

**BOARD OF EDUCATION  
REGULAR MEETING MINUTES  
FEBRUARY 19, 2013**

A special meeting of the Enfield Board of Education was held at Henry Barnard Elementary School in the Board Conference Room, located at 27 Shaker Road, Enfield, CT on February 19, 2013.

1. **CALL TO ORDER:** The meeting was called to order at 7:01 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, Donna Szewczak, Joyce Hall, Tom Sirard, Jen Rancourt and Timothy Neville

**MEMBERS ABSENT:** Vin Grady (arrived at 8:48 PM)

**ALSO PRESENT:** Dr. Jeffrey Schumann, Superintendent; Mr. Christopher Drezek, Deputy Superintendent; Ms. Anne McKernan, Chief Academic Officer; Mr. Anthony Littizzio, Chief Finance Officer and Guy Bourassa, Chief Information Officer

5. **AUDIENCE PARTICIPATION:** None

6. **2013-14 BUDGET DISCUSSION CONTINUED:**

Chairman Neville stated the Board will continue their 2013-14 budget discussion from the other night and possibly adopt the budget as listed on the agenda under Item #7. Board members have received all of the information that they have requested. We have the spread sheet up on the screen Board for viewing.

Dr. Schumann reviewed his proposed budget for 5.98% increase.

Chairman Neville stated there are many ways to go through this and to facilitate the process. He would like to get a sense from the Board without making motions. This will allow us to go through the budget and ask questions. If we need additional information, it can be brought to the next Board meeting.

Board members agreed to eliminate the elementary VP's and benefits.

Board members agreed to add Freshman Sports to the budget.

Board members agreed that Full Day Kindergarten is something they would like and will place this under the BOE Consideration line.

Ms. McKernan reviewed Great Books, E-Reader Program, Computer Adaptive Testing, On-Line Professional Development, New Elementary Writing Program, Data Warehousing and iPad Consortium with Board members in detail.

Board members agreed that additional information is needed. They would like the items

addressed by Ms. McKernan to be prioritized. These items will be placed under the BOE Consideration line.

Chairman Neville suggested possibly staggering some of these programs. Ms. McKernan will prioritize these items for Tuesday night.

Mr. Sirard would like to see additional information related to Title I and II funds and grant information.

**Recess:**

Board members took a brief recess at 8:15 PM returning at 8:30 PM.

Chairman Neville reminded Board members that we need to end the meeting by 10:00 PM. We will meet on Tuesday, February 26<sup>th</sup> and the Board will need to make a recommendation for the Budget. Ms. Hall added the Budget should be approved on February 26<sup>th</sup>.

Chairman Neville has asked Ms. McKernan for information for Tuesday's meeting. Prioritize a list for professional development will help the Board greatly.

Data Warehousing is needed as well as Computer Adaptive Testing. Making cuts are easy, putting them back in is hard. This item will be placed under the BOE Consideration line.

Board members discussed E-Readers with Ms. McKernan. The e-materials would be aligned with the Common State Standards. This item will be placed under the BOE Consideration line.

Mr. Fealy believes the E-Readers are more of a want than a need due to our current budget constraints. You can download a lot of free books. This item will be placed under the BOE Consideration line.

Chairman Neville asked for additional information regarding how the iPads are being used: is the enthusiasm still there, are they replacing the need for textbooks? How can we measure and assess student learning with the consortium? Can we use some end of year funds to purchase additional iPads? This item will be placed under the BOE Consideration line.

Board members discussed the expansion of JFK sports and intramurals. This item will be placed under the BOE Consideration line.

Mr. Grady arrived at 8:48 PM.

Board members discussed the 10 month to 12 month elementary secretaries. Board members would like this item to be looked into. Look at other options and still meet the building/principal needs. This item will be placed under the BOE Consideration line.

Mrs. LeBlanc left the special meeting at 9:15 PM.

Mrs. Szewczak would like to see information regarding contract obligations for the upcoming year.

Mr. Jonaitis would like to see class size numbers remain the same.

Chairman Neville asked about retirements. Dr. Schumann stated there are 16 retirements.

Chairman Neville would like to know if there are any hard positions that will need to be filled. Can you project any cost savings? Dr. Schumann stated 7-10 will be easier to fill. There are

some shortage areas like the psychologist. Mr. Martin has reported that 39 employees are TRB ready. Last year the Board removed \$240K from the budget for retirements. Mr. Littizzio has reviewed the payout figure for the retirees. That number is around \$198K. We do not want to cut the number too lean. He would be comfortable removing the same number \$240K.

Mr. Fealy would like to know what the total salary number for the 16 retirees.

Mr. Sirard agrees with Dr. Schumann's retirement numbers without being overly ambitious. Mr. Fealy asked if any of the 16 retirements do not need to be filled. Mr. Drezek stated the Kindergarten teachers have been factored into this.

Chairman Neville would like us to look for candidates before the budget has been finalized. This will allow the administration to hire exceptional candidates. Board members agreed with Chairman Neville.

Mrs. Szewczak asked about maternity leaves. Chairman Neville stated that is not always predictable.

Chairman Neville asked about the insurance cost and the increase. Dr. Schumann stated the insurance increase for next year is .53%. This is the smallest increase we have seen in a while.

Ms. Hall stated each year we receive a high percentage increase and then it is reduced. Can this go in the other direction? Mr. Drezek stated no, once they commit to a number it cannot go higher. It could go lower.

Chairman Neville would like to get something from our insurance carrier regarding the increase. Dr. Schumann will contact them and will bring something for next week's Board meeting.

Mrs. Szewczak would like to know something about our contract obligations.

Dr. Schumann stated we have 6 groups. Some are bargaining units with contractual obligations. The commitments are as follows: ETA – 2.76%; ESAA – 1.75%; Nurses – 1.25%; Non Certified Individuals – 2% and the Clerical and Paraprofessionals are pending and should be discussed in executive session only.

Board members reviewed the pie chart in Dr. Schumann's proposed budget.

Chairman Neville asked if there are any items we can defer until the next budget cycle.

Mrs. Szewczak asked about copier contracts. Can this be reassessed?

Dr. Schumann stated this has been taken into consideration by the cabinet members when we reviewed budget requests. Mr. Littizzio can look into our copier contracts.

Mr. Littizzio added this is something that is on the radar for consideration. We received a group rate that also included the Town copiers.

Dr. Schumann stated we can go back and make additional cuts if needed.

Mrs. Rancourt asked if we could look into digital backpacks for sending home information with students instead of sending copies. Other school systems are doing this.

Mr. Jonaitis added contacting parents by either e-mail, postal mail or by telephones is not an easy job.

Chairman Neville stated we need to do our due diligence when looking at copier costs. Mr. Fealy stated sending items via e-mail would be the next step in this digital age.

Ms. Hall asked how many people/parents are using HAC/SAC. Mr. Bourassa will look into this. Chairman Neville stated this is a proactive approach.

Chairman Neville asked about postage costs.

Mr. Jonaitis asked we will need the 7 elementary assistant principals eventually and building security. These are big ticket items along with full day Kindergarten. These items will cost us a lot. He does not want to see us needing to cut program needs.

Mrs. Szewczak would also like to see IT Services listed. Chairman Neville stated this is being discussed and savings. We have come up with several options. The school and the town are working together on this item.

Dr. Schumann stated Mr. Russell has presented a budget to the Town Manager. We reduced our side by \$200K. We are still working on identifying items but a new position for \$37K is included. We may be able to reduce this number as we work through this.

Board members agreed to the IT Services item will be placed under the BOE Consideration line.

Mr. Jonaitis asked if the trailers at JFK will be needed. Mrs. Szewczak asked if repairs can be made to the trailers.

Dr. Schumann stated this item has not been discussed with Buildings and Grounds. This is part of the security discuss so we can go back to using them. Mark Gahr did mention that the floors and ceilings could be repaired.

Mr. Jonaitis stated if the trailers could be moved between the White Wing and Administration Wing a fence could be put up making them secure. You could use the side entrance. Chairman Neville does not believe they could be moved at this point.

Mr. Grady stated you could look into PSA's trailers. Ms. Hall added they are being leased.

Mrs. Rancourt asked about the SPED costs on the pie chart. Dr. Schumann will need to look into this further.

Mrs. Rancourt would like to know the total number of students we are supporting. There are students that go to Suffield. She would like the Town Council to know what everything is costing us to support all of Enfield students.

Mr. Jonaitis stated other Towns are doing the same thing.

Chairman Neville stated we can get the number of students going to magnets and associated costs. Every Town is in the same boat.

Ms. Hall stated if the Governor's budget passes in the legislature we will be short funds for transportation. How will we be able to deal with this? Chairman Neville stated this will need to be resolved by the legislature. He is hearing from both sides of the legislature that this bill the way it was presented will result in a great amount of discussion before it comes to a vote.

Mr. Sirard stated the Town of Enfield is being flat funded for this year and next year. Budget games are being played and money is being shifted around. He has heard that this will

probably be a cut. There is a tremendous amount of political pressure going on. He would be surprised if we aren't going to be flat funded.

Chairman Neville would like to have our legislatures come to the first meeting in March. He spoke to Representative Alexander about unfunded mandates today. Board members agreed to try to have them come as soon as they can.

Chairman Neville stated the Town Council will set our budget. We are making a recommendation. Talking about the unfunded mandates with our legislators is needed. Discussions are needed and they can make a difference.

Mrs. Szewczak stated we can let them know that we are doing our due diligence when we make our recommendation to the Town Council and they will need to do the same in Hartford by representing us. We will recommend the best budget that we can and will do the best we can for our students.

Chairman Neville stated we have heard many suggestions. We would like to have the legislators placed on the agenda as Board Guests. If you have any questions, please get them to us.

Mr. Jonaitis stated we will need the list of unfunded mandates. Ms. Hall stated there are 3, the Teacher Evaluation, Common Core and High School Reform. Chairman Neville will make sure they get these 3 unfunded mandates.

Chairman Neville stated we will discuss Agenda Item #7 on February 26<sup>th</sup>. We need some answers to our questions and would appreciate receiving this information as soon as it is available.

Ms. Hall asked for the retirement figure of \$240,000 to be applied to the BOE Adjustments. Board members all agreed.

Mrs. Szewczak would like an amount for contractual amounts. Dr. Schumann stated that is included in the salary account number listed on page 18 of his budget presentation.

Mr. Fealy stated transparency is needed before this presented to the Town Council.

Chairman Neville urged Board members to call Mr. Littizzio, Mr. Drezek or Dr. Schumann with any questions before Tuesday. We need to approve this on Tuesday and will approve a percentage to present to the Town Council.

Board members agreed on the following budget items:

**2013 Approved Budget - \$63,141,355**

**2014 Superintendent Request - \$66,918,094    Increase - \$3,776,739    Increase Percent - 5.98%**

<b><u>BOE Adjustments &amp; Description</u></b>	<b><u>BOE Considerations</u></b>	<b><u>Notes</u></b>
\$ (656,698) VP Salaries (7 @\$93,814)		Eliminates VP's
\$ (102,025) VP Benefits (7 @ \$14,575)		Eliminates VP Benefits
\$ 30,000 Freshman Sports		Add Freshman Sports
All Day Kindergarten	\$ (224,359)	Salaries/Benefits/Trans./Supplies

Great Books	\$ (25,000)	Core Curriculum (Goals 1 & 4)
E-Reader Program	\$ (21,000)	Core Curriculum (Goals 1 & 4)
Computer Adaptive Testing	\$ (14,400)	Core Curriculum (Goals 1 & 4)
On-Line Pro. Development	\$ (50,000)	Core Curriculum (Goals 1 & 4)
New Elem. Writing Program	\$ (88,000)	Core Curriculum (Goals 1 & 4)
Data Warehousing	\$ (23,900)	Core Curriculum (Goals 1 & 4)
iPad Consortium	\$ (100,000)	Core Curriculum (Goals 1 & 4)
JFK Sports Expansion	\$ (9,807)	Track/Volleyball
Secretaries Elementary	\$ (68,390)	Increase from 10 to 12 months
\$(240,000) Retirements		8 @ \$30K
IT Services	\$(1,831,867)	TBD

**2014 BOE Request - \$65,949,371**

**Reduction - (\$968,723)**

**Increase Percent - 4.45%**

**7. ADOPTION, IF ANY, REGARDING THE FY2013-14 BUDGET:** None

**8. BOARD MEMBER COMMENTS:**

Mr. Jonaitis asked about the JFK Student Support Academy and homework being given on Thursday nights and tests being given on Fridays. The teachers were told by the Principal that is something they must do. The kids that enrolled in the program were told they would not be given any homework on Thursdays and if they miss a test they will need to make it up. Tests cannot be made up after school. He does not like this and would like this to be looked into.

Dr. Schumann will look into this.

**9. ADJOURNMENT**

Mrs. Szewczak moved, seconded by Mr. Sirard to adjourn the Special Meeting of February 19, 2013.

Motion **by show-of-hands 7-1-0** passed with Mr. Fealy in dissent. The meeting stood adjourned at 9:40 PM.

Donna Szewczak  
Secretary  
Board of Education

Respectfully Submitted,

Kathy Zalucki, Recording Secretary