

Agenda

Date: 12/10/13

Time-Place: Council Chambers  
820 Enfield Street  
Enfield, CT  
7:00 PM Regular Meeting

1. Call to Order – 7:00 PM
2. Invocation or Moment of Silence – Peter Jonaitis
3. Pledge of Allegiance – Peter Jonaitis
4. Fire Evacuation Announcement
5. Roll Call
6. Board Guest(s)
  - a. JFK Student’s Community Project
  - b. ETLA Recognition
7. Superintendent’s Report
  - a. Student Representatives Report
  - b. Enrico Fermi Building Report
  - c. Special BOE Meetings
  - d. Superintendent’s Book Club
  - e. Christmas Vacation
8. Audiences
9. Unfinished Business
  - a. Continue the Discussion Regarding the Use of the Enrico Fermi Building
  - b. Policy Revision - #9133 Standing Committees of the Board – Second Reading
  - c. Policy Revision - #9368 Order of Business and Board of Education Meeting Conduct – Second Reading
10. New Business
  - a. Action if any, regarding ratifying the CSEA/SEIU Local 760 Paraprofessional Employees Contract
  - b. Discussion & Action if any, regarding Buzz Robotics Club Additional Resource Allocation
  - c. Action if any, regarding the Superintendent’s Evaluation & Contract
11. Board Committee Reports
12. Board Members’ Comments
13. Approval of Minutes: Regular Meeting Minutes – November 26, 2013
14. Approval of Accounts and Payroll
15. Correspondence and Communications
16. Executive Session
  - a. Matter(s) Related to the Superintendent’s Evaluation & Contract
17. Adjournment

**NOTE:**  
Item 10c, may be addressed after Item 16a.



# ENFIELD PUBLIC SCHOOLS

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

**Date:** December 10, 2013  
**To:** Enfield Board of Education  
**From:** Dr. Jeffrey A. Schumann  
**Re:** Board Guest(s)

- a. **JFK Student's Community Project:** Mrs. Sarah Collins, Interim Principal at John F. Kennedy Middle School will introduce several students to the Board. Enclosed in your packet is a memo detailing the students' community project. We are extremely proud of these exceptional young JFK community members.
  
- b. **ETLA Recognition:** Mr. A. J. O'Brien, K-12 PE/Health Department Chair will introduce several volunteers to the ETLA (Enfield Transitional Learning Academy) program and will present them with plaques recognizing their support and dedication to our students. We appreciate everything our volunteers do for our students.



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**Date:** December 10, 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. **Enrico Fermi Building Report:** At this time, I will give the Board a presentation regarding the Future Use of Fermi and questions raised by the Board at the last meeting.
  
- c. **Special BOE Meetings:** The Board has scheduled a Special meeting Tuesday, November 17<sup>th</sup> for a Board Level Grievance Hearing. This meeting will be held in Council Chambers starting at 6:30 PM. A draft agenda is enclosed in your packet.  
  
The Board will hold a Special BOE Workshop on Saturday, January 11<sup>th</sup> in the Board Conference Room at 8:30 AM. The Board's attorney Thomas Mooney will facilitate this workshop. An agenda for this Special BOE Workshop will be sent out at a later date.
  
- d. **Superintendent's Book Club:** Board members are invited to attend the next Superintendent's Book Club. We will be reading "Teach Like a Champion" by Doug Lemov. We will meet on December 12<sup>th</sup>, January 8<sup>th</sup>, February 5<sup>th</sup> and March 5<sup>th</sup>. The book club will meet in the John F. Kennedy Middle School Library at 4:00 PM.
  
- e. **Christmas Vacation:** As a reminder, all schools will be closed starting on December 23<sup>rd</sup> through January 1<sup>st</sup>. We wish all students, staff and families a happy holiday season.



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**Date:** December 10, 2013  
**To:** Enfield Board of Education  
**From:** Dr. Jeffrey A. Schumann  
**Re:** Continue the Discussion Regarding the Use of the Enrico Fermi Building

The Board started this discussion at the last Board meeting. It would be appropriate for the Enfield Board of Education to continue their discussion regarding the use of the Enrico Fermi Building.



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**Date:** December 10, 2013  
**To:** Enfield Board of Education  
**From:** Dr. Jeffrey A. Schumann  
**Re:** Policy Revision - #9133 Standing Committees of the Board – Second Reading

The Board held a first reading for BOE Policy #9133 Standing Committees of the Board on Tuesday November 26, 2013.

The proposed 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.

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 Second Reading.



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**Date:** December 10, 2013  
**To:** Enfield Board of Education  
**From:** Dr. Jeffrey A. Schumann  
**Re:** Policy Revision - #9368 Order of Business and Board of Education Meeting Conduct – Second Reading

The Board held a first reading for BOE Policy #9368 Order of Business and Board of Education Meeting Conduct 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.

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 Second Reading.



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**Date:** December 10, 2013  
**To:** Enfield Board of Education  
**From:** Dr. Jeffrey A. Schumann  
**Re:** Action if any, regarding ratifying the CSEA/SEIU Local 760  
Paraprofessional Employees Contract

The administration has reached a tentative agreement on a new labor contract with CSEA/SEIU LOCAL 760 which represents the Enfield Schools Paraprofessionals.

The new contract will run for three years starting on July 1, 2014. The paraprofessionals plan to hold a ratification vote on the new contract.

Therefore, the Enfield Board of Education may take any action(s) deemed appropriate regarding the approval of a new labor contract between the Board and CSEA/SEIU LOCAL 760 representing the Enfield Public Schools Paraprofessionals as presented.



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**Date:** December 10, 2013  
**To:** Enfield Board of Education  
**From:** Dr. Jeffrey A. Schumann  
**Re:** Discussion & Action if any, regarding Buzz Robotics Club Additional Resource Allocation

In an effort to support the Buzz Robotics program, it has been determined that additional staffing will be necessary in order to properly supervise the program during its competition season. The Enfield Board of Education (BOE) currently has a stipend position budgeted for this role in accordance with the collective bargaining agreement between the BOE and Enfield Teachers' Association (ETA). Two additional stipend advisors should adequately cover this supervision requirement.

Therefore, the Enfield Board of Education may take any action(s) deemed appropriate regarding Buzz Robotics Club Additional Resource Allocation as presented.





# ENFIELD PUBLIC SCHOOLS

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**Date:** December 10, 2013  
**To:** Enfield Board of Education  
**From:** Dr. Jeffrey A. Schumann  
**Re:** Action if any, regarding the Superintendent's Evaluation & Contract

***NOTE: The Board will go into Executive Session prior to any Board action regarding the Superintendent's Evaluation & Contract.***

The Board will discuss the Superintendent's Evaluation and Contract at this time.

Therefore, the Enfield Board of Education may take any action(s) deemed appropriate regarding the Superintendent's Evaluation & Contract.



# ENFIELD PUBLIC SCHOOLS

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**Date:** December 10, 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 the Superintendent's Evaluation & Contract

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.



# John F. Kennedy Middle School

155 Raffia Road • Enfield, CT 06082 • [www.enfieldschools.org](http://www.enfieldschools.org)

Phone: (860) 763-8855 • Fax: (860) 763-8888

RE: Take a Lap for Nico Event

Dear Board of Education Members,

On September 26, 2013 we lost Nico Filippa to a tragic traffic/bicycle accident. Nico was a 6<sup>th</sup> grader, and known for his bright eyes and smile, as well as for being the best friend a friend could have. A group of Nico's friends came to me after his passing, to ask if we could find a way to remember Nico and do something good for our JFK community at the same time. From this the "Take a Lap for Nico" event was born. For a \$2 donation, students, parents, and staff received a bike helmet sticker and the opportunity to take part in our event. The event was held after school on November 4. Some students rode their bikes around their school in Nico's honor; 300+ students, parents, and staff walked a lap around JFK. In the end, \$900 was raised. This money will be used, per Mr. and Mrs. Filippa's wishes, to go back to the JFK community, to do "something good for the students."

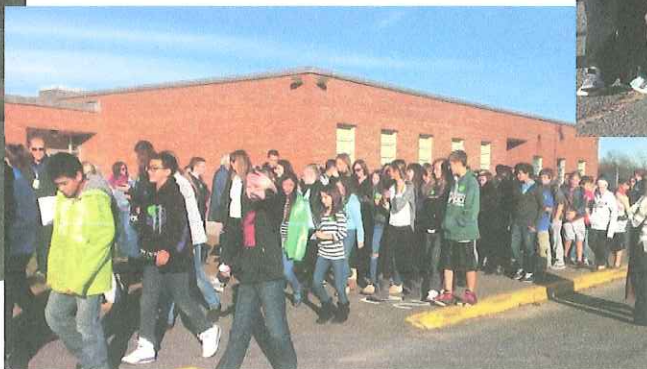


The students who came up with this idea, and followed through with all aspects such as organizing the sale of stickers, the logistics of the walk are: Owen Lawler, Alex Krawiec, Brendan DeBarber, Brett Reedy, Cameron LeBlanc, Devyn Marcotte, Jack Colagiovanni, and Sam Wishart. Nico's sister, Carina Filippa, was also a tremendous help. I'd like to thank these students and their parents for their support and encouragement.

Thank you for having my students here tonight, to be recognized for their efforts. These children epitomize some of the great qualities we instill at JFK – determination, creativity, caring, friendship, and follow-through. We are lucky to have them as part of our student body.

Sincerely,

Sarah E. Collins  
Interim Principal





## **EHS/FHS Student Representative Reports – December 10, 2013**

### **Enfield High & Enrico Fermi High School:**

- EHS Wrestling (Varsity) will play against East Longmeadow High School at home on December 10<sup>th</sup> at 4:30 PM.
- EHS Safe Grad meeting will be held on December 10<sup>th</sup> at 7:00 PM in room A108.
- FHS/EHS Hockey Team (Varsity) will play against Chicopee High School at home on December 11<sup>th</sup> at 3:50 PM at the Enfield Twin Rinks
- FHS Parent Advisory Committee meeting will be held on December 11<sup>th</sup> at 6:30 PM in the Library Media Center.
- FHS Instrumental Concert will be held on December 12<sup>th</sup> at 6:30 PM in the Auditorium.
- FHS Girls Basketball (Varsity & JV) will play against Tolland High School at home on December 13<sup>th</sup> at 5:15 PM & 7:00 PM.
- FHS/EHS Hockey Team (Varsity) will hold a Jamboree Scrimmage on December 14<sup>th</sup> at the Enfield Twin Rinks at 3:50 PM.
- EHS Safe Grad meeting will be held on December 17<sup>th</sup> at 7:00 PM in room A108.
- EHS Instrumental Concert will be held on December 19<sup>th</sup> at 6:30 PM in the auditorium.
- Rachel's Challenge Day of Kindness Pancake Breakfast will be held on December 21<sup>st</sup> at 8:00 AM at St. Patrick's Church Hall.



Item # 7c

# ENFIELD PUBLIC SCHOOLS

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**DRAFT**

December 6, 2013

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

Dear Mrs. Olechnicki,

Be advised that there will be a special meeting of the Board of Education on Tuesday, December 17, 2013. The agenda is listed below.

### Special Board of Education Meeting

**Date:** Tuesday, December 17, 2013  
**Time:** 6:30 PM  
**Place:** Enfield Town Hall – Council Chambers  
820 Enfield Street, Enfield, CT

### AGENDA:

1. **Call to Order – Chairman Sirard**

*Note: The Board intends to go into recess from 6:30 PM – 7:00 PM for Discussion on Collective Bargaining Strategies.*

2. **Pledge of Allegiance – Chairman Sirard**

3. **Fire Evacuation Announcement**

4. **Roll Call**

5. **Hearing Concerning Grievance Filed by the Enfield Teachers' Association**

6. **Action, if any Regarding ETA Grievance**

7. **Adjournment**

**ENFIELD BOARD OF EDUCATION  
ENFIELD, CONNECTICUT**

**STANDING COMMITTEES OF THE BOARD**

**9133.**

The Board of Education shall maintain four Standing Committees as set forth herein in sections 1 – 4 below.

The chairperson, with approval of the Board, may appoint any special committee and/or advisory committees to the Board. Committees considered Special or Advisory will receive their duties at the time of appointment and the committee shall be considered dissolved when its final report has been made to the Board or upon being dissolved by the Board

The Chairperson of the Board shall appoint up to three (3) Board members to each committee and shall be an ex officio member of each committee. The Standing Committee Chairperson or designee shall report to the full Board items requiring official actions.

The Board shall act as a committee of the whole in final consideration of all matters except where otherwise authorized by law.

All committees of the Board shall follow the provisions of the Freedom of Information Act as required by statute.

**Section 1: Executive, Personnel and Administrative Committee**

The Executive Committee shall be composed of the Board of Education Committee Chairperson, Vice-Chairperson, and two other members of the Board constituting an equal representation from both major parties. The Chairperson of the Board shall be chairperson of the Executive Committee and shall appoint a secretary. The Superintendent shall be the Leadership Cabinet liaison to the committee. The minutes of the meetings of the Executive Committee shall be distributed promptly after each meeting to every member of the Board. At each meeting of the Board, the proceedings and action taken by the Executive Committee since the last meeting of the Board shall be reported to the Board.

This committee will provide input to the Board of Education Chairperson and the Superintendent on the construction of Board meeting agendas. The committee shall advise the school administration on personnel policy development and shall assist the administration when appropriate in interviewing applicants for administrative vacancies.

Other responsibilities may include:

Recommends an evaluation system for various categories of personnel;

Implements the Superintendent’s evaluation program;

- 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:

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- 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.  
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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;

118  
119 Reviewing Public Relation Policies;

120  
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.  
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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.  
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147 Other responsibilities may include:

148  
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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ENFIELD, CONNECTICUT**

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130 **Section 4: Finance, Budget Committee**  
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132 The chairperson of the Finance and Budget Committee shall appoint a secretary for  
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153       Recommends the annual budget schedule and parameters;  
154  
155       Represents the Board during various budget preparation stages.  
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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 Standing*  
166       *Committee for 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**

192       **Revised:**

Item # 9c.

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  
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  
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.  
97  
98  
99  
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  
139  
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.
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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.
6. Board Guests: The Board will receive invited guests (individuals and/or groups) who have been invited to attend

*Proposed Changes – Second Reading*

- 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
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83 **they have received, communicate ideas or**  
84 **concerns to other Board Members of the**  
85 **Administration, or any one member may**  
86 **request that an item be placed on a future**  
87 **agenda for reaction by the Administration**  
88 **and/or discussion by the Board.**  
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91 left over from previous meeting are discussed  
92 and/or acted upon.  
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- 94 11. New Business: In this portion of the meeting new items to be  
95 discussed and/or acted upon are handled.  
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- 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 During this portion of the Board's Finance

109 and Payroll: 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**

122 *During this period any resident or taxpayer of*  
123 *Enfield, Employee of the Board, or Citizen*  
124 *with an interest in our school system may*  
125 *address the Board a second time on issues*  
126 *concerning the school. When addressing the*  
127 *Board, the members of the audience will state*  
128 *their name and address; refrain from making*  
129 *personal attacks on individuals. Since the*  
130 *Board meetings are held to conduct the*  
131 *Boards' business in public, and are not*  
132 *meetings with the public, the chair acting on*  
133 *behalf of the Board has the right to limit the*  
134 *overall length of time devoted to the audience*  
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161 **Policy Revised: September 25, 2012**  
162 **Policy Revised:**

DRAFT

**BOARD OF EDUCATION  
REGULAR MEETING MINUTES  
NOVEMBER 26, 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 November 26, 2013.

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

**MEMBERS PRESENT:** Peter Jonaitis, Lori Unghire, David Wawer, Vin Grady, Tina LeBlanc, Timothy Neville, Stacy Thurston and Tom Sirard

**MEMBERS ABSENT:** David Bouley

**ALSO PRESENT:** Dr. Jeffrey Schumann, Superintendent; Mr. Christopher Drezek, Deputy Superintendent; EHS Student Representative, Christine Luksic and FHS Student Representative Katie Saltzgeber

6. **BOARD GUEST(S)** - None
7. **SUPERINTENDENT'S REPORT**
  - a. Student Representatives Report – as presented
  - b. Special BOE Meeting –

Dr. Schumann stated the Board originally planned to meet on December 3<sup>rd</sup> to hold a Board Workshop. The Board reviewed a draft agenda during the Executive committee meeting prior to tonight's meeting. We are now looking at holding the Board workshop on January 11<sup>th</sup>. I will need to see if the Board's attorney Thomas Mooney from Shipman & Goodwin is available for this Saturday morning workshop. We will confirm the new date with Board members.

- c. Grants Update – as presented
- d. Personnel Report – as presented
- e. Enrollment Data – as presented
- f. Thanksgiving Break – as presented

8. **AUDIENCES**

**Christine Juhasz, Monroe Road** – Mrs. Juhasz stated the Junior Robotics Team performed at the Suffield Competition. She was thrilled that JFK put a team together. The team and advisors were so excited. St. Bernard's also had two teams that performed. Councilman Lee also attended the event. She passed around some photos from the competition for Board members to view. This was such a positive event for all of the students.

**9. UNFINISHED BUSINESS**

**a. Continue the Discussion Regarding the Use of the Enrico Fermi Building**

Mr. Neville stated this item was tabled.

Dr. Schumann stated the motion made by the previous Board did not pertain to any Board action. The Board can continue the previous discussion.

Chairman Sirard stated the floor is open for Board members to continue discussing the future use of Enrico Fermi High School building.

Mr. Jonaitis would like to use Fermi as a school for students in grades 7 & 8, for a vocational program and for an alternative education program. The school is large enough and could be used for multiple uses. There would still be room for the Town's Library Annex and a community center. He would like the Board to form a Joint Committee with citizen participation. The school has some concerns with meeting compliance concerns. Money would be needed to make this happen. The Board should also consider the use for Harriet Beecher Stowe. The Public Safety Academy is currently using this building and it will become available once their new building has been completed. We can also place multiple programs in this building. They also have some trailers that we might be able to use.

Mr. Neville agrees with Mr. Jonaitis. The Town asked us if we would like to hold onto this building. There are a number of questions we need to ask before any decisions can be made. This is an emotional topic. We need to see if the programs would be suitable in this building. We need to hold an ongoing discussion where we can post questions through the chairman to the superintendent for him to answer. We can continue this discussion at each of our meetings for any additional questions that have been raised to us.

Mr. Neville asked the following questions:

- What is the current debt that is owed on John F. Kennedy, Harriet Beecher Stowe and Enrico Fermi. When will the debt be paid off by?
- OCR concerns with Enrico Fermi – can we obtain a copy of the report. Does the report give a timeline when the concerns need to be repaired by? Dr. Schumann submitted a report when the referendum was passed.
- Have any cost estimates been completed for what we were cited on? The elevator and auditorium were areas of concerns.
- Will the work that is needed require a referendum to correct the OCR compliance issues.
- How many years will this take before the building can be used?
- How much money will this cost to make the repairs so the building can be used by students.
- Will the State pay for a percentage of the repairs. Some of the items needed are repairs and maintenance.
- Can Enrico Fermi be adapted to a middle school house/team structure?
- Can Enrico Fermi be used immediately as a middle school once the new high school opens?
- What kind of renovations will be needed in order to make Enrico Fermi a middle school?
- Are we going to make a 21<sup>st</sup> century middle school like our new high school building to meet the needs of our students?
- Can the current high school science wing handle what is required for middle school science curriculum? What would it cost to make these changes if needed?
- Can the current middle school structure work at Enrico Fermi?
- How would busing be handled at Enrico Fermi? There are 27 buses that bring the

students to JFK.

- JFK accreditation will need to be completed. We have postponed this to 2015. Will this have any impact with the NEAS&C accreditation?

Mr. Neville added that he would like to have some of these questions answered. He would also like the public to add any additional questions they may have regarding this. We need to base our decisions on factual information. We need to see if Enrico Fermi will meet our needs.

Mr. Grady asked if we can find out about a vocational program and see if there is any interest or need for one. We should start at the middle school level first and then the upper grades. We should also look at our adult education program needs. These are two additional questions that can be added to the list.

- Is there any need or interest for a vocational program? How many students would be interested?
- How many students are interested in adult education programs?

Mr. Jonaitis believes 75-80% of the students continue with secondary education after they graduate from high school. That leaves 25% of graduating students that will not continue their post secondary education. That will give us a rough estimate of students that might be interested. The new high school that will be built will hold 1,700 students. It will start off almost being overcrowded.

Mrs. LeBlanc stated enrollment numbers are projected to decrease to around 1,500. The new high school can accommodate more students if needed.

Mr. Jonaitis stated the new high school will be close to capacity from the start. Some students will not want to go to college and may opt in for a vocational program. He believes around 150 students would be interested. This would also help out with any overcrowding at the high school. This could also grow into something more where we could potentially make money by having students from surrounding towns attend our vocational program.

Mr. Jonaitis does not want this discussion to drag on. He would like us to look into this in a timely manner. He would like the school to still function as a school with a middle school setup. Kids will learn, teachers will teach regardless of the building setup.

Mr. Wawer also believes public input is important. We need to recruit citizens. The Superintendent can provide a list with information that has been researched. When the public is engaged, we will get a better product. The public was involved with the high school consolidation. The public needs to be involved with the possible uses for both Fermi and Stowe.

Mr. Neville agrees with Mr. Wawer. We needed to start the conversation here with Board members. We need to continue this discussion at each meeting. We can share any additional information via E-TV and can setup a committee. The public can come and speak to us about this topic. We need to get the facts out to the public.

Mr. Jonaitis agrees that this topic needs to be placed on the agenda for further Board discussions. An update can be given by the Superintendent with answers to any of their questions.

Chairman Sirard asked Dr. Schumann to place this item on the next and future agendas for a continuation for Board members to discuss. Dr. Schumann will continue to place this item on any future Board agendas.

Chairman Sirard stated if the Board establishes a subcommittee to discuss this topic or any other topic will they need to be a standing committee of the Board? Dr. Schumann stated the Board can establish any subcommittee at anytime. They do not need to be a standing committee.

Mrs. LeBlanc stated there are approximately 50 students that we send to Cheney Tech each year.

Mr. Grady added there is a limit to the number of students that we can send to both Cheney Tech and Suffield Vo-Ag.

Mr. Neville added magnet schools have become more selective in their process for accepting students. They always receive more student applications than what they accept to attend their respective schools.

**10. NEW BUSINESS**

**a. Approve SAFE Grad Donations**

Dr. Schumann reviewed the proposed recommendation for SAFE Grad donations for both graduating high schools with the Board.

Mr. Neville moved, seconded by Mrs. LeBlanc that the Enfield Board of Education approves the donating \$500.00 to the Enfield High School SAFE Graduation Committee and \$500.00 to the Enrico Fermi SAFE Graduation Committee.

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

**b. Policy Revision - #9133 Standing Committees of the Board – First Reading**

Dr. Schumann reviewed the proposed policy revisions for Policy #9133 Standing Committees of the Board with Board members.

Chairman Sirard stated that members of the Board of Education expressed an interest in re-establishing a Policy Committee.

Mr. Neville would like whichever committee that pertains to the policy (Curriculum, Finance, Student Issues) should be invited to discuss any policy changes with the Policy Committee.

Mr. Jonaitis added that in the past, the committee that wanted a policy change would contact the Policy Committee with any proposed changes. The Policy Committee would review the proposed changes and would bring the policy before the entire Board for a vote.

Mr. Neville would like to see the members of the standing committee address the policy concerns first and then they would bring it to the Policy committee. This way the committee that has knowledge about the policy can address any changes to the members of the Policy committee.

Mr. Wawer agrees that comprehensive discussions regarding the policies take place prior.

Mr. Grady moved, seconded by Mr. Wawer that the Enfield Board of Education approves the proposed policy revision for #9133 Standing Committees of the Board as a First Reading.

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

**c. Policy Revision - #9368 Order of Business and Board of Education Meeting Conduct – First Reading**

Dr. Schumann reviewed the proposed policy revisions for Policy #9368 Order of Business and Board of Education Meeting Conduct with Board members.

Chairman Sirard stated that we received many comments regarding Audience Comments being moved on the agenda. Public input is very important and many comments were not being addressed. We would like to add two sections on the agenda for audience participation. This will align our agenda format with the Town Council's agenda. This is the purpose for this revision. It is important for us to improve our communication with the public.

Mr. Jonaitis would like the Board to have a second comment section. This way the audience members can speak and we would let them speak a second time. The Board can address audience member's comments or questions. He would then like a second Board Member Comment section for Board members towards the end of the agenda where they can discuss/comment about any other items they would like to mention. He would prefer this format.

Mr. Neville is okay with 2 audience member sections. He would caution answering audience questions directly. We are only a Board, when we take action upon an item otherwise we are just individuals as defined in the policy. Some items will be deferred to the Superintendent. We can respond to issues sent to us in e-mails under Board member comments.

Chairman Sirard stated Board member comments are just that, comments and can be used as he/she would like. You can address what an audience member has said if you choose to. We can let audience members speak two times. We will be in line with what the Town Council is doing by adding a second audience participation portion to our agenda format. If we discuss items out of order it will bog down the meeting. This is being done in order to facilitate questions raised by the audience. As far as allowing audience members to speak a second time after all audience members have spoken, this is something we have allowed in the past and he does not see a problem with allowing this. Board member comments after Audience Participation will allow for the Board to address any audience members concerns if they chose to respond or not. He believes the first reading addresses everyone's concerns as is.

Mr. Jonaitis stated the reason he is suggesting the first Board member comments should only be to address audience member's comments that are current. You keep the discussion on topic to what the audience is commenting on. Later on the agenda, Board members can discuss any issue they would like to discuss.

Mr. Neville believes what Mr. Jonaitis is looking for is how the proposed policy looks.

Chairman Sirard added this will align our agenda with what the Town Council is currently doing.

Mr. Jonaitis would like a second Board member comments added to the agenda.

Mr. Neville stated audience members will have an opportunity to address any items we address on the agenda a second time.

Mr. Grady moved, seconded by Mr. Wawer that the Enfield Board of Education approves the proposed policy revision for #9368 Order of Business and Board of Education Meeting Conduct as a First Reading.

A vote by **roll-call 7-1-0** passed with Mr. Jonaitis in dissent.



**11. BOARD COMMITTEE REPORTS - None**

**12. BOARD MEMBER COMMENTS**

Mr. Jonaitis stated we are starting to have difficulties with sub coverage at some of the schools due to teachers that are doing curriculum work. He does not like having teachers called out of the classroom to work on things like this. He does not consider this an emergency. Taking a teacher out of classroom to cover another teacher is not right.

Mr. Jonaitis asked if we having difficulties getting subs? There was a workshop held on computers where the computers all failed at JFK.

Mr. Jonaitis asked for information from Ms. McKernan regarding the Magnet School Test Scores at the last meeting and still has not received this information. He would still like to receive this information.

Mr. Jonaitis would like the administration to address the grounds crew and ask them to not mow next to the classrooms when school is in session. We need to respect the teaching time in the classroom. This is very distracting for teachers and for students. He would like the grounds crew to become better organized to address this concern in the spring.

Mr. Wawer asked if Human Resources can determine the potential impact of the affordable care act on our school staff health benefits. The IRS has deemed the law extends to employers and mandates the State and local governments comply with this. This will affect future contracts and future budgets.

Mr. Wawer attended an assembly at Henry Barnard. The energy from Mr. Higgins and Mrs. Smith was extremely high at 1:30 PM. He learned about the student's progress. The students were well behaved and responded to questions when asked. It was a lot of fun and this is done on a monthly basis. He would like to see if E-TV can tape these kinds of events for the parents that are unable to attend so they can view these events on You-Tube. He would like the Superintendent to look into this to see if this can be done. He suspects there are similar other events that could also be taped for public viewing.

Mr. Grady attended the First Readers Ceremony with Dr. Schumann and Mr. Drezek. The group was smaller but the kids were just as happy and proud. It was a great time.

Mr. Grady stated Parkman will hold a POPS assembly tomorrow and they will hold their One Story, One Book Fundraiser at Barnes & Noble on December 7<sup>th</sup>. The Crandall PTO and the Kindness & Compassion Club raised money by selling "duck for a buck". They raised \$585 and will send the money to the Philippines Relief Fund via the Red Cross. They had a good time with this event. They are also donating 245 pounds of food to the Enfield Food Shelf.

Mrs. LeBlanc stated the EHS girls soccer team is volunteering at the Enfield Soup Kitchen. They lost in overtime during the playoffs. The girl's field hockey team also lost in the first round. High School basketball tryouts will be happening this week and next week. She added that JFK held their Turkey Trot.

Mrs. LeBlanc stated the JFK students that held a fundraiser event "Take a Ride for Nico" will attend the December 10<sup>th</sup> Board meeting. This was quite an emotional event for students, faculty and families. EFEE held a campout at the Library that was a lot of fun. This was also a wonderful event.

Mrs. LeBlanc gave a shout out to her niece Jillian Laponese who has been named 1<sup>st</sup> Team All

State for Field Hockey. She congratulated her publically.

Mrs. LeBlanc wished everyone a happy safe Thanksgiving.

Mr. Neville stated he attended the event for Nico. It was a fantastic event. This event was impressive and very moving. The students came up with this event by themselves.

Mr. Neville agrees with Mr. Jonaitis regarding the questions they asked about at our last meeting from Mrs. McKernan. He would also like to see the subgroups for Special Education for the CMT also.

Mr. Neville asked about the fire extinguishers at JFK. Do you know why they have not been taken yet? Dr. Schumann stated the Town Manager said they would be removed. He can look into this again.

Mr. Grady stated the reason they were all on a cart is due to the new State Regulations. They only require fire extinguishers to be in high hazard areas.

Mr. Neville does not understand why it is taking weeks for them to be removed.

Mr. Neville asked about the computer grant. Dr. Schumann stated this item was placed in your Friday Update Packet. We did receive the grant.

Mr. Neville would like to invite Buzz Robotics to attend a future meeting. He suggested December 10<sup>th</sup>. Mr. Atiyeh will contact you.

Mr. Neville wished everyone a safe holiday.

Mr. Jonaitis would like the Executive Board to bring back the Personnel Committee. There would be an ongoing negotiations team and they could help with the screening process for any open administrative positions.

Chairman Sirard thanked Mr. Grady and Mr. Neville for a smooth transition process. He also wished everyone a very happy Thanksgiving.

### **13. APPROVAL OF MINUTES**

#### **Point of Information:**

Chairman Sirard stated the following for any new Board members: if you were not present at the meeting, you cannot vote on the minutes. You can abstain from voting.

Mr. Grady moved, seconded by Mrs. LeBlanc that the Special Meeting minutes of October 22, 2013 be approved. A vote by **show-of-hands 5-0-3** passed with Mrs. Unghire, Mr. Wawer and Mrs. Thurston abstaining.

Mr. Grady moved, seconded by Mrs. LeBlanc that the Regular Meeting minutes of October 22, 2013 be approved. A vote by **show-of-hands 5-0-3** passed with Mrs. Unghire, Mr. Wawer and Mrs. Thurston abstaining.

### **14. APPROVAL OF ACCOUNTS PAYROLL - None**

### **15. CORRESPONDENCE AND COMMUNICATIONS - None**

### **16. EXECUTIVE SESSION**

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

- a. Matter(s) Related to Collective Bargaining

A vote by **show-of-hands 8-0-0** passed unanimously at 8:00 PM.

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 8:54 PM. No Board action occurred while in Executive Session.

#### **17. ADJOURNMENT**

Mr. Grady moved, seconded by Mrs. Thurston to adjourn the Regular Meeting of November 26, 2013.

All ayes, motion passed unanimously.

Meeting stood adjourned at 8:55 PM.

Vincent M. Grady  
Secretary  
Board of Education

Respectfully Submitted,

Kathy Zalucki, Recording Secretary