



ENFIELD PUBLIC SCHOOLS

27 SHAKER ROAD · ENFIELD, CONNECTICUT 06082
TEL: 860.253.6500 · FAX 860.253.6510 · WWW.ENFIELDSCHOOLS.ORG

Date: November 26, 2013
To: Enfield Board of Education
From: Dr. Jeffrey A. Schumann
Re: Superintendent's Report

- a. **Student Representatives Report:** Enclosed in your packet you will find a report from both BOE Student Representatives regarding events/happenings at their respective high schools. Student Representatives may have some additional information or comments to share with Board members.
- b. **Special BOE Workshop:** The Board of Education will hold a workshop on Tuesday, December 3, 2013 in the Board Conference Room at 7:00 PM. An orientation will be held for the Newly Elected Board and they will start the process for establishing the Board's Goals.
- c. **Grants Update:** A copy of the grants update can be found in your packet.
- d. **Personnel Report:** The report through November 22, 2013 is also included in your packet.



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Date: November 26, 2013
To: Enfield Board of Education
From: Dr. Jeffrey A. Schumann
Re: Approve SAFE Grad Donations

The SAFE Graduation committees are busy getting ready for their 2014 events. Each committee provides a safe and structured night of activities for the graduating seniors on the evening of their graduation. For many years, the Board of Education has made a \$500 donation to each committee to help defray the cost of the events. Such donations are permissible under the Town Charter.

It would be appropriate for the Board to consider making a donation to both high schools SAFE Graduation Committee.

Therefore, the Enfield Board of Education may take any action(s) deemed appropriate regarding donating \$500.00 to the Enfield High School SAFE Graduation Committee and \$500.00 to the Enrico Fermi SAFE Graduation Committee on behalf of the Graduating Class of 2014.



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Date: November 26, 2013
To: Enfield Board of Education
From: Dr. Jeffrey A. Schumann
Re: Continue the Discussion Regarding the Use of the Enrico Fermi Building

It was the desire of the previous Board of Education to wait until after the November 2013 Election before continuing the discussion on the future use of the Enrico Fermi building. Enclosed in your packet are the minutes from the June 11th Board meeting that pertain to this discussion.

Therefore, the Enfield Board of Education may continue the discussion regarding the use of the Enrico Fermi Building.



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Date: November 26, 2013
To: Enfield Board of Education
From: Dr. Jeffrey A. Schumann
Re: Policy Revision - #9133 Standing Committees of the Board – First Reading

At the direction of the chair, the BOE is being provided with proposed policy changes for BOE Policy #9133 Standing Committees of the Board. The Board will conduct a first reading of this policy revision on Tuesday November 26, 2013.

The changes include adding a Policy Standing Committee. The new committee will be identified in the new Section 5 of the policy. The proposed policy changes have been placed on the website for public input. A second reading of this policy will be held on December 10th.

Therefore, the Enfield Board of Education may take any action(s) deemed appropriate regarding the proposed policy revisions for Policy #9133 Standing Committees of the Board as a First Reading.



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Date: November 26, 2013
To: Enfield Board of Education
From: Dr. Jeffrey A. Schumann
Re: Policy Revision - #9368 Order of Business and Board of Education Meeting Conduct – First Reading

At the direction of the chair, the BOE is being provided with proposed policy changes for BOE Policy #9368 Order of Business and Board of Education Meeting Conduct. The Board will conduct a first reading of this policy revision on Tuesday November 26, 2013.

The changes include moving item #12 Board Members' Comments up in the agenda between #8 Audiences and #9 Unfinished Business. Additionally, the change would include an additional "Audiences" between item # 15 Correspondence & Board Communication and item # 16 Executive Session.

The proposed policy changes have been placed on the website for public input. A second reading of this policy will be held on December 10th.

Therefore, the Enfield Board of Education may take any action(s) deemed appropriate regarding the proposed policy revisions for Policy #9368 Order of Business and Board of Education Meeting Conduct as a First Reading.



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Date: November 26, 2013
To: Enfield Board of Education
From: Dr. Jeffrey A. Schumann
Re: Executive Session

The Board of Education needs to discuss the following item:

- Matter(s) Related to Collective Bargaining

Therefore, I recommend that the Enfield Board of Education enter into 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 relocate to either the Enfield Room or the Thompsonville Room for the executive session.

Item # 7a.



EHS/FHS Student Representative Reports – November 26, 2013

Enfield High & Enrico Fermi High School:

- EHS Football (Varsity) will play against Sports & Medical Science Academy at Dillon Stadium on November 26th at 6:00 PM.
- All EHS/FHS Girls Winter Sports Practices will start on November 25th.
- 12 students (6 from EHS and 6 from FHS), 4 coaches, Mr. Newton and Mr. Bernstein attended the CIAC Sportsmanship Conference that was held at the Aqua Turf Club on November 21, 2013.

**ENFIELD PUBLIC SCHOOLS
FY 2014 GRANTS**

Item # 7c.

	<u>Applied For</u>	<u>Awarded</u>	<u>Date Submitted</u>	<u>Approval Date</u>
Adult Education - (Grant Portion)	\$ 97,816.00	\$ 91,329.00	4/15/2013	prelim - 8/20/2013
Adult Education - Cooperative	\$ 58,186.00	\$ 58,186.00	4/15/2013	prelim - 8/20/2013
Adult Ed - Literacy Volunteers	\$ 13,681.00	\$ 12,774.00	4/15/2013	prelim - 8/20/13
Adult Education Program Improvement Project	\$ 70,000.00	\$ 70,000.00	5/14/2013	8/20/2013
Perkins	\$ 61,315.00	\$ 57,744.00	6/15/2013	pending
Head Start State Grants (Enhancement, Extended Services, Early Link)	\$ 134,975.00	\$ 134,975.00	4/9/2013	6/30/2013
Head Start Federal Grants (FY 3/1/13 - 2/28/14)	\$ 771,481.00	\$ 771,499.00		3/1/2013
Head Start Federal Grants (FY 3/1/14 - 2/28/15)	\$ 771,499.00		11/1/2013	
JFK After School Program	\$ 148,000.00	\$ 139,555.00	6/18/2013	10/1/2013
IDEA Section 611, Special Education Assistance	\$ 1,269,166.00	\$ 1,202,662.00	5/3/2013	10/9/2013
IDEA Section 619, Preschool Education	\$ 52,385.00	\$ 50,152.00	5/3/2013	10/9/2013
Parent Leadership	\$ 26,000.00	\$ 24,254.45	9/1/2013	11/18/2013
Technology Investments to Implement Common Core Standards	\$ 105,700.00		8/16/2013	pending
Title I		\$ 720,705.00	10/18/2013	pending
Title II		\$ 127,104.00	10/18/2013	pending
Title III	\$ 14,436.00	\$ 14,436.00	9/26/2013	10/17/2013
Sheff Open Choice	\$ 47,525.00		9/23/2013	pending
Open Choice	\$ 180,000.00	\$ 45,000.00	10/1/2013	11/20/2013
Open Choice Early Beginnings			tbd	
TOTAL	\$ 3,822,165.00	\$ 3,520,375.45		

Notes:

We have been notified by the State to expect decreases of 5 - 8%.

IDEA decrease \$66,504 - 5.24% drop

Pre-School decrease \$2,233 - 4.26% drop

Perkins decrease \$3,571 - 5.82% drop

Title I has increased in entitlement by \$8,825 from 2013

Title II has decreased in entitlement by \$7,347 from 2013

Title III has decreased in entitlement by \$579 from 2013

Open Choice - Received 25% of last year award - balance TBD by State later in year.

Item # 7d.

CERTIFIED PERSONNEL MATTERS
October 21, 2013 through November 22, 2013

NONE

NON-CERTIFIED PERSONNEL MATTERS
October 21, 2013 through November 22, 2013

Transfer:

<u>Name</u>	<u>DOH</u>	<u>Effective Date</u>	<u>From</u>	<u>To</u>	<u>Reason</u>
Judy Zaylor	02/04/13	11/21/13	Receptionist CO	Benefits Specialist Human Resources	Open

New Hire:

<u>Name</u>	<u>DOH</u>	<u>Effective Date</u>	<u>Position / Location</u>	<u>Reason</u>
Ashley Grady	12/02/13	12/02/13	Receptionist Central Office	Open

b. Continue the Discussion Regarding the Use of the Enrico Fermi Building

Chairman Neville previously asked Dr. Schumann if he had any additional information to share with the Board and he had limited additional information available. Chairman Neville is looking for more data and does not want to cut this discussion short. He would like a presentation that will give us numbers and amounts. He suggests that this also be tabled until the superintendent has enough information to share with the Board.

Mr. Jonaitis does not want to table this. Fermi is a school now and we should continue to use it as a school. He believes using Fermi for an alternative learning or vocational school is a viable option. We could move grades 7 and 8 to Fermi along with vocational program. There are ADA issues that will need to be addressed. He would like to see Fermi continue to function as a school.

Chairman Neville stated if we are going to make a decision about the Fermi building, a referendum may be needed. We need to provide the public with the figures. He is just looking for the data to start the discussion process.

Mr. Jonaitis asked what happened to the data we collected for the consolidated high school.

Chairman Neville would like this information to be presented to the Board.

Mr. Sirard stated one of the reasons they chose Enfield High school was due to the soil issue at Fermi and the fact that an addition would be needed for the consolidated high school. The Board was concerned with the costs if we broke the 8" soil cap. If the cap is broken you would need to remediate 50' from where the cap was broken. We would not be eligible to receive any financial help. This is the Department of Environmental Protections policy.

Mr. Jonaitis stated the structure of the two buildings is different. EHS is more solid for construction. Fermi is closer to the center of town. You could be looking at cost savings from transportation.

Chairman Neville stated the consolidated high school will be ready to open in September 2016. We need to start this process now. We need to know the amount still owed to the State for JFK. We need facts.

Mr. Jonaitis would like to know where this information is. Both schools were arguing that the consolidated high school should remain at either high school. Studies were done. The documents were produced at public meetings. Who is the keeper of these documents?

Chairman Neville would like to see the data.

Mr. Jonaitis is concerned that the longer it takes for us to make a decision, the more Fermi will not be used as a school.

Chairman Neville stated that the Superintendent sent a letter regarding the ADA compliance issue. This issue has been placed on hold. We will still need to address this issue if we are to use Fermi as a school. Evaluations regarding the school will be needed to assess the heating system, roof, etc. It may be cost effective to renovate to new and a referendum would be needed. Is it worth asking these kinds of questions? We need to also look at the educational reasons. We need to get Dr. Pongratz involved with this discussion. He would like to look at this information at a meeting this summer.

Mr. Sirard moved, seconded by Mr. Grady that the Enfield Board of Education tables this discussion until the Superintendent gathers the requested information.

A vote by **show-of-hands 5-1-0** passed with Mr. Jonaitis in dissent.

Item # 10a.



ENFIELD HIGH SCHOOL | 1264 ENFIELD STREET | ENFIELD | CONNECTICUT

September, 2013

Enfield High School Safe Graduation Class of 2014
1264 Enfield Street
Enfield, CT 06082

Re: E.H.S. Annual Safe Grad Auction

Dear Business Owner:

The parents at Enfield High School are planning the annual SAFE GRADUATION PARTY for the Class of 2014. Graduating seniors have been given the opportunity to attend a drug and alcohol-free party on graduation night in June at the Healthtrax Fitness and Wellness Center in Enfield. The party includes numerous activities and food throughout the night. The cost of the party is approximately \$20,000 funded solely by donations from generous businesses such as yours and fund-raising events.

The Safe Grad Auction, our main fund-raising event, will be held the first weekend in November in the Enfield High School Cafeteria. Please consider making a donation to this event (merchandise, gift certificates or craft item).

Please mail or call: Enfield High School Safe Grad, c/o Debra Serafin, 67 Yale Dr. Enfield, CT 06082 .

Thank you for helping to ensure Enfield's graduating seniors have a safe and memorable graduation experience. Any questions, please call 860-539-2686

Sincerely,

Debbie Serafin
Chairman
debraserafin@gmail.com

THANKS FOR SUPPORTING EHS SAFE GRAD • ITS FOR THE KIDS!



2014

SAFE GRAD



2014

ENRICO FERMI HIGH SCHOOL

Dear Enfield Board of Education:

Enrico Fermi High School's Class of 2014 has begun their senior year. They will graduate on June 20, 2014. The Safe Graduation Celebration Committee is comprised of parents who are dedicated to providing a safe, fun-filled event for the kids to attend following their graduation ceremony. In the past, these events have been extremely successful, but as you can imagine they are very expensive to host. The largest expenses for the evening are the facility, food, non-alcoholic beverages, entertainment and transportation.

The committee's single largest fundraiser is the annual Goods and Service Auction held at the Elks on December 6th. The auction is open to the public and all proceeds will benefit the Class of 2014. Our goal is to have 100 high quality auction items ranging from gift certificates, gift baskets and travel vouchers, to household/gift items, arts/crafts and vouchers for a wide variety of leisure activities and services. Nothing is too big or too small. Be creative! Monetary donations are also appreciated so that we can purchase auction and raffle items as needed.

Please consider making a donation to this very worthwhile endeavor. Your generosity will be acknowledged at the auction and in subsequent press releases.

If you have any questions or would like to arrange for pick-up of an auction items please contact Angel Kennedy 860-394-9246. If you prefer to mail a donation, be sure to include the donor's name, address and phone number, enclose a gift certificate or check payable to Fermi Safe Grad and send to:

Safe Graduation Celebration 2014
Fermi High School
124 North Maple Street
Enfield, CT 06082
ATT: Angel Kennedy

Thank you in advance for your support of Fermi's Class of 2014!

Fermi Safe Grad Committee T.I.N (# 06-1708534)
&
Angel Kennedy 860-394-9246

- 51
- 52 Appoints the Chairpersons of the negotiating teams;
- 53
- 54 Recommends salary annually for the supervisory and confidential personnel;
- 55
- 56 Reviews staffing requirements periodically;
- 57
- 58 Reviews position descriptions and functional requirements periodically;
- 59
- 60 Acts as the initial Board contact on all personnel and grievance matters;
- 61
- 62 Represents the Board in liaison sessions with the faculty and bargaining units;
- 63
- 64 Recommends action to the entire Board that the committee deems appropriate
- 65 for the Board to consider.
- 66

67

68 **Section 2: Curriculum Committee**

69

70 The chairperson of the Curriculum Standing Committee shall appoint a secretary
71 for the committee. The Chief Academic Officer shall be the Leadership Cabinet
72 liaison to the committee. This committee shall consider and make
73 recommendations concerning the District's Board policies of education and
74 research. This committee reviews major areas of curriculum development,
75 regular/special education services, pupil assessment, long-term program review
76 and program revisions. Committee members consider the Board's priorities in
77 curriculum areas. The committee reports its findings to the Board and suggests
78 programs and policy modifications that may be appropriate in curriculum and
79 program areas. New program activities undertaken by the district, the
80 implementation of new curricula, or the piloting of new programs would be topics of
81 particular interest. The committee shall review research on the curriculum and
82 program changes and report its recommendations to the Board. The committee
83 shall review proposals concerning student courses, ensure the Board's familiarity
84 with district educational programs, monitor achievements and cause the evaluation
85 of education programs.

86

87 Other responsibilities may include:

88

- 89 Conduct or coordinates curriculum studies undertaken by the Board;
 - 90
 - 91 Periodically reports to the Board on the status of the curriculum and suggest
 - 92 area in need of study;
 - 93
 - 94 Periodically studies and reports on student progress and on standardized test
 - 95 results;
 - 96
 - 97 Reviews and recommends textbook usage;
 - 98
 - 99 Evaluates curriculum in view of school population trends;
- 100

101 Recommends budget changes in view of curriculum developments;
102
103 Assumes like responsibilities for extra-curricular and co-curricular activities.
104

105
106 **Section 3: Student Issues Committee**
107

108 The chairperson of the Student Issues Standing Committee shall appoint a
109 secretary for the committee. The Deputy Superintendent shall be the Leadership
110 Cabinet liaison to the committee. This committee shall review matters affecting
111 students of the District, normally those not relating to the academic program,
112 consider proposals on such matters, report and provide recommendations thereon
113 to the Board as may be required.
114

115 Other responsibilities may include:
116

117 Reviewing Fundraising Policies;
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119 Reviewing Public Relation Policies;
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121 Reviewing the Transportation Policies;
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123 Hearing appeals concerning school transportation and making
124 recommendations to the entire Board for their official action;
125

126 Recommending action to the entire Board that the committee deems appropriate
127 for the Board to consider.
128

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130 **Section 4: Finance, Budget Committee**
131

132 The chairperson of the Finance and Budget Committee shall appoint a secretary for
133 the committee. The Chief Finance Officer of the District shall be the Leadership
134 Cabinet liaison to the committee. This committee shall be concerned with the
135 preparation of the budget and periodic reviews of the actual expenditures as
136 compared to the budget. The committee works with the Superintendent of Schools
137 in developing a recommended budget for the Board. As such, the committee
138 reviews the budget development process, analyzes the budget document and makes
139 public presentations as necessary. The committee shall offer recommendations
140 regarding accounting procedures and alternative expense saving suggestions. The
141 committee will insure an audit annually and report to the Board of Education when
142 it is completed. The committee shall monitor the fiscal activities of the school
143 district, including reviewing the monthly financial statement and annual end of
144 year transfer report, and shall review and make recommendations concerning the
145 annual audit and recommend annual budget guidelines and priorities.
146

147 Other responsibilities may include:
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149 Recommends special internal audit needs;
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151 Reviews and reports on accounting and purchasing procedures;
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153 Recommends the annual budget schedule and parameters;
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155 Represents the Board during various budget preparation stages.
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181 **Adopted: November 25, 1997**
182 **Revised: October 22, 2002**
183 **Revised: February 12, 2008**
184 **Revised: October 9, 2012**

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- 57
- 58 Reviews position descriptions and functional requirements periodically;
- 59
- 60 Acts as the initial Board contact on all personnel and grievance matters;
- 61
- 62 Represents the Board in liaison sessions with the faculty and bargaining units;
- 63
- 64 Recommends action to the entire Board that the committee deems appropriate
- 65 for the Board to consider.
- 66

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68 **Section 2: Curriculum Committee**

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72 liaison to the committee. This committee shall consider and make
73 recommendations concerning the District's Board policies of education and
74 research. This committee reviews major areas of curriculum development,
75 regular/special education services, pupil assessment, long-term program review
76 and program revisions. Committee members consider the Board's priorities in
77 curriculum areas. The committee reports its findings to the Board and suggests
78 programs and policy modifications that may be appropriate in curriculum and
79 program areas. New program activities undertaken by the district, the
80 implementation of new curricula, or the piloting of new programs would be topics of
81 particular interest. The committee shall review research on the curriculum and
82 program changes and report its recommendations to the Board. The committee
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- 95 results;
- 96
- 97 Reviews and recommends textbook usage;
- 98
- 99 Evaluates curriculum in view of school population trends;

101 Recommends budget changes in view of curriculum developments;
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103 Assumes like responsibilities for extra-curricular and co-curricular activities.
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109 secretary for the committee. The Deputy Superintendent shall be the Leadership
110 Cabinet liaison to the committee. This committee shall review matters affecting
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112 consider proposals on such matters, report and provide recommendations thereon
113 to the Board as may be required.
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117 Reviewing Fundraising Policies;

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119 Reviewing Public Relation Policies;

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121 Reviewing the Transportation Policies;

122
123 Hearing appeals concerning school transportation and making
124 recommendations to the entire Board for their official action;

125
126 Recommending action to the entire Board that the committee deems appropriate
127 for the Board to consider.
128

129
130 **Section 4: Finance, Budget Committee**
131

132 The chairperson of the Finance and Budget Committee shall appoint a secretary for
133 the committee. The Chief Finance Officer of the District shall be the Leadership
134 Cabinet liaison to the committee. This committee shall be concerned with the
135 preparation of the budget and periodic reviews of the actual expenditures as
136 compared to the budget. The committee works with the Superintendent of Schools
137 in developing a recommended budget for the Board. As such, the committee
138 reviews the budget development process, analyzes the budget document and makes
139 public presentations as necessary. The committee shall offer recommendations
140 regarding accounting procedures and alternative expense saving suggestions. The
141 committee will insure an audit annually and report to the Board of Education when
142 it is completed. The committee shall monitor the fiscal activities of the school
143 district, including reviewing the monthly financial statement and annual end of
144 year transfer report, and shall review and make recommendations concerning the
145 annual audit and recommend annual budget guidelines and priorities.
146

147 Other responsibilities may include:

148
149 Recommends special internal audit needs;
150

151 Reviews and reports on accounting and purchasing procedures;
152
153 Recommends the annual budget schedule and parameters;
154
155 Represents the Board during various budget preparation stages.
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157

158 **Section 5: Policy Committee**
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160 *The chairperson of the Policy Standing Committee shall appoint a secretary*
161 *for the committee. The Deputy Superintendent shall be the Leadership*
162 *Cabinet liaison to the committee. This committee shall review all Board*
163 *policies and By-Laws to identify areas needing update for conformity with*
164 *changes in local, state and federal law. All other standing committee shall*
165 *recommend policy changes when appropriate to the Policy committee for*
166 *advancement to the entire for consideration and adoption.*
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188 **Adopted: November 25, 1997**
189 **Revised: October 22, 2002**
190 **Revised: February 12, 2008**
191 **Revised: October 9, 2012**

Item # 10c.

ENFIELD BOARD OF EDUCATION
ENFIELD, CONNECTICUT

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ORDER OF BUSINESS AND BOARD OF EDUCATION
MEETING CONDUCT

9368

This policy generally describes the items to be discussed and actions to be taken at Board Meetings. The sequence of the agenda is defined below:

- 1. Call to Order
- 2. Invocation or Moment of Silence
- 3. Pledge of Allegiance
- 4. Fire Evacuation Announcement
- 5. Roll Call
- 6. Board Guests
- 7. Superintendent's Reports
- 8. Audiences
- 9. Unfinished Business
- 10. New Business
- 11. Board Committee Reports
- 12. Board Members' Comments
- 13. Approval of Minutes
- 14. Approval of Accounts and Payroll
- 15. Correspondence & Board Communications
- 16. Executive Session
- 17. Adjournment

Type of Meeting: Define whether this is a regularly scheduled meeting, where agenda items can be added; a special meeting where, according to the Freedom of Information Commission only items listed on the agenda may be discussed; or an Emergency meeting where only those items listed on the agenda may be discussed.

Place of Meeting: Self explanatory.

- 1. Call to Order: The Chair declares the meeting started.
- 2. Invocation or Moment of Silence: Self explanatory.
- 3. Pledge of Allegiance: Self-explanatory.
- 4. Fire Evacuation Announcement: A fire/safety announcement must be made after the meeting is called to order. This is required for any public meetings held per fire regulations.
- 5. Roll Call: Self-explanatory.

- 51
52 6. Board Guests: The Board will receive invited guests (individuals
53 and/or groups) who have been invited to attend
54 the meeting by the Board. These invitations may
55 be related to recognition awards presentations to
56 the Board, or consultant reports to the Board.
57
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59 7. Superintendent's Report: During this portion of the meeting, the
60 Superintendent or his/her designee will report to
61 the Board items listed on the agenda or of interest
62 concerning the school system or education in
63 general.
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66 8. Audiences: During this period any resident or taxpayer of
67 Enfield, Employee of the Board, or Citizen with an
68 interest in our school system may address the
69 Board on issues concerning the school. When
70 addressing the Board, the members of the
71 audience will state their name and address;
72 refrain from making personal attacks on
73 individuals. Since the Board meetings are held to
74 conduct the Boards' business in public, and are
75 not meetings with the public, the chair acting on
76 behalf of the Board has the right to limit the
77 overall length of time devoted to the audience
78 participation, and/or the length of time
79 individuals may spend when addressing the
80 Board.
81
82 9. Unfinished Business: In this portion of the meeting those agenda items
83 left over from previous meeting are discussed
84 and/or acted upon.
85
86 10. New Business: In this portion of the meeting new items to be
87 discussed and/or acted upon are handled.
88
89 11. Board Committee Reports: During this portion of the meeting Committees of
90 the Board on various committees will report on the
91 significant activities of these committees. When a
92 Board Committee submits their final report to the
93 Board during this portion of the meeting, the
94 report may be discussed during this time, and the
95 Board may act to accept or reject the report during
96 this portion of the meeting.
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98
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100 12. Board Members' Comments: During this portion of the meeting any Board

- 101 member may bring up verbal communications
102 they have received, communicate ideas or
103 concerns to other Board Members of the
104 Administration, or any one member may request
105 that an item be placed on a future agenda for
106 reaction by the Administration and/or discussion
107 by the Board.
- 108 13. Approval of Minutes: See: Approval of Minutes in Policy #9368.1.
109
- 110 14. Approval of Accounts and Payroll: During this portion of the Board's Finance
111 Committee reports on the amount of expenditures
112 during previous periods and the Board acts upon
113 this report.
114
- 115 15. Correspondence and Board
116 Communications:
117
- 118 Correspondence: The Secretary reads, or highlights letters and
119 petitions received by the Board or members of the
120 Board that are of general interest to the
121 community.
122
- 123 16. Executive Session: During this portion of the meeting only the Board
124 and those individuals the Board requests to attend
125 are present. Only those matters listed on the
126 agenda and permitted by the Freedom of
127 Information Act (i.e. personnel, negotiations,
128 pending litigation, real estate, etc.) are discussed.
129
- 130 17. Adjournment: The End of the Meeting. This will be no later than
131 11:00 PM unless the Board is in Executive Session
132 or six members of the Board vote to extend the
133 meeting.
134

135 Procedural issues not defined in this or other Board Policies, will be determined by
136 Federal, State or Local Statutes if addressed there or Roberts Rules of Order.
137
138
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140

- 141 **Policy Adopted: March 11, 1991**
142 **Policy Amended: March 28, 1994**
143 **Policy Amended: February 27, 1996**
144 **Policy Amended: February 25, 1997**
145 **Policy Amended: March 27, 2007**
146 **Policy Amended: December 11, 2007**
147 **Policy Revised: September 25, 2012**

ENFIELD BOARD OF EDUCATION
ENFIELD, CONNECTICUT

ORDER OF BUSINESS AND BOARD OF EDUCATION
MEETING CONDUCT

9368

This policy generally describes the items to be discussed and actions to be taken at Board Meetings. The sequence of the agenda is defined below:

1. Call to Order
2. Invocation or Moment of Silence
3. Pledge of Allegiance
4. Fire Evacuation Announcement
5. Roll Call
6. Board Guests
7. Superintendent’s Reports
8. Audiences
9. **Board Members’ Comments**
10. Unfinished Business
11. New Business
12. Board Committee Reports
13. Approval of Minutes
14. Approval of Accounts and Payroll
15. Correspondence & Board Communications
16. **Audiences**
17. Executive Session
18. Adjournment

Type of Meeting: Define whether this is a regularly scheduled meeting, where agenda items can be added; a special meeting where, according to the Freedom of Information Commission only items listed on the agenda may be discussed; or an Emergency meeting where only those items listed on the agenda may be discussed.

Place of Meeting: Self explanatory.

1. Call to Order: The Chair declares the meeting started.
2. Invocation or Moment of Silence: Self explanatory.
3. Pledge of Allegiance: Self-explanatory.
4. Fire Evacuation Announcement: A fire/safety announcement must be made after the meeting is called to order. This is required for any public meetings held per fire regulations.

- 51 5. Roll Call Self-explanatory.
52
- 53 6. Board Guests: The Board will receive invited guests (individuals
54 and/or groups) who have been invited to attend
55 the meeting by the Board. These invitations may
56 be related to recognition awards presentations to
57 the Board, or consultant reports to the Board.
58
- 59 7. Superintendent's Report: During this portion of the meeting, the
60 Superintendent or his/her designee will report to
61 the Board items listed on the agenda or of interest
62 concerning the school system or education in
63 general.
64
- 65 8. Audiences: During this period any resident or taxpayer of
66 Enfield, Employee of the Board, or Citizen with an
67 interest in our school system may address the
68 Board on issues concerning the school. When
69 addressing the Board, the members of the
70 audience will state their name and address;
71 refrain from making personal attacks on
72 individuals. Since the Board meetings are held to
73 conduct the Boards' business in public, and are
74 not meetings with the public, the chair acting on
75 behalf of the Board has the right to limit the
76 overall length of time devoted to the audience
77 participation, and/or the length of time
78 individuals may spend when addressing the
79 Board.
80
- 81 9. Board Members' Comments: During this portion of the meeting any Board
82 member may bring up verbal communications
83 they have received, communicate ideas or
84 concerns to other Board Members of the
85 Administration, or any one member may request
86 that an item be placed on a future agenda for
87 reaction by the Administration and/or discussion
88 by the Board.
89
- 90 10. Unfinished Business: In this portion of the meeting those agenda items
91 left over from previous meeting are discussed
92 and/or acted upon.
93
- 94 11. New Business: In this portion of the meeting new items to be
95 discussed and/or acted upon are handled.
96
- 97 12. Board Committee Reports: During this portion of the meeting Committees of
98 the Board on various committees will report on the
99 significant activities of these committees. When a
100 Board Committee submits their final report to the

- 101 Board during this portion of the meeting, the
102 report may be discussed during this time, and the
103 Board may act to accept or reject the report during
104 this portion of the meeting.
- 105
- 106 13. Approval of Minutes: See: Approval of Minutes in Policy #9368.1.
107
- 108 14. Approval of Accounts and Payroll: During this portion of the Board’s Finance
109 Committee reports on the amount of expenditures
110 during previous periods and the Board acts upon
111 this report.
112
- 113 15. Correspondence and Board
114 Communications:
115
116 Correspondence: The Secretary reads, or highlights letters and
117 petitions received by the Board or members of the
118 Board that are of general interest to the
119 community.
120
- 121 16. ***Audiences*** ***During this period any resident or taxpayer of***
122 ***Enfield, Employee of the Board, or Citizen***
123 ***with an interest in our school system may***
124 ***address the Board a second time on issues***
125 ***concerning the school. When addressing the***
126 ***Board, the members of the audience will state***
127 ***their name and address; refrain from making***
128 ***personal attacks on individuals. Since the***
129 ***Board meetings are held to conduct the***
130 ***Boards’ business in public, and are not***
131 ***meetings with the public, the chair acting on***
132 ***behalf of the Board has the right to limit the***
133 ***overall length of time devoted to the audience***
134 ***participation, and/or the length of time***
135 ***individuals may spend when addressing the***
136 ***Board.***
137
- 138 17. Executive Session: During this portion of the meeting only the Board
139 and those individuals the Board requests to attend
140 are present. Only those matters listed on the
141 agenda and permitted by the Freedom of
142 Information Act (i.e. personnel, negotiations,
143 pending litigation, real estate, etc.) are discussed.
144
- 145 18. Adjournment: The End of the Meeting. This will be no later than
146 11:00 PM unless the Board is in Executive Session
147 or six members of the Board vote to extend the
148 meeting.
149

150 Procedural issues not defined in this or other Board Policies, will be determined by
151 Federal, State or Local Statutes if addressed there or Roberts Rules of Order.

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156 **Policy Adopted: March 11, 1991**

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161 **Policy Amended: December 11, 2007**

162 **Policy Revised: September 25, 2012**

Item #13.

DRAFT

**BOARD OF EDUCATION
SPECIAL MEETING MINUTES
OCTOBER 22, 2013**

A special meeting of the Enfield Board of Education was held at Town Hall in the Enfield Room, located at 820 Enfield Street, Enfield, CT on October 22, 2013.

- 1. **CALL TO ORDER:** The meeting was called to order at 5:45 PM by Chairman Neville.
- 2. **PLEDGE OF ALLEGIANCE:** Chairman Neville
- 3. **FIRE EVACUATION ANNOUNCEMENT:** Chairman Neville announced the fire evacuation announcement.
- 4. **ROLL CALL:**

MEMBERS PRESENT: Peter Jonaitis, Tina LeBlanc, Kevin Fealy (arrived at 5:47 PM), Vin Grady, Donna Szewczak, Joyce Hall, Tom Sirard (arrived at 6:05 PM), Jen Rancourt and Timothy Neville

MEMBERS ABSENT: None

ALSO PRESENT: Dr. Jeffrey Schumann, Superintendent; Mr. Christopher Drezek, Deputy Superintendent; Anne McKernan, Chief Academic Officer and Guy Bourassa, Chief Education Information Officer

5. **DISCUSSION RELATED TO BOE YEAREND REVIEW:**

Chairman Neville stated the only item on the agenda is for the Board to discuss a yearend review of what went well and what can be improved upon. Also present tonight are some of our administrators. He would like each Board member to give their opinions and we will keep a list of items that are positive and what can be improved for next year.

Mrs. LeBlanc stated an ongoing concern for her is that every school is separate and operates individually. There is no unity amongst the schools. Even at the high schools, they are both run differently. All schools are run differently. We knew with the elementary reorganization scheduling school events would be difficult and is still a concern.

Mrs. Rancourt agrees and feels coordinating all events is needed.

Mrs. Rancourt has heard from the teachers and they appreciate the administration's walkthroughs. They would like some of the faculty and principals to not be present so they can talk to the administration one-on-one.

Mrs. LeBlanc stated that the teachers are collaborating more. Teachers are more comfortable with this situation. She is not sure that the specialist teachers are collaborating as much as may be needed in reading, math and SPED. Mrs. Hall believes that this would be a time issue.

Mrs. LeBlanc believes that some students are recognized to receive services and some students are teetering.

Mrs. Rancourt stated that a SPED audit is needed. There are some students that are not receiving services they should be getting.

Ms. Hall stated they are not meeting their IEP needs. She believed Ms. McKernan would review this.

Mr. Fealy felt we handled the crises dealing with suicides, bullying and Sandy Hook as a whole very well. The climate has settled down with student's tensions in the schools.

Chairman Neville stated we have dealt with a number of crises in the past two years with new administration. Rachel's Challenge has done a lot of good for us. Collaborating with the Town Manager and Mayor bringing Rachel's Challenge to us was a positive. Then we dealt with Sandy Hook and the turmoil that followed. We have dealt with a lot over the past two years. He is sure we could have done some things better.

Ms. Hall stated we have been dealing with a number of protective custody situations. What happens to the student after this? Are we dealing with a serious problem at all secondary schools?

Mr. Fealy asked if protective custody is also a suicide watch or potential bullying situation. Why are we using this?

Dr. Schumann stated the schools will operate a protective custody if a student is a threat to themselves, other student(s) or staff and they will receive assistance. Professionals outside of the school system will provide the student with assistance that is needed.

Chairman Neville stated at the secondary level if a student indicates that they will hurt themselves, the police will take them into protective custody. We have increased the number of students being placed into protective custody at the elementary level also.

Dr. Schumann stated we had discussed the increased amount of elementary students being placed into protective custody. We are going to look at the data with CHC but have not had the time yet. We were going to look at the number of students, grades and the schools to see if there are any key indicators.

Chairman Neville stated we receive around 2-3 protective custody notices each week and sometimes more. Dr. Schumann added it varies on the different times of the year.

Mrs. LeBlanc stated she will go on her children's e-mail accounts and will monitor what she reads. What she is seeing is not necessarily bullying. Kids in general have misunderstanding issues at home. No one understands them and they might say things to have someone notice them. They are reaching out for help.

Ms. Hall asked if Mrs. LeBlanc talks to her kids about this or the parents of the other children. Mrs. LeBlanc stated that if she ever saw something that was a threat, she would call the police. Her kids are not exposed to what some of these other kids are.

Chairman Neville added kids are dealing with a lot. When he was a principal, he saw that some of this is coming from inside the school like bullying or social media and there was a lot that was coming from home as well.

Mr. Sirard arrived at 6:05 PM.

Mrs. LeBlanc stated during the Rachel's Challenge program there was a question about if you ever contemplated suicide. Over half of the group of students responded that they had.

Chairman Neville asked if we place more students in protective custody than other districts. Does anyone keep track of this data besides us? Dr. Schumann stated we are higher than Newington.

Mr. Drezek added the State will also have this information. Sometimes it is the same child that

we have been dealing with during the same week.

Ms. Hall stated this might mean that the student is not receiving the services they need.

Mr. Fealy added that the student might be abusing the situation. Is there something that might be contributing to the situation? Dr. Schumann stated we are dealing with a lot of students.

Mr. Sirard asked if this is due to disciplinary issues. Chairman Neville stated they are transported because they may hurt themselves or others. They are not being transported due to disciplinary reasons.

Mr. Sirard asked if the divorce rate in Enfield has gone up. The unemployment rate has gone up in Enfield. This could be a reflection of the economics in Enfield.

Mr. Grady added we are seeing more single families at Whitney and the other schools. Mrs. Szewczak added this is more regional.

Chairman Neville added that more adults are also being placed in protective custody. Mrs. Rancourt stated last year the Chief of Police stated that 400 people were placed in protective custody and 146 were in the first three months of the year.

Mrs. Szewczak stated we have more families moving to Enfield that have relatives in prison. The prison attracts families.

Mrs. LeBlanc stated she feels she can approach Ms. McKernan with any question. We are moving in the right direction with our curriculum. She feels her kids are being challenged.

Mrs. Rancourt stated her son is overwhelmed with work. It is difficult for the students. She works with her son every day. The curriculum is challenging the students.

Mr. Sirard stated the math is very difficult for the students and some parents. The problems are teaching the students estimation.

Mrs. LeBlanc stated vocabulary is given every week at the high school and it is cumulative. The vocab words they are learning will help them with their SAT's. Her daughter has algebra homework every day. She is definitely being challenged at the high school.

Mrs. Rancourt stated some of the parents were discussing CMT scores. She never recalls parents discussing this. Parents are more aware of what is going on in the schools with curriculum.

Chairman Neville added this is a positive thing.

Mr. Fealy stated we need more oversight about what is being taught to our students. Ms. McKernan has done a good job of informing us. He is concerned that we are moving forward with electronics and handwriting is now archaic language. This is not a positive. We should integrate a foundation of the primitive skills.

Mrs. Szewczak stated they are losing fine and gross motor skills. These skills are needed.

Mr. Fealy stated with all of the texting and media, students are losing coping skills. This is adding to the protective custody issues as well as learning skills. They are losing their perspectives.

Chairman Neville agreed with Mr. Fealy.

Mr. Jonaitis added students do not know how to tell time – only digital time.

Chairman Neville is concerned that we are eliminating penmanship skills. What grades is writing being taught at? Ms. McKernan stated grades 3-5. Cursive writing is easier than writing. We need to balance where cursive writing can be used with an emphasis on writing. Staff has received training on this topic and it was well received.

Mr. Fealy asked if the writing is balanced. Ms. McKernan stated it is a balancing act of using student's skills.

Mr. Fealy also believes they need to have the students concentrate on grammar and punctuation skills. Ms. McKernan believes this is an area they will be addressing more and more.

Mr. Fealy asked when do they stop grading spelling as a course? Mr. McKernan believes in grade 6.

Chairman Neville asked how does technology fit in. With the use of texting and social media it gives the students shortcuts and they develop bad habits. How far will we go with the iPads? We have purchased a lot of technology over the past few years. He can see us saving money purchasing textbooks. How will this fit in as a curriculum tool for writing?

Ms. McKernan stated these are all entry points for the student's development of skills. Students can access applications while they are at home. Raz-Kids is an application that staff has asked for. There are many titles available for student use. Developing a balance is the key.

Chairman Neville believes we need to set a direction as to where we will go with technology. We are looking for efficiencies and economies. Technology is a way to become more efficient. We want our kids to have a set of skills with technology.

Mr. Bourassa stated it will always be a blended situation of paper and text. There will be times when paper is needed. He never thought that we would start with students in grade 2 teaching them basic keyboarding skills. This will be a challenge integrating these skills.

Mrs. Rancourt stated last year her son was part of the iPad Consortium. This year it is different. He does not use a computer except for the computer class which is once a week.

Mrs. LeBlanc agreed that computer use is limited. They are using paper first.

Mr. Fealy is concerned that we are not teaching students to write effectively. They are not learning proper grammar and punctuation skills. Kids are lacking this skill. They are missing the foundation.

Chairman Neville stated we need to link these skills together. Writing made him think. There are benefits to writing and technology. He wants to discuss the most effective technology that we can provide our kids with.

Mr. Sirard stated he learned thinking skills when he had science. You need to see mistakes and see the corrections that are needed. That is part of the learning experience. This is part of the education experience.

Chairman Neville stated we used to pay a lot of attention to grammar. Thinking and sentence structure are important. We need to discuss where we are going with technology.

Mr. Fealy stated a foundation is needed first. He would encourage moving forward with this.

Chairman Neville stated with the transition with our administration, we have learned a lot and there have been many changes. Ms. McKernan has shown us how we are evolving with our curriculum. We need to know where we are going. He would like Ms. McKernan to provide them with this information.

Mrs. LeBlanc asked about the placements for grade 3. How are they done? Do the grade 2 teachers meet with the grade 3 teachers? Ms. McKernan stated on May 7, 2013 the counselors met with the grade 2 and 3 staff collaboratively. They shared information for placing the students. She is personally nervous with the transition of the students. There are always expectations.

Mr. Grady is hearing that the communication between the teachers is not there. Kids are being placed together when they shouldn't be together. Special education students are being placed in the same classes. There is no communication between the two levels.

Mr. Jonaitis stated we would transition the students leaving JFK to the high schools. We knew this might be a new problem with the reorganization. Data from the grade 2 teachers should be given to someone at the next level.

Mr. Grady added that data is not being shared from grade 2 to grade 3. There are problems with communication that need to be addressed.

Chairman Neville stated we used to have the grade 6 teachers meet with the grade 7 teachers.

Mrs. LeBlanc asked Mr. Grady about when you are in the grade 3 classes. Is it across the board or certain schools where information is not being shared? Mr. Grady stated it is in all the schools. The information is not being shared with the classroom teachers. There are also problems with the students not being at the same level. Students are being advanced without mastering basic skills. Some of the students are still reading at a much lower reading level.

Mrs. Szewczak asked if the students are being assigned or were they promoted?

Mr. Fealy stated by allowing the grade 2 and grade 3 teachers to talk, they can discuss concerns with students academic performances.

Mrs. LeBlanc stated some of the schools feed several schools and this may be difficult.

Mr. Jonaitis added something is wrong here. The numbers are not that big.

Chairman Neville stated this is an issue that needs to be discussed by the administration. Ms. McKernan stated she will address this. Some of the students with special needs and supports can be grouped together due to the kind of support they are receiving. Additional research is needed.

Mr. Sirard asked if there was a policy change that allows for students to be promoted. We are responsible for their education. Assignment is social promotion. This will not work and will not do anyone any service.

Chairman Neville stated we should be discussing what interventions are needed. We need to intervene in a meaningful way and looking at why the student is failing. This is what should be happening.

Mr. Fealy is suggesting that the teachers should talk to each other about the students. A flow of information between the teachers is needed.

Mr. Sirard is concerned with students reading at a grade one level in the third grade. This bothers him.

Mrs. Szewczak stated students can be assigned. Mr. Jonaitis added some of the students in the middle school are also reading at lower levels as well as at the high school.

Mr. Sirard believes they should be reading at grade or goal level. This is bothersome to him. We are failing our primary responsibilities.

Mr. Fealy asked if there are certain test responsibilities or skills needed for passing. Ms. McKernan stated there is a policy for promoting, assigning and retaining students that is based on information that supports this.

Mr. Fealy stated this is more subjective than objective rating. Ms. McKernan stated there will be objective test data and some subjective test data. At the high school level, students must pass 4 credits and must pass English and math before being promoted to grade 10. Students in grade 11 must meet certain requirements to be considered a senior.

Chairman Neville stated students at JFK needed to have a C- or better average to be promoted. Mr. Jonaitis asked if the C- or better policy is also at the elementary level. Chairman Neville stated no.

Mr. Jonaitis stated you can tell when a student comes to JFK after being assigned in the elementary school with some retentions. We even had some students that wanted to drive to the middle school due to this.

Chairman Neville understands the dilemma with this and it is easier said than done. We can't keep a student in a certain grade until they meet the requirements. This is a topic for a bigger discussion.

Mr. Fealy agrees that this should be discussed further along with the goals to approve on. This would be a worthy discussion to have.

Mr. Jonaitis loved working with modified groups that fell below level at JFK. The students were usually below level in reading. The class sizes were smaller. You could work at a common base. You could see the light-bulbs go on with these kids when they understood the information. A lot of people did not like this program but he did.

Mr. Fealy stated those that can't keep up, you find remedies on the basis for them as a group. You cannot hold back your achievers so the gap is not increased.

Mr. Jonaitis stated one of the biggest drawbacks was you weren't working with reading and math as much. You needed modified text books. Integrating students does not always work.

Mr. Fealy stated the persons that are excited about learning will lose the excitement about learning because they are waiting for their classmates to excel.

Ms. Hall stated that Mr. Jonaitis is talking about below student performers.

Mr. Jonaitis stated he was discussing keeping the students segregated. Integration does not always work. He found that these kids outshined the honors kids. These kids are smart. They just cannot read or write and it is frustrating to them. When the kids see that they are all same, they feel better about themselves. This is from his past experiences at JFK.

Chairman Neville stated one of the biggest concerns is number of increasing paras for special

education students. He would like to see an audit done to see how we are using the paras. What are the gains from using the paras?

Mrs. Rancourt stated at a recent curriculum meeting, one of the Special Education Directors was present. Enfield is so nervous about being sued. It seems to be that if you threaten to sue, they will give you basically whatever you want. She fought to get her child into Special Education.

Mr. Jonaitis stated that a lot of parents use advocates now.

Mrs. Rancourt stated she fought for her child for years and should have used an advocate instead.

Chairman Neville stated you need to look at the student's performance and testing data and can see what kind of a para that is needed. We are over \$100k for special education costs. We need to look at this closely.

Mr. Jonaitis stated the special education population in Enfield has increased. Mr. Sirard added that the word on the street is that we are a special education community.

Chairman Neville stated looking at the student's IEP's and conducting an audit to see what percentage of student's that are being serviced are needed. We will have a clearer picture if we are meeting the needs of our students or if we are giving away the ranch.

Mr. Sirard agrees that an audit should be conducted.

Mrs. Rancourt wants someone from outside of our school system to perform this audit like someone from CREC or the State.

Chairman Neville added we need to make sure that our student's needs are being met.

Mrs. LeBlanc stated she would like a greater concentration focus on students that need math or reading support services that are not on the list like the students that are teetering.

Mrs. Szewczak stated the Academic Academy program can help in this area.

Mr. Jonaitis stated the gap between average and below average, special education students and the students that are teetering.

Mrs. LeBlanc stated our students are expected to know so much more now.

Ms. Hall stated that some students are very good orally but they are not able to read. She questions if they have been properly tested. They could be dyslexic and reading becomes difficult.

Mrs. LeBlanc stated her youngest child loves to read but when he was tested on the CMT's he did poorly. He is now receiving reading services. He only comprehends what he likes to read.

Mr. Fealy stated his son flunked geometry because he cannot retain what he reads. He has a reading comprehension problem. How did he get to the tenth grade with no one noticing this?

Mr. Jonaitis stated students can read for pleasure but lack the comprehension needed for testing. Some kids can orally read but not quietly read.

Mrs. LeBlanc stated they used math facts and reading fluency cards as tools with their kids. Things like this help. Mr. Jonaitis added that if all kids came home to this we would be better

off.

Mrs. LeBlanc stated we need to reinforce math facts or fun ways to learn it will help.

Mrs. Rancourt stated that Mrs. Collins is doing a great job at JFK and her digital presence is felt by everyone. She really gets it and is doing it right. She communicates with the parents. She has only heard good things about her being the interim principal.

Mr. Grady has concerns with the guidance departments at the high schools. He would like to see this be audited also. He has been informed about students apply for scholarships and deadlines not being met due to the counselors meeting the deadlines. Students are not receiving the help that they need. Both high schools need to be looked into.

Positive Outcomes:

- Classroom teachers are collaborating more.
- Collaborating with the Town and bringing Rachel's Challenge to Enfield.
- New Administrators handled multiple crises positively (suicides, bullying and Sandy Hook).
- School climate has settled down with student tensions.
- Staff appreciates Academic walkthroughs.
- Academic Academy helps students.
- Stronger curriculum is in place.
- Interim Principal Sarah Collins is doing a great job at JFK.

Items that need to be addressed further:

- Specialist teachers are not collaborating enough.
- Additional services are needed for students that are teetering in math and reading.
- Scheduling events between all schools.
- Unity is needed between all schools.
- Look into the number of protective custody issues.
- Grammar, punctuation and writing are not being effectively taught.
- We need to know where we are going with our technology and curriculum – economies and efficiencies are needed.
- Better communication is needed between grade 2 to grade 3 transition
- Better communication between staff is needed at the elementary level.
- Review why students are being assigned/retained and look at the interventions that are needed for these students.
- Special Education Audit – review the need for para's and review IEP's.
- Concerns with high school guidance departments meeting scholarship deadlines – audit needed.

6. ADJOURNMENT

Mr. Grady moved, seconded by Mr. Sirard to adjourn the Special Meeting of October 22, 2013.

All ayes, motion passed unanimously.

Meeting stood adjourned at 6:49 PM.

Donna Szewczak
Secretary
Board of Education

Respectfully Submitted,

Kathy Zalucki, Recording Secretary

**BOARD OF EDUCATION
REGULAR MEETING MINUTES
OCTOBER 22, 2013**

A regular meeting of the Enfield Board of Education was held at Town Hall in Council Chambers, located at 820 Enfield Street, Enfield, CT on October 22, 2013.

1. **CALL TO ORDER:** The meeting was called to order at 7:00 PM by Chairman Neville.
2. **INVOCATION OR MOMENT OF SILENCE:** Tina LeBlanc
3. **PLEDGE OF ALLEGIANCE:** Tina LeBlanc
4. **FIRE EVACUATION ANNOUNCEMENT:** Chairman Neville announced the fire evacuation announcement.
5. **ROLL CALL:**

MEMBERS PRESENT: Peter Jonaitis, Tina LeBlanc, Kevin Fealy, Vin Grady, Donna Szewczak, Joyce Hall, Tom Sirard, Jen Rancourt and Timothy Neville

MEMBERS ABSENT: None

ALSO PRESENT: Dr. Jeffrey Schumann, Superintendent; Mr. Christopher Drezek, Deputy Superintendent; Ms. Anne McKernan, Chief Academic Officer; EHS Student Representative, Christine Luksic and FHS Student Representative Katie Saltzgeber

6. **BOARD GUEST(S)**

- a. Mary Scutt – Mentoring Program

Mrs. Scutt thanked the Board for supporting the mentoring program. The program started 13 years ago and she is the 5th Mentoring Coordinator. The program operates under the Governor's Prevention Partnership model during the student's day while they are in school. We have mentors in 8 of our 10 schools and plan to have mentors in all of our schools. Currently, we have 35 mentors working with 38 students. Some mentors meet with multiple students. The goal is to keep the students with the same mentor until they graduate.

Mrs. Scutt stated that she will hold a mentoring training session on Tuesday, October 29th at 5:30 PM in the Board Conference Room. She has 5 new mentors planning to attend this training session.

Mrs. Scutt thanked Ms. Hall, Mrs. Szewczak, Mrs. Rancourt and Mr. Fealy for your service to the students and community as Board members. You will all be greatly missed. She will welcome the new Board members once they are elected. Thank you for your service and your support.

Ms. Hall asked Mrs. Scutt if she was trying to recruit them to become mentors. Mrs. Scutt would love that because you all have something that you can offer as mentors. Please let her know and she can send you an application.

Ms. Hall stated we have several thousand students in Enfield but only 38 students are currently being mentored. Mrs. Scutt stated our guidance counselors will identify students

that could benefit from having a mentor.

Ms. Hall asked if there is a waiting list above the current 38 students. Mrs. Scutt stated there are more students waiting for mentors.

Chairman Neville asked what qualifications are needed to become a mentor and how much time is needed. Mrs. Scutt stated you will give up 1 hour a week to meet with your mentee. Mentor training is 3 hours and there will be advanced training sessions that will be held throughout the school year. We will hold an end of the year picnic or social for the mentors, mentees and their families. It is a great opportunity for everyone to meet.

Mr. Fealy asked if you have more mentors, you could increase the number of students being mentored? What is your optimum number of mentors you need? Mrs. Scutt would like to see every student with a mentor. Her optimum number would be 60 mentors with 70 students.

Mr. Fealy asked who can be a mentor. What criteria are needed to become a mentor? Mrs. Scutt stated any willing adult can become a mentor.

Mr. Fealy asked if someone that is 19 or 20 could be a mentor. Mrs. Scutt stated yes, we need mentors of all ages.

Chairman Neville thanked Mrs. Scutt. If anyone is interested in becoming a mentor you can contact Mrs. Scutt directly, by going to our website or by contacting Central Office.

7. SUPERINTENDENT'S REPORT

- a. Student Representatives Report – as presented
- b. CMT & CAPT Report – Dr. Schumann and Ms. McKernan presented the State Assessment Results for the Connecticut Academic Performance Test and Connecticut Mastery Test for 2013.

Dr. Schumann gave an overview of the testing process used last year for CMT/CAPT testing, grade levels using on-line testing, future State Assessments and a review of our technology. Our students gained valuable experience taking these on-line tests. We are expanding our bandwidth. We are still waiting to hear about the technology grant we applied for. Next year the CMT/CAPT testing window will be broadened.

Ms. McKernan reviewed the CAPT results at the Goal Level for Math, Science, Reading and Writing. She reviewed the CAPT 3rd Generation Results for Math Science, Reading and Writing and the CAPT Subgroup Tests for Black, Hispanic, and F/R Lunch. She reviewed the CMT Results and Enfield's Results for grades 3, 4 and 5 in Math, Reading, Writing and Science. She reviewed the CMT Results for Enfield compared to the State for students in grades 6, 7 and 8.

Ms. McKernan reviewed Success Academy results for students in grade 6 and 7 compared to the whole school. She thanked the students, parents, teachers, department chairs, administrators and Board members for supporting these efforts.

Mr. Fealy is encouraged by the results of the tests. He applauds everyone's efforts especially the students. We need to be more rigorous with our writing curriculum. He asked about the grade 4 science scores in 2010 and 2012. Is there something that can be contributed to the back and forth with the scores? This may be something to look at for future data-mining efforts.

Mr. Sirard stated that we did better than the State average. How did we do compared to other

towns? Dr. Schumann stated that we can present this data in many different ways and can compare the data to any town. This information was published in the Hartford Courant. This information can also be found on the State database. We did not compare our scores to any other town. We are part of the State average and we did better than the State average.

Mr. Sirard added that some people say that we have a bad education system. In comparison to the State, Enfield is doing pretty well.

Mr. Jonaitis stated our scores have gone up. Now we are going to change the way we are testing our kids. He asked if we were given a choice with the time for the testing. Dr. Schumann stated the twelve week window will be tight to get the testing done with the devices we have. You will not notice that testing is going on.

Mr. Jonaitis added that while some will take the test using a computer, others will be using pen and paper. Dr. Schumann stated some will take the tests using a computer and others will have a normal school day. Pen and paper will be used for some of the tests.

Mr. Jonaitis asked if we have any ideas why there is a problem with writing. Ms. McKernan stated writing had not been emphasized enough like reading and math were. We have started working on this. We just held a PD day and discussed writing strategies with staff.

Mrs. LeBlanc would like to see the magnet school scores. Ms. McKernan stated we can look at these schools where our students are attending.

Mrs. Szewczak asked if our bandwidth will be taxed when the students are taking their tests. Dr. Schumann stated the average number of devices being used via our servers with our current bandwidth is 13,000 per day. We do not expect this number to increase. We will triple our bandwidth so he believes we will be okay when we start to test students. If we add another 1,000 devices, he does not see this being a problem.

Mrs. Szewczak asked about the connectivity. Dr. Schumann added the speed is there. If there are any blocks in the lines, the server will redirect back the signal. We will be okay unless there are two breaks in the lines.

Mr. Fealy would like to see the scores compared to other Towns in our DRG. Ms. McKernan stated the DRG information would be accurate and this is something she can do also.

Mr. Jonaitis would also like to see the magnet school scores. Ms. McKernan stated the magnet school scores are available. We can compare the numbers where we have the most students at.

Mr. Jonaitis stated he would like to view all of the scores. He would be interested in the overall education the students are receiving at the magnet schools compared to what we are offering. Is it better, worst, or about the same?

Dr. Schumann stated all of this data is public information. We will get the State's website to the Board so you can view this information. We will get a special update out to the Board with this address.

Mr. Fealy asked about the free/reduced lunch numbers. Ms. McKernan stated we are doing the right thing. The numbers are increasing. She is always looking at what the students need. The support academy reached a lot of students with needs. Mining our data better will continue to help. This is a continuous effort. She believes that all learning begins with caring about what the students know. Our staff are building relationships with students. They are providing small group instruction, additional support during study halls at the high schools

and after school with our support academy. These are the kind of programs that will connect with our students.

Mr. Fealy asked if any of the schools are excelling better than the others. Dr. Schumann stated we will continue to look at this area. We can break this down to the classroom level. This is part of our BEST practices. Some teachers like what Mr. Jonaitis has said previously know how to reach certain kinds of students. If we can figure out the achievement gap, we will be ahead of the game. Some of this is due to what happens outside of school day and what is going on in our schools.

FHS Student Representative Katie Saltzgeber stated that CAPT testing is part of our graduation requirements. SBAC testing will be given to Juniors. Will this also be part of the graduation requirements? Dr. Schumann stated we will not see the results of the SBAC testing that Juniors will take until they are Seniors. This will not be tied to the graduation requirements.

Chairman Neville would like to see the SPED subgroups for the Black, Hispanic and F/R Lunch groups. He would like to see three years of information broken down in these categories. Ms. McKernan stated she will look for DRG information, Magnet School information and the SPED subgroup information. We can also look at any of our schools that might have multiple subgroups.

Chairman Neville stated using our data-mining is helpful. We can see where the problem areas are and can drill them down.

Mr. Sirard stated the State has a significant achievement gap vs. Enfield. Enfield has a less significant gap. Ms. McKernan will need to look at this more closely. Our gap could be smaller.

Chairman Neville thanked Ms. McKernan and Dr. Schumann for their presentation.

- c. Early Dismissal/Staff PD/Election Day – as presented
- d. Special BOE Meeting – as presented

Ms. Hall asked if we can hold the Oath of Office on November 26th instead of November 19th. Dr. Schumann stated we can change the date if needed. The agenda has not been officially posted with the Town Clerk.

Both Mr. Fealy and Chairman Neville are ok with either date.

Ms. Hall stated that she would like to attend a Head Start Policy meeting and a CREC meeting as a Board member and would prefer the Board meet on November 26th instead of the 19th.

Chairman Neville stated we can make an exception and allow you to attend both of these events as our representative.

Mrs. Zalucki stated she would need to check with the Town Clerk to see if she is available on November 26th.

Mr. Sirard recalls that we need to be appointed Board members within a certain number of days from the election.

Mrs. Zalucki added that in the past, the Oath of Office has been administered at a special meeting prior to the regular November meeting. The second meeting in November typically is when the Board will appoint committee members.

Mrs. Szewczak agreed that there is something in the Town Charter about this. Chairman Neville also recalls something about this as well.

Chairman Neville stated we should keep the Oath of Office on November 19th. Ms. Hall can represent us at the CREC meeting and the Head Start Policy meeting.

- e. Grants Update – as presented
- f. Personnel Report – as presented

g. BUZZ Update – Dr. Schumann added that there have been a multitude of questions regarding BUZZ Robotics. We are still working on some of the issues with the BUZZ build season. Going forward from now until that point, we are all set. We have an advisor for the BUZZ club and they are working on a mutual schedule for meeting and the facilities that are needed.

Dr. Schumann added that due to a conflict of interest, we are unable to use Shipman & Goodwin as our legal counsel. We are going to use Pullman & Comley and they will draft a formal agreement between the Board and United Technologies. We will then meet with the ETA and will adjust the current MOU regarding the advisor position. The Board may need to discuss additional funding that is currently not being budgeted for BUZZ Robotics.

Chairman Neville asked if there are any un-resolvable issues with getting through the build season so they can compete in the competitions. Dr. Schumann does not see any other issues except for any additional needs required by our insurance carrier.

Mrs. Szewczak would like to make sure that BUZZ is included in the user groups for the consolidated high schools. They will be involved in this process. Dr. Schumann stated they are not currently included in our users groups nor is any other club.

Mrs. Szewczak stated the Drama Club advisors are. Dr. Schumann stated that is due to their relationship with the music department.

Mrs. Szewczak stated BUZZ Robotics needs to be included with our STEAM high school. She believed that the BUZZ representatives would be tied to John Dague and the technology department. Dr. Schumann stated this topic has not moved forward yet. You have more control over the Building Committee's agendas than he has.

Mrs. Szewczak stated this is something they have been discussing and BUZZ Robotics is critical to the STEAM high school.

Mr. Fealy stated there are some BUZZ Robotics people present tonight in the audience that may have some additional comments. Can we direct them to the liaison if they have any additional questions?

Dr. Schumann stated the Board's liaison is Mrs. Mary Lynn Osborn from Fermi High School. We have been working with her regarding scheduling BUZZ Robotics and the representatives from United Technologies. This is based on the meeting that Mr. Drezek had with Mrs. Osborn and the ETA with the understanding that they would work under the current MOU until the build season was over. Negotiations were needed to move us past the build season.

Mrs. LeBlanc stated that currently BUZZ Robotics meets once a week.

A representative from BUZZ Robotics stated that during the pre-season they meet once a week. Once build season starts on January 4th they will meet Monday – Friday from 6:00 PM – 9:00 PM, Saturday from 9:00 AM – 5:00 PM and on Sunday, 9:00 AM – 4:00 PM. Due to snow

storms and problems with the robot, we may stay until 11:00 PM on Saturday and 10:00 PM on Sunday. We can work a 12-13 hour shift during the 45 day build season.

Mrs. LeBlanc stated we still need to iron out the details during the build time. Dr. Schumann stated that is correct. We are working on this.

Mrs. LeBlanc stated you will need to do this on January 4th. Nothing is impeding you now. The BUZZ Robotics' representative stated that is correct.

Chairman Neville stated we are in a good place now. Dr. Schumann is involved with this and he has some big ideas for this program.

Ms. Hall added that she likes the format for the new grants report.

8. AUDIENCES

Laura Montigny, Middle Road – Mrs. Montigny stated that she is here tonight with her Girl Scout troop. She is looking for clarification regarding the fire-extinguishers being taken out of the Library and at the public schools. She noticed a few of them sitting on a cart at JFK. She would assume there are some in the kitchen at JFK. She is also looking for consistency with the elementary schools during dismissals. The students at Eli Whitney are kept in their classrooms due to safety concerns while the students at Memorial are lined up waiting for the buses. Does the principal make this decision? Some of the teachers are complaining about this. She thanked Ms. McKernan for doing what is best for Enfield. She knows this is a team effort. She knows her children will be getting a good education in Enfield. She thanked the Board for supporting Ms. McKernan. Her Girl Scout Troop will be selling cookies on Election Day at JFK and she hopes you will support them.

Erica Turner, Abbe Road and Sarah Miller, Buchanan Road – They are both students at JFK. They would like to know why the text books for math, social studies and language arts are new and the science books are much older. Will this be changed soon? The books have basic information in them. The science books need to be current and should be updated.

Jayonna Montigny, Middle Road – Ms. Montigny asked if students can ask for extra help with the subjects they are having difficulties with for the CMT's. It would bring up their scores.

Chairman Neville stated we will look into all of your questions and will have either Dr. Schumann or Mr. Drezek get back to you. He thanked the students for your questions. You can start with your teachers or your guidance counselors. The Student Support Academy also was very successful and helped to raise the scores.

Mr. Fealy added that you can also talk with your parents about these questions. They will be quite impressed with the dialogue you will have with them.

Mr. Jonaitis stated for science they have booklets available at JFK. Instead of having one large textbook, you can find supplemental materials that are available.

Rebecca Olsen, Cottage Road – Ms. Olsen stated our CMT scores are compared to the State's average. The State saw a decrease and we saw some increases in our scores. We are not necessarily above the State average. She is looking for some clarification regarding this. Ms. McKernan stated your assessment is accurate.

9. UNFINISHED BUSINESS - None

10. NEW BUSINESS

a. **Approval of FY2014 Head Start Federal Grants, Early Childhood Community Assessment and Program Plans**

Dr. Schumann stated that both Mrs. Clement, Head Start Director and Mrs. Levasseur, Education and Disabilities Coordinator are present to answer any questions regarding the FY2014 Head Start Grants, Assessments and Program Plans.

Both Mrs. Clement and Mrs. Levasseur gave an overview of the Enfield Head Start program. Mrs. Clement state that the parent engagement program is just as involved this year as they were last year.

Ms. Hall moved, seconded by Mr. Grady that the Enfield Board of Education approves the FY2014 Head Start Federal Grants, Early Childhood Community Assessment and Program Plans as presented.

Discussion:

Ms. Hall stated she was present at the Head Start Policy Committee meeting and these documents were present and were reviewed by the parents. The documents can be found on the Head Start website and they meet all Federal and State guidelines. This is part of their 5-year plan. Federal audits will not be done as often as they were done in the past.

Mrs. Clement stated they are still subject to a 3-year week-long review and 1-year review. Head Start has always been reviewed and we are up for it. Ms. Hall agreed that the Enfield Head Start has had glowing reviews and we don't brag about it enough.

Mr. Fealy stated he has objected to the grant in the past. He applauds the exemplary job the Head Start staff are doing. You care about what you are doing and it matters to the community. He objects to the basis for the program. He thanks you for what you have done.

Chairman Neville is looking forward to reading to the kids when he gets his voice back.

Mr. Jonaitis stated you will have extra visits from the Federal government. Mrs. Clement stated that is correct.

Ms. Hall stated that the Enfield Head Start program has been very frugal with spending in a good way. Some of the parent activities were planned to go to the apple or pumpkin farms. The parents developed programs with the same kind of concepts for the students and saved money in the long run. These programs were actually better than going on a field trip.

Mrs. Clement stated this has become a richer part of the program and has drawn the parents in. She is so impressed with their contribution. She cannot say enough about the Head Start parents.

A vote by **roll-call 9-0-0** passed unanimously.

b. **Appoint Board Member to attend the CABE Delegate Assembly as Enfield's Delegate**

Chairman Neville stated that Mr. Fealy has withdrawn his request to be considered as Enfield's CABE Delegate. Ms. Hall will represent Enfield at the CABE Delegate Assembly providing no other Board member is interested.

All Board members unanimously agreed for Ms. Hall to represent the Board at the CABE

Delegate Assembly.

11. BOARD COMMITTEE REPORTS - None

12. BOARD MEMBER COMMENTS

Mr. Jonaitis stated he had asked for some information from Dr. Schumann at the last meeting. All Board members have received this information. Regarding the Listen & Learn session at JFK, there is still a lot of confusion.

Mr. Jonaitis stated conversations are being held by the Governance Council with the anticipation that the Fermi Building will be returned the Town. He hopes the next Board will be able to discuss the use of Fermi before it is taken over by the Town.

Mr. Jonaitis stated we were short SSO's the last time we met. Are we still short? Mr. Drezek stated we are still short a few SSO's.

Mr. Jonaitis asked who pays for the training for the SSO's. Mr. Drezek stated the Town pays for this.

Mr. Jonaitis would like the administration to not wait until the last minute before looking to fill the JFK positions. He would like this process done in a timely manner.

Mr. Jonaitis would like us to stick with one kind of computer. He would like us to commit to something. Refurbishing desktops is just a good cleaning.

Mr. Jonaitis asked how many copies were purchased for the Kindergarten brochure. He understands the cost was \$2.00 per copy. Dr. Schumann stated he is in the process of preparing that information and will send it to you in a day or two.

Mr. Jonaitis thanked the outgoing Board members for their commitment. This is not easy and you need to put in a lot of time. He truly will miss Ms. Hall.

Mrs. LeBlanc stated the EHS Girls Soccer Team will hold their Senior Night. The EHS Safe Grad Auction will be held on November 2nd. Some of the gift baskets are truly amazing.

Mrs. LeBlanc read a letter from Mrs. Collins, JFK Interim Principal regarding a program the students wanted to hold to celebrate the memory of Nico Filippa. "Taking a Lap for Nico" will be held on Monday, November 4th at JFK at 2:45 PM.

Mrs. LeBlanc thanked everyone that has supported her while she has been a Board member. It has been interesting two years. She will miss Mr. Fealy, Mrs. Szewczak, Mrs. Leblanc and Ms. Hall. Thank you for your time. She hopes to see Mrs. Szewczak on the Town Council. Thank you for your time and the help you have given her the last two years.

Mr. Fealy thanked Mrs. LeBlanc for her kind words. He has been fighting for parent's responsibility for the past two years. He will miss the conversations he has had with Board members and is not going away. The State is hindering us from doing our jobs. He will continue this fight. He is committed to education in Enfield. He applauds the teachers for doing their jobs so well. He thanked Ms. McKernan for doing a great job with the curriculum. He thanked the Town of Enfield for this opportunity. He would like to be able to give his son his diploma when he graduates. He has enjoyed his time as a Board member and working with everyone.

Mr. Grady stated he attended the pumpkin festival and it was well attended event and a great

program. He was called away from the event. He asked who won the event. Mrs. Szewczak stated that St. Bernard's won. Mr. Grady added that if you missed it this year, he hopes you can attend it next year.

Mr. Grady stated he visited Parkman and the students were working with the LEGO Education program. The students read a book and then tell a story using the LEGO's. Then they write a story. The student's writing is getting better because of this program. The students love this. He encourages you to see this if you can.

Mr. Grady stated it has been a pleasure working with our outgoing Board members. Ms. Hall, Mrs. Rancourt, Mrs. Szewczak and Mr. Fealy will be missed. Your dedication to the Board will be missed. He wishes you all well.

Chairman Neville thanked Mrs. Montigny and her students for speaking tonight. He thanked Mr. Grady for covering for him at the last Board meeting.

Chairman Neville also thanked his colleagues on the Board. It has been an adventure the past two years. You run for the Board of Education because you want to do good for our kids. It is okay to disagree and have different opinions. We leave here respecting each other. He will also miss Mr. Fealy, Mrs. Szewczak, Mrs. Rancourt and Ms. Hall. He wishes you all the best with your future endeavors. You will be missed.

Mrs. Szewczak attended the FHS/EHS Girls Field Hockey game under the lights. She plans to attend the FHS National Honor Society Induction Ceremony. First Robotics will be on her mind always.

Mrs. Szewczak addressed Mr. Jonaitis by stating that kids need to know how to use many different types of computers. Life is constantly changing and our kids need to know how to use different platforms.

Mrs. Szewczak stated that she has always had a passion for education. She thanked the Board members for their dedication. She has made many friends while a Board member.

Mr. Sirard also attended the pumpkin festival. It was beautiful and a lot of fun. He hopes everyone can attend next year.

Mr. Sirard stated that he has been a cheerleader for BUZZ Robotics and will continue to support this program.

Mr. Sirard stated that he will also miss his friends on the Board - Mr. Fealy, Mrs. Szewczak, Mrs. Rancourt and Ms. Hall. He appreciated your support and dedication and wishes everyone well with their future endeavors.

Ms. Hall addressed Mr. Jonaitis question from the last BOE meeting about saving money with a common calendar. The schools were all on the same schedule and had the same days off and were able to save money with transportation. There were no special bus runs. The professional development was combined and the experts were at a single location.

Ms. Hall attended the CREC meeting last week and they discussed the common calendar. Glenn Peterson will now be in charge of the School Choice Program. The Sheff program is still in negotiations. There is a potential to increase the money we receive by increasing the number of choice students. She attended a conference on Stone Soup. The focus was on racism and poverty in preschool education. This is something that KITE has been focusing on early education for the past 10 years. She is now moving into the early education field.

Ms. Hall stated that she will also miss being part of the Board and thanked everyone for their kind words.

Mrs. Rancourt attended the Eli Whitney PTO meeting. They have a bookfair that is going on and will hold a Monster Mash with a Trick-or-Treat Street for the students. The teachers give a lot of their own money to the kids. They have wish lists and would appreciate anything you can give to them.

Mrs. Rancourt stated since she will no longer be on the Board of Education, she has been elected to the Enfield Little League Board. They will hold a dance on November 9th at the American Legion. See her for tickets or any little league member.

Mrs. Rancourt loved being on the Board. She is going to concentrate on her children and her own family for now. She will miss everyone on the Board and hopes to come back someday. Thank you.

13. APPROVAL OF MINUTES

Mr. Fealy moved, seconded by Mr. Grady that the Regular Meeting minutes of October 8, 2013 be approved. A vote by **show-of-hands 7-0-2** passed with Jen Rancourt and Tim Neville abstaining.

14. APPROVAL OF ACCOUNTS PAYROLL - None

15. CORRESPONDENCE AND COMMUNICATIONS - None

16. EXECUTIVE SESSION

Mrs. Szewczak moved, seconded by Mr. Grady that the Board enters into Executive Session for:

- a. Matter(s) Related to Collective Bargaining

A vote by **show-of-hands 9-0-0** passed unanimously at 8:50 PM. Mrs. LeBlanc did not join the Board in Executive Session.

The Board reconvened to the Enfield Room for the Executive Session. Joining the Board in Executive Session were Dr. Schumann and Mr. Drezek.

The Executive Session ended at 9:13 PM. No Board action occurred while in Executive Session.

17. ADJOURNMENT

Mr. Grady moved, seconded by Mr. Fealy to adjourn the Regular Meeting of October 22, 2013.

All ayes, motion passed unanimously.

Meeting stood adjourned at 9:14 PM.

Donna Szewczak
Secretary
Board of Education

Respectfully Submitted,

Kathy Zalucki, Recording Secretary