr. Torre stated that Dr. Prowda can assist with enrollment projections if needed as a consultant.

6. BOARD MEMBER APPOINTMENTS

a. BOE Liaison to BUZZ Robotics

Chairman Greco stated that Board members received a letter sent to Hamilton Sundstrand. Last week, we met with representatives from Hamilton Sundstrand. The meeting was quite productive by addressing their concerns. Hamilton Sundstrand was looking for an advisor for BUZZ Robotics, an administrative representative from Fermi and a room with equipment that works. They were also looking for a Board liaison for the BUZZ Robotics program. Chairman Greco stated that the Board liaison is not required to attend every meeting or competition. They should occasionally attend meetings, visit during build weeks and report back to Board members. Chairman Greco asked if any Board member would like to serve as the BUZZ Robotics Liaison. Ms. Hall stated that she would be the Board liaison for BUZZ Robotics.

b. BOE Representatives to the Plan of Conservation & Development Steering Committee (2 members requested)

Chairman Greco stated that the Town Council has requested that we appoint two BOE members to the Plan of Conservation and Development Steering Committee. Chairman Greco stated that he does not have any information regarding this committee except for the application form Board members were provided. Ms. Hall stated that this committee will oversee the Town Plan and Utilization. Chairman Greco stated that the citizens volunteering their time to help the town to put together a plan that will reflect the desires of the community and provide a blueprint for community and economic development for the next decade. Chairman Greco asked if any Board members would like to serve on this committee. Mrs. Lavelli-Hozempa and Mr. Arnone stated that they would both volunteer to be on the Plan of Conservation and Development Steering Committee.

7. BUDGET DISCUSSION

a. FY08-09 Budget – A check of some areas of potential unexpected increase (i.e. Magnet School Tuition)

Dr. Gallacher stated that Mr. Drezek has identified some areas of unexpected increases. Mr. Drezek stated that we have some concerns with magnet school tuitions. As of today, we have 11 Enfield students attending the CREC Public Safety Academy at \$9K per student. This amount does not include any SPED costs and there will be some SPED costs associated with PSA. Mr. Drezek stated tuition alone is \$110K. We have Enfield students in magnet schools we have never participated with. Mr. Drezek stated the magnet schools are just sending us bills for the students that are attending.

Dr. Gallacher stated that if we do not pay the bill, they will take the amount out of our Education Cost Sharing grant (ECS) at the end of the year.

Mrs. Apruzzese-Desroches asked if we know what our unbudgeted estimate is now. Mr. Drezek stated that we do not know the cost to participate at each magnet school yet. Mr. Drezek stated that he has requested prices.

Mrs. Lavelli-Hozempa asked why the tuition is higher at PSA than other magnet schools. Dr. Gallacher stated based on the commissioner's letter, magnet schools are having difficulties with their funding. Their costs are higher than ours. PSA is temporarily being housed in Enfield for three years and potentially, this can become a Governor's School. Dr. Gallacher stated that the money we receive from Project Choice should take care of the tuitions for PSA students. Last year we received approximately \$190K.

Dr. Gallacher stated that several of the magnet schools that Enfield students are participating at, the Board did not approve participation. Dr. Gallacher stated that he is still waiting for clarification from Christopher Leone, Director for the Hartford Magnet Schools. Dr. Gallacher stated that the Commissioners law was to hold back money for inter district magnets (CREC magnets) and this does not apply to the Hartford magnets.

Mrs. Lavelli-Hozempa stated the PSA is currently a CREC magnet school with the potential of becoming a Governor's school. Dr. Gallacher stated that is correct.

Ms. Hall asked when we will have the costs of SPED fees. Dr. Gallacher stated that they indicated that we can use our staff to provide SPED services. Our costs are lower than CREC services. This was asked verbally and they were in agreement.

Chairman Greco stated that there are 11 students at PSA and 9 other students at other magnet schools.

Mrs. Lavelli-Hozempa stated that the revenue associated with magnet schools is supposed to come from the Towns associated with it and by pooling resources your costs would be lower.

Dr. Gallacher stated that the enrollments at PSA is down from the projected 150 students. They have approximately 92 students. Mrs. Apruzzese-Desroches stated that they can accept students up to October 1st.

Chairman Greco requested documentation from Lynn Nenni regarding Project Choice money. This will help us to plan for some of the unplanned budget increases. Mr. Drezek stated that he will get something in writing regarding the Project Choice money.

Chairman Greco stated that Board members will need a listing of unbudgeted costs for tuition and SPED costs and the funding amount for Project Choice students. This will allow us to see where we are financially.

Mrs. Apruzzese-Desroches asked if we had an agreement for the GHAPA full day program. Dr. Gallacher stated no, this is also a new school. We provide transportation at noon for the half day students. They will drop off all the students at one location in the afternoon.

Mr. Drezek stated that Board members are aware of the paraprofessional need. Currently we have 88 paras. If we increase to 90, the average cost is \$17.5K. The current IDEA Grant will cover \$285K. We have budgeted in the 08/09 budget \$760K for paraprofessional services. Mr. Drezek stated that we have the potential for a shortage in this area.

Mr. Drezek stated that OT/PT services are projected at \$331K. We have budgeted for \$330K. Mr. Drezek stated assuming that we do not go over budget, we are close enough were we can make up this projected shortage.

Mr. Drezek stated that the Building Security Committee needs a computer and server for the security system. Chairman Greco stated the only item that would be needed is a server and this should come out of the grant.

Mr. Drezek stated that the IRS has changed the way municipalities and school systems administer 403b plans. Mr. Drezek stated some school districts have hired an outside third party administrator to administer the plan. By doing this, the third party administrator will need to be compensated for their time. The other option is for the school system to administer the plan themselves. Mr. Drezek stated that he and our payroll person have been administering the plan since September 2007 and is comfortable to continue administering the plan in-house. The plan will need to be reviewed by our attorney. Mr. Drezek stated that he has been advised to have our plan reviewed by our attorney and adopted by the Board. This needs to be in place for January 1, 2009.

Mrs. Lavelli-Hozempa asked about the costs associated with this plan. Mr. Drezek stated that a third party administrator will draft his own plan, conduct an analysis of our plan and complete a list of vendors. This has already been done. Mr. Drezek stated that some of the administrators are also vendors. Mr. Drezek stated that we have done a lot of leg work where other school districts have not.

Mrs. Lavelli-Hozempa stated since the IRS is regulating this, wouldn't it be to our advantage to have someone else handle this plan. Mr. Drezek is looking at it from a cost perspective. Mr. Drezek would like us to handle this for a year. This IRS is looking for us to willingly give it a good faith effort.

Mr. Arnone commented that it is great to see us being proactive by developing this plan and if you are confident that you can handle this in-house that is good.

Mr. Drezek stated the hardest part is getting the plan documented. We have a draft plan in place. The burden will not be on us for double checking employee accounts; it will be on the vendor that the employee chooses. The more distance we can give our employees in their voluntary retirement plans, the better off we are as a district.

Chairman Greco stated by outsourcing we will distance ourselves even more. Mrs. Lavelli-Hozempa agreed.

Mr. Johnson stated that we are here for education and asked if we should take this on? Mr. Drezek stated we currently offer our employees the option to participate in a 403b plan. This will not change. The plan will document who is responsible for the required new pieces of legislation. The vendors will be responsible for checking every employee plan. Mr. Drezek will send Board members a copy of the DRAFT plan within a week.

Mr. Drezek stated that the special revenue account has already been spent. The CIP account has \$150K for school computers, \$150K for textbooks, \$90K for arts & music and \$20K for athletics (repair the JFK floor). Mr. Drezek asked Board members what they would like to do with the CIP funds for arts & music and JFK floor repair. Mr. Drezek stated that you can not use any CIP funds to pay for a staff member such as reinstating the grade 4 band.

Dr. Gallacher stated that Dr. Marilyn Goodnite has prepared a list of music department needs.

Mrs. Lavelli-Hozempa stated that due to AYP requirements, some music classes have been reduced to only 15 minutes. By adding an additional person would this allow for more classroom instruction? Dr. Goodnite stated it would help some.

Mrs. Lavelli-Hozempa would like to know how many additional staff members are needed to reinstitute the grade 4 band program. Dr. Goodnite stated we would need 2 teachers. Dr. Gallacher stated the approximate cost would be \$61,5K per staff member. Dr. Goodnite stated this is also a shortage area.

Mr. Droney asked about replacing the JFK Band uniforms. Dr. Goodnite stated this has not been budgeted for but the approximate cost would be around \$15K.

Mr. Stokes asked about the band stands that need to be replaced. Dr. Goodnite stated that she could add items to the list. She only listed the most important items that are needed.

Mrs. Apruzzese-Desroches asked about visual art and their needs. Dr. Gallacher stated that he will have Mr. Fahey produce a list of items for the art department.

Mr. Arnone stated there is a lot of Fermi items listed on the music department needs list. Is everything ok at Enfield High? Dr. Goodnite stated that Mr. Gionfriddo has been replacing items. Mr. Droney stated that Enfield High does not participate in competitions as much as Fermi does.

Chairman Greco stated that we need to request our CIP funds from the Town Council. Chairman Greco stated that the FHS sound system is moving forward and this is being done with end of the year money.

Mr. Droney moved, seconded by Mr. Johnson that the Enfield Board of Education approves the request of \$57,390.00 from the CIP account for music equipment needs.

Discussion:

Mrs. Apruzzese-Desroches stated that she would like to have a complete list from both music and arts. We have a music list and do not have an arts list.

Ms. Hall stated that some of the items on music list are over 20 years old and this is worth doing.

Chairman Greco would like a list of needed art items. Dr. Gallacher will have this for the Friday packet.

A vote by roll call 7-0-1, motion passes with Mrs. Apruzzese-Desroches in dissent.

Dr. Gallacher stated that Mr. Drezek will contact the Town Hall for the requested CIP monies and will report back to the Board.

Mr. Stokes discussed the JFK floor repair and the CIP funds for repairing the floor. The figure was around \$25K to repair the floor and to replace the floor it will cost around \$145K. Students are still getting hurt. The floor is slippery. Mr. Stokes stated for the record, the JFK floor needs to be repaired. The way the floor is unsafe.

Ms. Hall asked if the floor needs to be replaced or repaired. Mr. Stokes stated there is a moisture problem and the floor needs to be replaced. Dr. Gallacher stated the moisture is coming from underneath the floor. Dr. Gallacher stated the floor is slippery.

Mrs. Lavelli-Hozempa stated that originally we were told that refinishing the floor would take care of the slippery condition. Mrs. Apruzzese-Desroches stated that this will take care of the slipping on the floor but not repairing the warped boards. Mrs. Lavelli-Hozempa stated this will be a temporary fix. Dr. Gallacher stated that for \$23K they will strip the floor and this would give us a 5-7 year fix.

Ms. Hall stated that she recalls that the JFK floor has been sanded and refinished so many times that there wasn't much left to it.

Mrs. Lavelli-Hozempa stated that Dr. Pongratz was confident that resurfacing the floor would work.

Mr. Stokes asked when this could be done. Dr. Gallacher stated that this would need to be coordinated with Park & Recreation and could be done during the Christmas break.

Chairman Greco stated that we need to fix the floor and budget for replacing the JFK floor by putting money into a CIP account.

Mrs. Lavelli-Hozempa moved, seconded by Mr. Stokes that the Enfield Board of Education use \$20K of the CIP money set aside to be used for refinishing the JFK Gym floor.

A **vote by roll call 8-0-0**, motion passes unanimously.

b. FY09-10 Budget – A continuation of the discussion from the 09/09/08 Regular Meeting

Chairman Greco continued the FY09-10 Budget discussion from the September 9th BOE meeting.

Mrs. Lavelli-Hozempa stated that she would like to have a round table discussion with principals regarding their building needs. Chairman Greco stated that this is not a bad idea except that you would end up with a very large wish list. Mrs. Lavelli-Hozempa stated it could be a priority list, not a list of what you wish you had.

Ms. Hall asked if the principals would also be responsible for spending and reporting the money that is allocated for their school. Mrs. Lavelli-Hozempa stated that this is one of the Budget Advisory Committee recommendations. They were looking for ownership for the funds allocated to each school.

Mrs. Apruzzese-Desroches stated this would be a goal like meeting AYP next year. What would you need to make AYP.

Mrs. Lavelli-Hozempa stated that she was extremely impressed with Mr. Van Tassel breaking down the data and analyzing the data. Dr. Gallacher stated that all the schools will be doing this.

Mr. Stokes stated last year we were talking to everyone, where one group was up against another group. We all had different ideas. Many districts have the superintendent submit a budget to the Board and then the Board will go through it and ask questions. As a starting point, we should have the superintendent submit his budget to us.

Mr. Arnone agrees that we should start with the Superintendent's recommendations. Mr. Arnone would also like to see us approach the Council to get direction from them. Mrs. Apruzzese-Desroches agrees, but we need specific goals and objectives that will represent the budget.

Mr. Stokes stated last year, we ran into hard economic times. This year it will also be a lean budget year.

Chairman Greco stated he has addressed the Town Council regarding the budget and he has been told that they do not know. The Town Council gets into the budget after we are done with our proposed budget. Dr. Gallacher likes to put together his budget recommendations with some direction and parameters. Chairman Greco stated we should set some parameters that are not assigned to any specific dollar amount. Chairman Greco asked Dr. Gallacher if this would work.

Dr. Gallacher stated that Board members were looking for Level 1 students to be serviced. Just at Barnard, there are 69 Level 1 & 2 students. That would equate to 1.5 reading teachers just at one building. Principals would also like parameters. Dr. Gallacher stated last year he was told to come in with a 0% increase and could not touch specific items.

Mr. Johnson stated that we need to service the students that are in need. Mr. Arnone and Mr. Stokes agreed with Mr. Johnson.

Ms. Hall asked about the 69 Level 1 & 2 students at Barnard. The Level 2 students were already being serviced. Dr. Gallacher stated that he just took the two numbers of students needing services. Some buildings are servicing Level 1 students based on numbers.

Chairman Greco asked why the reading teachers can not service more than 6-8 students. Dr. Gallacher stated that if you service more than that number, it is considered a self contained classroom. We need to look at the staffing allocations and the number of students being serviced.

Mr. Johnson asked if teacher interns could be used as a permanent substitute in reading. Dr. Gallacher stated this could be done with the right person. Paras can help in this area.

Chairman Greco stated that we know some of the computer teachers and elementary counselors have available time that could be used to deliver services to the students that need help in math and specialized reading instruction. Dr. Gallacher stated that this is in our plan.

Chairman Greco stated that he does not want to walk into a building and see a computer teacher in a room alone for 32 minutes checking emails again. Dr. Gallacher stated that this could have been a planning and prep period or lunch hour. We need to look at the computer teachers schedule to see when their planning and prep period is. Speech and Language cover a large load of students and move from building to building.

Mrs. Lavelli-Hozempa asked if department chairs are included in the plan. They are only required to teach 3 classes a day. Dr. Gallacher stated they are and when you read the district plan you will see the role of the department chair. They are very involved with the plan. Mr. Torre stated that each department becomes its own data analysis team determining needs of all students to make AYP.

Mrs. Apruzzese-Desroches stated that goals are important when determining our budget. AYP is a big goal. Mr. Stokes asked if we should set a schedule. Mrs. Apruzzese-Desroches stated that multiple community conversations were suggested to gain community input. These community conversations could assist Board members when setting the budget.

Mr. Stokes stated that in-school suspensions will also need to be addressed. We will need figures for in-school suspensions and magnet schools.

Chairman Greco stated that he does not want to see any blue sheets. The only financial document Chairman Greco would like is a continuation of the document produced last year with budgeted amounts and actuals.

Board members discussed holding two community conversations with 9 or 10 round tables. Board members will listen and talk to community members. Chairman Greco would like to hold one at Alcorn and possibly the other one at Parkman. There will be no microphones, power point presentations or audio recordings. Board members will use the information taken when they have their goal setting meeting.

Chairman Greco asked how long it would take Amy Witbro to coordinate one of the community conversations. Dr. Gallacher commented that it would take about 7-10 days. Ms. Witbro is ready to set these up.

Board members decided to hold the community conversations at JFK and Enfield High. Chairman Greco stated that he will take meeting notes from each conversation and produce a spreadsheet with the information for Board members.

Mrs. Apruzzese-Desroches stated that when we went to the school readiness conversation at Crandall, we went to different rooms to have group conversations. Mr. Stokes stated as community members come in they will be assigned to classrooms. Mrs. Apruzzese-Desroches stated that if we have a large turnout, we will need to go to classrooms in order to have conversations. Mr. Stokes stated you should start off in the café and then move to classrooms for an hour and fifteen minutes, then return to the café for refreshments and closing remarks. Mrs. Apruzzese-Desroches stated we brought back the key 5 points when we debriefed. Mr. Stokes stated that Amy Witbro has the expertise in handling this.

Board members decided that both community conversations will start in the cafeteria starting at 7:00 PM and will end at 9:00 PM. The first conversation will be held on Thursday, November 6 at Enfield High and the second conversation will be held on Monday, November 17 at JFK.

Board members will hold a goal setting session on Tuesday, December 2 at 7:00 PM in the Board Conference Room at a special meeting.

Dr. Gallacher will present his budget recommendations on Tuesday, December 16 at 7:00 PM in Council Chambers at a special meeting.

16. EXECUTIVE SESSION FOR MATTER(S) RELATED TO PERSONNEL

Mr. Stokes moved, seconded by Mr. Droney to enter into executive session to discuss Matter(s) Related to Personnel. A vote by **show of hands, 7-1-0** motion passes with Mrs. Apruzzese-Desroches in dissent.

Mr. Torre, Dr. Gallacher joined the Board in Executive Session at 9:23 PM.

At 10:00 PM, Mr. Torre and Dr. Gallacher were excused from Executive Session and went home.

At 10:36 PM, Mr. Johnson moved, seconded by Mr. Droney to end the Executive Session and return to Public Session. Motion passed unanimously by a show of hands. No other action was taken in Executive Session.

17. ADJOURNMENT

Mr. Grady moved, seconded by Ms. Hall to adjourn the Special Meeting of September 30, 2008. All ayes, motion passed unanimously.

Meeting stood adjourned at 10:37 PM.

Joyce P. Hall
Secretary
Enfield Board of Education

Respectfully Submitted,

Kathy Zalucki, Recording Secretary