

**ENFIELD BOARD OF EDUCATION  
ENFIELD, CONNECTICUT**

**Agenda**

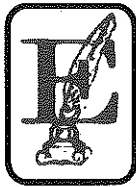
**Date: 07/10/12**

**Time-Place:**                      **Enfield Town Hall  
820 Enfield Street  
Council Chambers  
Enfield, CT  
7:30 PM Regular Meeting**

**NOTE:**

*The Board of Education Meeting will start at 7:30 PM or at the conclusion of the 6:30 PM Special Meeting, whichever is later.*

- 1. Call to Order – 7:30 PM**
- 2. Invocation or Moment of Silence – Charles L. Johnson III**
- 3. Pledge of Allegiance – Charles L. Johnson III**
- 4. Fire Evacuation Announcement**
- 5. Roll Call**
- 6. Approval of Minutes: Regular Meeting Minutes – June 12, 2012, Special Meeting Minutes for June 13, 2012, Special Meeting Minutes for June 26, 2012 and Regular Meeting Minutes for June 26, 2012 (including the Public Hearing Minutes related to Certification of Children's Internet Protection Act)**
- 7. Board Guests**
- 8. Correspondence and Communications**
- 9. Audiences**
- 10. Board Members' Comments**
- 11. Superintendent's Report**
  - a. Making a Difference**
  - b. Public Hearing**
  - c. Summer Vacations**
  - d. Next Summer Meeting**
  - e. ITPC Update**
- 12. Board Committee Reports**
- 13. Approval of Accounts and Payroll**
- 14. Unfinished Business**
  - a. Approve Nutrition Service Price Increases (Tabled 06-26-12)**
- 15. New Business**
  - a. Policy Revision #5142 Policy on Safety – First Reading**
  - b. Action, if any, regarding Rescinding Policy #5141a Tuberculosis Detection and Prevention**
  - c. Approve ED-099 Agreement for Child Nutrition Programs**
  - d. Action, if any, regarding Administrative Appointments**
  - e. Action, if any, regarding Simcovitz Estate**
- 16. Executive Session**
- 17. Adjournment**



# ENFIELD PUBLIC SCHOOLS

## OFFICE OF THE SUPERINTENDENT OF SCHOOLS

**Date:** July 10, 2012  
**To:** Enfield Board of Education  
**From:** Dr. Jeffrey A. Schumann  
**Re:** Superintendent's Report

1. **MAKING A DIFFERENCE:** An old man walked up a shore littered with thousands of starfish, beached and dying after a storm. A young man was picking them up and flinging them back into the ocean. "Why do you bother?" The old man scoffed "you're not saving enough to make a difference". The young man picked up another starfish and sent it spinning back to the water "Made a difference to that one," he said. You make a difference every day.

The members of the cabinet are committed to make a difference for every student in Enfield. The cabinet met for the first time on Monday, July 2<sup>nd</sup> and will meet weekly on Tuesday mornings at 9:30 AM.

2. **PUBLIC HEARING:** The Enfield Town Council will hold a public hearing on August 6<sup>th</sup> in Council Chambers at 6:00 PM for the public to comment on the proposed renovation of Enfield High School. Enclosed is the Legal Notice for the public hearing.
3. **SUMMER VACATIONS:** Schools and offices will be open during the summer months. Principals will be taking vacation time during this time. Please call first before visiting any schools to make sure the office is open.
4. **NEXT SUMMER MEETING:** The Board will hold their second meeting of the summer on Tuesday, August 28, 2012.
5. **ITPC UPDATE:** We are in the process of rescheduling bi-weekly meeting dates. Three cabinet members (Superintendent, CIO & CFO) will attend these sessions. Enclosed are the minutes from May 8<sup>th</sup>.



# ENFIELD PUBLIC SCHOOLS

## OFFICE OF THE SUPERINTENDENT OF SCHOOLS

**Date:** July 10, 2012  
**To:** Enfield Board of Education  
**From:** Dr. Jeffrey A. Schumann  
**Re:** Approve Nutrition Service Price Increases *(Tabled 06-26-12)*

This item was tabled at the last Board meeting. Mrs. Edwards our Supervisor of Cafeterias provided the support materials outlining the reasons for this increase to the primary and intermediate school lunch prices. She included a price comparison chart which shows Enfield being in the lower range for the towns surveyed.

Therefore, the Enfield Board of Education may take any action(s) deemed appropriate regarding the approval of an increase to primary and intermediate school lunch prices for FY12-13 as presented.



# ENFIELD PUBLIC SCHOOLS

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

**Date:** July 10, 2012  
**To:** Enfield Board of Education  
**From:** Dr. Jeffrey A. Schumann  
**Re:** Policy Revision #5142 Policy on Safety – First Reading & Rescinding  
Policy #5141a Tuberculosis Detection and Prevention

Mr. Johnson, Chair of the Policy Review Committee, will address these two policies. The Policy Review Committee reviewed the proposed changes to Policy #5142 Policy on Safety and is recommending it to the Board for a first reading.

The committee also reviewed Policy #5141a Tuberculosis Detection and Prevention and is recommending the Board consider rescinding this policy.

Therefore, the Enfield Board of Education may take any action(s) deemed appropriate regarding the approval, as a first reading of Policy #5142 Policy on Safety and rescinding Policy #5141a Tuberculosis Detection and Prevention as presented. A date for a second reading should be selected.



# ENFIELD PUBLIC SCHOOLS

## OFFICE OF THE SUPERINTENDENT OF SCHOOLS

**Date:** July 10, 2012  
**To:** Enfield Board of Education  
**From:** Dr. Jeffrey A. Schumann  
**Re:** Approve ED-099 Agreement for Child Nutrition Programs

Mrs. Edwards our Cafeterias Supervisor has provided us with enclosed form ED-099 Agreement for Child Nutrition Programs. This is a formal agreement between Enfield Public Schools and the Connecticut State Department of Education for operating one or more of the Child Nutrition Programs. Mr. Littizzio, our Chief Finance Officer is present if the Board has any questions regarding this form.

The Board of Education formally needs to approve this at a Board meeting authorizing the Superintendent, the Chief Finance Officer and Board Secretary to endorse this agreement.

Therefore the Enfield Board of Education may take any action(s) deemed appropriate regarding approving the ED-099 Agreement for Child Nutrition Programs and have Dr. Schumann, Mr. Littizzio and Mrs. Szewczak endorse it.



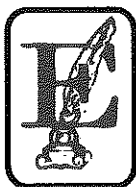
# ENFIELD PUBLIC SCHOOLS

## OFFICE OF THE SUPERINTENDENT OF SCHOOLS

**Date:** July 10, 2012  
**To:** Enfield Board of Education  
**From:** Dr. Jeffrey A. Schumann  
**Re:** Action, if any, regarding Administrative Appointments

Chairman Neville will address this item.

Therefore the Enfield Board of Education may take any action(s) deemed appropriate regarding the Administrative Appointments.



# **ENFIELD PUBLIC SCHOOLS**

## **OFFICE OF THE SUPERINTENDENT OF SCHOOLS**

**Date:** July 10, 2012  
**To:** Enfield Board of Education  
**From:** Dr. Jeffrey A. Schumann  
**Re:** Action, if any, regarding Simcovitz Estate

Chairman Neville will address this item.

Therefore the Enfield Board of Education may take any action(s) deemed appropriate regarding the Simcovitz Estate.

**BOARD OF EDUCATION  
REGULAR MEETING MINUTES  
JUNE 12, 2012**

**DRAFT**

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 June 12, 2012.

1. **CALL TO ORDER** The meeting was called to order at 7:30 PM by Chairman Neville.
2. **INVOCATION OR MOMENT OF SILENCE** Vincent Grady
3. **PLEDGE OF ALLEGIANCE** Vincent Grady
4. **FIRE EVACUATION ANNOUNCEMENT** Chairman Neville announced the fire evacuation announcement.
5. **ROLL CALL**

**MEMBERS PRESENT** Peter Jonaitis, Vincent Grady, Tina LeBlanc (arrived at 7:55 PM), Joyce Hall, Jennifer Rancourt, Donna Szewczak, Kevin Fealy and Timothy Neville

**MEMBERS ABSENT** Charles Johnson

**ALSO PRESENT** Dr. Gallacher, Superintendent of Schools; and Mr. Torre, Assistant Superintendent of Schools

6. **APPROVAL OF MINUTES**

Mr. Grady moved, seconded by Ms. Hall that the 05-15-12 Special Meeting Minutes be approved. Motion passed unanimously by a **show-of-hands 7-0-0.**

Mr. Grady moved, seconded by Ms. Hall that the 05-22-12 Regular and special Meeting Minutes be approved. Motion passed unanimously by a **show of hands 7-0-0.**

7. **BOARD GUESTS** - None

a. **2012 Governor's Scholar Recipient, Audrey Loos**

Enrico Fermi Principal Paul Newton recognized Audrey Loos for being the 2012 Governor's Scholar Recipient. Ms. Loos is also the 2012 Marshall for the graduating class. Unfortunately she is not here tonight. This is a great honor. She is the third Governor's Scholar from Fermi. Including the magnet schools there were 173 schools represented as applicants for the Governor's Scholar Award. The Connecticut Association of Schools (CAS) picked the top 30 students based on their essay. A banquet was held a couple of weeks ago honoring the scholar recipients at the Aqua Turf. This is a huge honor and thank you for inviting her.

Chairman Neville presented Mr. Newton with a certificate of the Board's appreciation for Audrey Loos.

b. **Kennedy Middle School Students**

Mr. Van Tasel thanked the Board for the opportunity for being here tonight. He introduced Thomas Vose and Rebecca Rogers. They were selected by CAS as Scholar Leader Award



recipients. This is a prestigious award that 2 students are recognized by CAS each year based on their leadership skills. We look forward to seeing great things from both of these students in the future.

Chairman Neville, Mrs. Szewczak and Mr. Grady presented the students with a certificate of the Board's appreciation.

Mr. Van Tasel introduced Cheyenne Ellis who finished second in the eeSmarts Essay Contest and Elissia Peralta who finished third. There were 750 entries from grade 7 students that wrote essays on Energy Conservation.

Chairman Neville, Mrs. Szewczak and Mr. Grady presented the students with a certificate of the Board's appreciation.

**c. Student Representatives to the Board**

Dr. Gallacher stated the Board wanted to recognize Student Representatives Kerry Davis and Patience Bearse and Student Alternates Amanda Stroiney and Dennis Conley. Unfortunately they were unable to attend. The Board has certificates of appreciation for each student that will be sent to them.

Dr. Gallacher stated the Board will act on appointing the 2012-13 Student Representatives and Alternatives later on the agenda. It would be appropriate for them to stand and be recognized if they are in the audience.

Mr. Duffy stated that Brandon Andexler will be the EHS Representative and Rachel Kaliff will be the EHS Alternate. They are both outstanding academic students and are involved in a lot of school activities. They will be excellent representatives to the Board of Education for 2012-13.

Board members welcomed by Brandon Andexler and Rachel Kaliff.

Mr. Newton stated that Katie Saltzgiver will be the FHS Representative and Emily Quail will be the FHS alternate. They are also outstanding academic students. During our interview process that were asked questions. He was extremely impressed with the depth and maturity of the answers they both gave. They are both mature beyond their years and will be great representatives to the Board of Education. Thank you for inviting us.

Board members welcomed Katie Saltzgiver and Emily Quail.

Chairman Neville stated you will have big shoes to fill. This year's student representatives represented their schools well and contributed at each Board meeting. We welcome you and look forward to seeing you in September. We will contact you in the not so distant future. Thank you for volunteering to be a student representative.

Chairman Neville stated we would like to recognize some people that are present tonight with the Board's approval. We would like to recognize, Ms. Chemerka our Business Manager that will be leaving us, Mrs. Linda Cavanaugh, our Curriculum Director that is retiring, Mr. Anthony Torre, our Assistant Superintendent that is retiring and Dr. John Gallacher, our Superintendent that is also retiring.

Chairman Neville stated there will be some objections to this. Dr. Gallacher wanted to leave quietly, but the Board has overruled this decision and will recognize each of you individually.

Chairman Neville, Ms. Szewczak and Mr. Grady presented Ms. Chemerka with a plaque and a

crystal apple. The Board thanked her for her service and wished her good luck in South Windsor. We thank you for everything you have done for us. Congratulations.

Ms. Chemerka thanked the Board for the gifts and the recognition.

Chairman Neville, Ms. Szewczak and Mr. Grady presented Mrs. Cavanaugh with a plaque and a golden apple. The Board thanked her for her service and wished well in her retirement. We thank you for everything you have done for the children in Enfield. Congratulations.

Mrs. Cavanaugh thanked the Board for the gifts and the recognition.

Chairman Neville, Ms. Szewczak and Mr. Grady presented Mr. Torre with a plaque and a golden apple. The Board thanked him for his service and wished him well in his retirement. We thank you for everything you have done for the children in Enfield. Congratulations.

Mr. Torre thanked the Board. He was born and raised in Enfield. He worked for the Enfield Public schools for 53 years. He believes in public schools. The work that happens daily in the classrooms, in the offices and the committed dedication by everyone is amazing. He thanked the community and the citizens of Enfield for allowing him to work with your children.

Chairman Neville stated the Mayor will be here in about 10-15 minutes. We received many phone calls asking us what we were going to do to recognize both Dr. Gallacher and Mr. Torre. We did not want to let you go without recognizing you. You have both done a tremendous job. This is just one of those things that you need to let us do. We are in a better place because of both of you. We wish you both a long and healthy retirement and you will be missed.

Chairman Neville, Ms. Szewczak and Mr. Grady presented Dr. Gallacher with a plaque and a golden apple. The Board thanked him for his service and wished him well in his retirement. We thank you for everything you have done for the children in Enfield. Congratulations.

Dr. Gallacher thanked the Board for the gifts and the recognition. It has been his privilege and pleasure to be the Enfield School Superintendent for the past 20 years. It has been an enjoyable trip. He has enjoyed working with the Board members. He believes he has worked with around 60 different Board members over the past 20 years. He would like to have the Town Charter changed to allow for Board Members and Town Council Members to hold their positions for 3 and 4 year terms, so they overlap. It is hard to change every two years. He would like to see all of the new Board members to come back for at least two more terms. He would also like to see a Board member put in 20 years also. Thank you.

Chairman Neville thanked the audience for their patience while we recognized these special individuals. They deserved this recognition. When the Mayor arrives, he will give some proclamations. With the Board's permission, we will suspend the rules and allow the Mayor to read the proclamations.

**8. CORRESPONDENCE AND COMMUNICATIONS - None**

**9. AUDIENCES**

Lisa Rogers, Winter Way – Mrs. Rogers stated she was one of the first graduates from the Parent Leadership Academy (PLA). She thanked the Board for their support. Both Dr. Gallacher and Ms. Hall attended the PLA Graduation Ceremony and she thanked them for attending. She stated that 7 out of the 12 graduates from this year's class had perfect attendance. She publicly thanked the Town Council, the principal's, the staff at Asnuntuck Community College, Julie Cotnoir, Jim LaBella, Kathy Chapdelaine and Adult Education for their support. She is proud of this program and happy that the Board and Town Council stand

behind this program. Thank you.

Dr. Gallacher stated that he has some correspondence that will be need to be addressed under Executive Session – Matter(s) Related to Pending Claims and Litigation.

**Motion to Suspend the Rules:**

Chairman Neville stated there is a need to add an item to the agenda under Executive Session.

Mr. Grady moved, seconded by Mrs. Szewczak that the Enfield Board of Education adds an item to the agenda under Executive Session – Matter(s) Related to Pending Claims and Litigation.

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

**10. BOARD MEMBER COMMENTS**

Mrs. Szewczak thanked Nathan Hale for the 50<sup>th</sup> Anniversary Celebration. She also thanked them for their Facebook page. She is able to find out information about the school easily. They collected 121 pounds of food for the Enfield Food Shelf.

Mrs. Szewczak attended Fermi's Expo and every department was represented. She was proud to be there and see all of the work from the students. Everything is dependent upon each other. It was a great event and looks forward to the next one.

Mr. Fealy congratulated the Fermi girl's volleyball team for making it into the State Semi Finals. He is not sure how far they made it, but wished them continued success.

Mr. Fealy stated tonight he was able to see the National Honor Society students be recognized. A couple of weeks ago he along with Chairman Neville and some of the other Board members attended the Adult Education Graduation. It was really encouraging. He has seen two groups of students. The honor society students take a different path and it is wonderful. But seeing the adult education students complete their task and graduate, he was moved and applauds them. It was a great event and he thanks them for it.

Ms. Hall agrees completely with Mr. Fealy about the adult education graduation ceremony. It is extremely impressive.

Ms. Hall stated the students at Prudence Crandall received first place for the recycling contest held by the Town. Each student is now a recycling hero. The school received \$1,200 to be used by the school.

Mr. Jonaitis hopes the teachers and students have a good closing. The last couple weeks are the hardest. The fourth of July celebration will be coming. There will be a booth for the HSCC. He hopes residents stop by the booth.

Mr. Jonaitis would also like in the future or possibly on a future agenda - the next time wage openers or negotiations are being discussed, he would like to see some Board members involved that have experience included in the discussions. He was not happy with what transpired during the spring. He would like Board members to think about this.

Mr. Jonaitis wished everyone a nice summer.

Mrs. LeBlanc stated the Eli Whitney grade 5 students had a field trip to Sturbridge Village. It was a fun day. Hazardville Memorial also had their field day. She did face painting. It was

also a lot of fun. They held a volunteer breakfast last Friday that was very nice.

Mrs. LeBlanc stated that she completed her parent survey and turned it in to the school. She hopes that everyone else also completes their surveys and sends them back to school with your children.

Mrs. LeBlanc stated there are a lot of retirees in the schools and Central Office. She wished everyone well with their retirements. She wished she could have worked longer with Dr. Gallacher and Mr. Torre. She appreciates everything that you have done. She appreciates everything that Ms. Chemerka has taught and shown her with the Finance Committee. She wishes her well and welcomes Anthony Littizzio as the new Finance Officer.

Mr. Grady attended the EHS Thespian Troupe Induction Ceremony. It was a great event. Mr. Senior did a great job.

Mr. Grady recognized Jane's Team from JFK for their participation in raising over \$20K over the past 10 years. He personally thanked Barbara Hargraves, Charlene Lauria and Kate Fawthrop who have guided these JFK students over the past 10 years. From this team, other teams have been created at Enfield and Fermi High School. This means a lot to people and families that have gone through the fight of cancer. Thank you.

Mr. Grady stated Board members are wearing green in honor of Aileen. This has been part of a fund raiser event for this girl who is waiting for a transplant. The nurses at Enfield High, Jackie Smith and Maryann Stroiney have raised over \$8K with the help from the students and staff. We presented the family with a check a few days ago. You go can send donations to Enfield High School to the attention of EHS Go Green for Aileen.

Mr. Grady wished the outgoing seniors good luck with your future endeavors and welcomed the incoming students. He wished our retirees well and a special thank you to Dr. Gallacher and Mr. Torre. He has been on the Board for 5 years and it has been a pleasure and honor and wishes you health, peace and quiet in your retirement.

Chairman Neville thanked Mr. Grady for talking about Aileen.

Chairman Neville attended Fermi's Honor Breakfast. They recognized over 300 students. Students had a great time.

Chairman Neville attended the Nathan Hale celebration. He also attended both Fermi's and EHS's scholarship nights. It is truly amazing how many scholarships come from this community.

Chairman Neville also thanked Dr. Gallacher and Mr. Torre for everything they have done. You have made a difference. You will be missed and will not be forgotten.

Chairman Neville stated there is a need to suspend the rules to allow Mayor Kaupin to address Dr. Gallacher and Mr. Torre.

**Motion to Suspend the Rules:**

Mr. Grady moved, seconded by Mr. Fealy need to suspend the rules to allow Mayor Kaupin to address Dr. Gallacher and Mr. Torre by reading proclamations.

Chairman Neville welcomed Councilman Kienzler, Councilman Arnone and Mayor Kaupin.

Mayor Kaupin thanked the Board for the invitation to be here tonight. He invited the entire

Town Council but unfortunately due to the short notice only Councilman Kienzler and Councilman Arnone were able to attend. This truly is an honor to be here tonight.

Mayor Kaupin asked Mr. Torre to come to the top of the diocese and read the following proclamation:

PROCLAMATION HONORING  
ANTHONY A. TORRE  
FOR HIS YEARS OF SERVICE

WHEREAS, Tony Torre joined the Enfield School District in 1959; and

WHEREAS, Tony has held numerous positions within the Town of Enfield School District, such as Teacher, Math Department Chairperson, Assistant Principal, Principals to both Enrico Fermi High School and Enfield High School ending his tenure as Assistant Superintendent; and

WHEREAS, Tony Torre created Enfield Public Schools Anti-Bullying Policy and Safe School Climate Plan; and

WHEREAS, citizens of Enfield are grateful to Tony for his dedication in placing the needs of children first in all decision-making, and his outstanding leadership in preparing our children to meet the challenges of society; and

WHEREAS, Tony Torre will be retiring as the Assistant Superintendent of Enfield School System after fifty-three years of service; and

WHEREAS, Tony is being honored for his loyal and dedicated service for the past years; and

WHEREAS, Tony Torre will be missed both professionally and as a friend, and we extend our appreciation for his outstanding performance of duty; and

NOW THEREFORE, I Scott Kaupin, Mayor of Enfield, also expressing the sentiment of the Town Council, the Town Administration, and the entire community, do hereby honor and express deepest gratitude for his countless contributions and exemplary service to our community.

Mayor Scott Kaupin  
June 12, 2012

Mayor Kaupin congratulated Mr. Torre for his years of service on behalf of the Town of Enfield. Congratulations on your retirement and we wish you the best of luck.

Mr. Torre thanked the members of the Town Council and Mayor Kaupin for this recognition.

Mayor Kaupin asked Dr. Gallacher to come to the top of the diocese and read the following proclamation:

PROCLAMATION HONORING  
DR. JOHN GALLACHER  
FOR HIS YEARS OF SERVICE

WHEREAS, John Gallacher has been the Superintendent of Schools for the Enfield District since 1992;

WHEREAS, our community is extremely appreciative for John's outstanding services,

leadership, and dedication; and

WHEREAS, citizens of Enfield are grateful to John for his dedication in placing the needs of children first in all decision-making, and his outstanding leadership in preparing our children to meet the challenges of society; and

WHEREAS, John Gallacher has been instrumental in the development of the Kindergarten through Eighth Grade Re-Organization Plan; and

WHEREAS, John has, with enthusiasm and effectiveness, made an excellent and constructive contribution to the Town of Enfield; and

WHEREAS, John Gallacher will be retiring as the Superintendent of the Enfield School System after twenty years of service; and

WHEREAS, Dr. John Gallacher will be missed both professionally and as a friend, and we extend our very best wishes for his outstanding performance of duty; and

NOW, THEREFORE, I Scott Kaupin, Mayor of Enfield, also expressing the sentiment of the Town Council, the Town Administration, and the entire community, do hereby honor and extend our sincere appreciation for his work and wish him well in his future endeavors.

Mayor Scott Kaupin  
June 12, 2012

Mayor Kaupin congratulated Dr. Gallacher for his years of service on behalf of the Town of Enfield. Congratulations on your retirement and we wish you the best of luck.

Dr. Gallacher thanked the members of the Town Council and Mayor Kaupin for this recognition.

**11. SUPERINTENDENT'S REPORT**

- a. NHS Dinner Thank You – as presented
- b. Graduation Ceremonies – as presented
- c. Reorganization/School Climate Survey – as presented
- d. Special Meeting June 13<sup>th</sup> – as presented
- e. Last Day of School – as presented
- f. New Mentoring Program Coordinator

**12. BOARD COMMITTEE REPORTS**

Mrs. LeBlanc reported that Randy Daigle and Pat Droney members from the Pre-Ref HSCC will be on FM Radio Channel 102.1 on Wednesday morning at 7:00 AM to talk about the high school consolidation. We also met with Representative Kiner and were on Kiner's Corner with the architect. This can be viewed on channel 16 on Thursday.

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

**14. UNFINISHED BUSINESS - None**

**15. NEW BUSINESS**

- a. **Approve 2012-13 Student Representatives and Alternates**

Dr. Gallacher stated the Board met Brandon Andexler and Rachael Kaliff the EHS Student Representative and Alternate and Katie Saltzgeber and Emily Quail the FHS Student Representative and Alternate earlier this evening. The student's term will start in September and will run through June. The students will be in-serviced prior to their first meeting with the Board and are not required to attend Board meetings during the summer.

Mr. Grady moved, seconded by Ms. Hall that the Enfield Board of Education approves the 2012-13 Student Representatives and Alternates to the Board.

A vote by **show of hands 8-0-0** passed unanimously.

**b. Contribution to KITE**

Mrs. LeBlanc stated that Ms. Witbro presented her grant application to the finance committee. They are looking for funds to match half of the grant of \$50,000 and they are looking for \$25,000 in donations. They are looking for \$4,200 from the Board. If they do not match the funds for \$25,000 they will not be eligible for the grant.

Ms. Hall asked for a status of the matching funds.

Ms. Witbro stated in order to receive \$50,000 from the Graustein Foundation, we need to have \$25,000 of matching funds that is raised locally. It needs to be used for operational expenses and project support for KITE. One of the goals of the Graustein Foundation is to create a community collaborative that can be sustained. The grant application has been approved. LEGO's Children's Trust is giving us \$10,000 and we have received \$4,200 from the Town, the United Way will give us between \$4,000 to \$7,000, LEGO employees will have a golf tournament and will donate those funds which could be around \$500 to \$700. If we go over the \$25,000 the extra funds can go towards next year's grant contributions.

Chairman Neville asked how much are you looking for from us? Ms. Witbro stated \$4,200.

Chairman Neville stated this will match what the Town has given. He added the funds will go to KITE that directly serves the children. Ms. Witbro stated that is correct.

Mrs. LeBlanc moved, seconded by Mrs. Szewczak that the Enfield Board of Education gives \$4,200 to KITE towards matching funds associated with the Graustein Memorial Fund.

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

**c. Action on Healthy Food Certification Statement**

Dr. Gallacher stated the Board is being asked to not act upon the Healthy Food Certification Statement as they have done in the past. This is one of the mandates from the State that requires the Board to act upon each year. The administration is recommending that we do not certify the statement. The reasons we are not recommending this is stated in the May 23<sup>rd</sup> memo from Mrs. Edwards, our Nutrition Services Director.

Dr. Gallacher stated the Enfield School lunch program currently meets Federal and State Nutrition guide lines. If we moved toward the nutrition standards, it would impact fund raising and booster clubs across the district. It would require a district contact person. The incentive would be \$.10 per meal and that would not cover the costs associated with the implementation of the program.

Dr. Gallacher stated we are asking that the Board does not take action on this item. Over half of the districts in the State do not participate with the Healthy Food Certification program.

Dr. Gallacher added that he has been meeting with Mrs. Edwards and she is planning to address the Board at the next meeting about a recommendation to increase prices for lunches.

Chairman Neville stated it would cost us more than the \$.10 they would give us to participate with this program. Dr. Gallacher stated that is correct. Her memo addresses this perfectly.

Mr. Fealy moved, seconded by Mr. Grady that the Enfield Board of Education does not participate in the Healthy Food Certification.

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

#### **16. EXECUTIVE SESSION**

At 8:37 PM, Mr. Grady moved, seconded by Mr. Fealy that the Enfield Board of Education enters into Executive Session for:

- Matter(s) Related to Real Estate – Simcovitz Estate
- Matter(s) Related to Pending Claims and Litigation.

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

The Board reconvened to the Enfield Room for the Executive Session.

Joining the Board were Dr. Gallacher, Superintendent; Mr. Torre, Assistant Superintendent; Ms. Chemerka, Business Manager; Mr. Anthony Littizzio, Chief Finance Officer and Mr. Drezek, Human Resources Director.

Ms. Chemerka and Mr. Littizzio were excused at 8:54 PM.

The Executive Session ended at 9:09 PM. No Board action occurred while in Executive Session.

#### **17. ADJOURNMENT**

Mr. Fealy moved, seconded by Mr. Grady to adjourn the Regular Meeting of June 12, 2012. All ayes, motion passed unanimously.

Meeting stood adjourned at 9:10 PM.

Donna Szewczak  
Secretary  
Board of Education

Respectfully Submitted,

Kathy Zalucki, Recording Secretary



**ENFIELD BOARD OF EDUCATION  
SPECIAL MEETING MINUTES  
JUNE 13, 2012**

A special meeting of the Board of Education was held at Henry Barnard Elementary School in the Board Conference Room, located at 27 Shaker Road, Enfield, CT on June 13, 2012.

1. **CALL TO ORDER:** The meeting was called to order at 6:30 PM by Chairman Neville.

2. **PLEDGE OF ALLEGIANCE:** Mr. Neville led the Pledge.

3. **FIRE EVACUATION ANNOUNCEMENT:** Mr. Neville made the fire evacuation announcement.

4. **ROLL CALL:**

**MEMBERS PRESENT:** Tina LeBlanc, Charles Johnson, Vincent Grady, Donna Szewczak, Joyce Hall, Jennifer Rancourt, and Timothy Neville.

**MEMBERS ABSENT:** Peter Jonaitis (arrived at 6:37 PM) and Kevin Fealy.

**ALSO PRESENT:** Dr. Jeffrey Schumann, Superintendent-Elect; Christopher Drezek, HR Director; and Dr. John Gallacher, Superintendent.

5. **EXECUTIVE SESSION FOR MATTER(S) RELATED TO PERSONNEL:**

Mr. Grady moved, seconded by Mr. Johnson at 6:33 PM to enter into Executive Session for Matters Related to Personnel – Interview Candidate(s) for Administrative Opening(s).

Motion passed unanimously by a **show-of-hands 7-0-0**. Dr. Schumann and Mr. Drezek joined the Board in Executive Session. Dr. Gallacher was excused.

At 6:37 PM, Mr. Jonaitis joined the Executive Session.

At 6:40 PM, Candidate A for the Chief Academic Officer position entered Executive Session and was dismissed at 7:05 PM.

At 7:08 PM, Candidate B for the Chief Academic Officer entered Executive Session and was dismissed at 7:45 PM.

At 7:49 PM, Candidate A for the Chief Personnel Officer entered Executive Session and was dismissed at 8:15 PM.

At 8:18 PM, Candidate B for the Chief Personnel Officer entered Executive Session and was dismissed at 8:43 PM.

At 9:50 PM, the Board returned to Public Session. Dr. Gallacher rejoined the meeting.

6. **ACTION, IF ANY, ON THE APPOINTMENTS FOR ADMINISTRATIVE OPENING(S):**

Mr. Grady moved, seconded by Ms. Hall to offer Candidate B for the Chief Academic Officer a contract.

Motion passed unanimously by **roll call 8-0-0** with Mr. Jonaitis, Mrs. LeBlanc, Mr. Johnson, Mr. Grady, Mrs. Szewczak, Ms. Hall, Mrs. Rancourt, and Mr. Neville voting in the affirmative.

Mr. Johnson moved, seconded by Ms. Hall to offer Candidate B for the Chief Personnel Officer a contract.

Motion passed by **roll call 7-0-1** with Mrs. LeBlanc, Mr. Johnson, Mr. Grady, Mrs. Szewczak, Ms. Hall, Mrs. Rancourt, and Mr. Neville voting in the affirmative with Mr. Jonaitis abstaining.

**7. ACTION, IF ANY, ON TERMINATION OF TENURED TEACHER CONTRACT:**

Mr. Johnson moved, seconded by Ms. Hall that the contract of employment for Todd P. Zenczak be terminated, effective at the end of the FY11-12 school year, due to the elimination of the position to which the teacher was appointed or loss of position to another teacher, and that the Superintendent of Schools is directed to advise such person in writing of this action.

Motion passed by a **roll call vote 7-0-1** with Mr. Jonaitis, Mrs. LeBlanc, Mr. Johnson, Mr. Grady, Mrs. Szewczak, Ms. Hall, and Mr. Neville voting in the affirmative with Mrs. Rancourt abstaining.

**ADJOURNMENT:**

Mr. Grady moved, seconded by Ms. Hall seconded to adjourn the June 13, 2012 Special Meeting. All ayes, motion passed unanimously.

Meeting stood adjourned at 9:54 PM.

Donna Szewczak  
Secretary  
Enfield Board of Education

Respectfully submitted,

John Gallacher, Recorder

**ENFIELD BOARD OF EDUCATION  
SPECIAL MEETING MINUTES  
JUNE 26, 2012**

A special meeting of the Enfield Board of Education was held on Tuesday, June 26, 2012 at 6:30 PM in the Enfield Town Hall – Enfield Room.

1. **CALL TO ORDER:** Mr. Neville called the meeting to order at 6:30 PM.

2. **PLEDGE OF ALLEGIANCE:** Those present joined in the Pledge of Allegiance,

3. **ROLL CALL:**

**Present:** Peter Jonaitis, Charles Johnson, Donna Szewczak, Kevin Fealy, Jennifer Rancourt, and Timothy Neville, Chairman.

**Absent:** Vincent Grady, Tina LeBlanc (arrived at 6:34 PM) and Joyce Hall (arrived at 6:34 PM)

**Also Present:** John Gallacher, Superintendent; Tony Torre, Assistant Superintendent; and Chris Drezek, HR Director and Deputy Superintendent-Elect.

4. **EXECUTIVE SESSION:**

Mrs. Szewczak moved seconded by Mr. Fealy to enter into Executive Session for Matter(s) Related to Pending Claims and Litigation – Attorney-Client Privilege and Matter(s) Related to Real Estate – Simcovitz Estate.

Motion passed unanimously by a **show-of-hands 6-0-0**.

Joining the Board in Executive Session were Dr. Gallacher, Mr. Torre, Mr. Drezek, Attorney Linda Yoder, Attorney Vincent McCarthy, Bruce Clinger, CIRMA (Connecticut Interlocal Risk Management Agency), and Sherri Adams, CIRMA.

Board members Joyce Hall and Tina LeBlanc joined the Executive Session at 6:34 PM.

At 7:28 PM, Mr. Drezek left to inform the audience in the Council Chambers that the Regular Meeting's 7:30 PM start time will be delayed until Executive Session ends. He returned to the Executive Session at 7:31 PM.

At 7:53 PM, Mr. Clinger and Ms. Adams were excused from the Executive Session.

The Executive Session concluded at 8:03 PM. No Board action occurred while in Executive Session.

5. **ACTION, IF ANY, ON AGENDA ITEM #4:**

Mr. Neville announced that the Board would not be taking action on anything from Executive Session at this time.

6. **ADJOURNMENT:**

Mr. Fealy moved, seconded by Mrs. Szewczak to adjourn the Special Meeting. The motion passed unanimously by a **show-of-hands 8-0-0.**

The Special Meeting adjourned at 8:05 PM.

Donna Szewczak  
Secretary

Respectfully submitted,

John Gallacher, Recorder

**BOARD OF EDUCATION  
REGULAR MEETING MINUTES  
JUNE 26, 2012**

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 June 26, 2012.

1. **CALL TO ORDER:** The meeting was called to order at 8:11 PM by Chairman Neville.
2. **INVOCATION OR MOMENT OF SILENCE:** Joyce Hall
3. **PLEDGE OF ALLEGIANCE:** Joyce Hall
4. **FIRE EVACUATION ANNOUNCEMENT:** Chairman Neville announced the fire evacuation announcement.
5. **ROLL CALL:**

**MEMBERS PRESENT:** Peter Jonaitis, Charles Johnson, Tina LeBlanc, Joyce Hall, Jennifer Rancourt, Donna Szewczak, Kevin Fealy and Timothy Neville

**MEMBERS ABSENT:** Vin Grady

**ALSO PRESENT:** Dr. Gallacher, Superintendent of Schools and Mr. Anthony Torre, Assistant Superintendent of Schools

**\* PUBLIC HEARING**

Public Hearing Related to Certification of Children's Internet Protection Act

1. **Call Public Hearing to Order:**

Chairman Neville called the Public Hearing to order at 8:13 PM on June 26, 2012. The Public Hearing was held in Council Chambers located at 820 Enfield Street to discuss the Certification of Children's Internet Protection Act.

2. **Purpose of Hearing – To hear public comment related to the Children's Internet Protection Act and related Board Policy**

Chairman Neville explained to audience members the public hearing scheduled for tonight regarding Internet Safety Policy, Technology Protection Measures and Certifications regarding Internet Access for Students and Employees using the Internet is required as part of the E-rate requirements. Board Policy #6141.32 Computer Network and/or Internet Student Acceptable Use Agreement Policy will be updated to reflect this.

3. **Audiences – Public Comment on CIPA and related Board Policy:**

Chairman Neville asked if there were any audience members that would like to comment on the Children's Internet Protection Act and Board policy #6141.32 to sign up and come up to the microphone.

Ms. Hall asked if the Technology Plan is a significant piece of this. Chairman Neville stated yes. Ms. Hall further asked when we approved the Technology Plan didn't we authorize this material that is governmentally required? Chairman Neville stated that part of the requirements is to hold a public hearing to allow the public to make comments regarding the policy. This is the reason that we are holding the public hearing.

Dr. Gallacher stated that it is a requirement to hold a public hearing. If there is no audience participation, you can close the meeting.

**4. Close the Hearing – Mr. Neville**

Chairman Neville closed the public hearing at 8:15 PM.

The public hearing stood adjourned at 8:15 PM.

**6. APPROVAL OF MINUTES**

Board members agreed to postpone approving the Regular meeting minutes for June 12, 2012 and Special meeting minutes for June 13, 2012 until the July 10<sup>th</sup> Board meeting.

**7. BOARD GUESTS**

**a. Pre K-8<sup>th</sup> Grade Survey Results**

Dr. Gallacher introduced David Bechtel of Cross Sector Consulting to Board members. Mr. Bechtel has conducted surveys for us in the past. He will give an overview of the Pre-K-8 survey results. Dr. Gallacher thanked the parents that completed the surveys and the principals who served on this committee.

Mr. Bechtel thanked the Board for conducting this survey. Board members have received copies of a written report. He gave an overview on the transition process and the reorganization process for the Pre-K to 5 and grades 6-8. The overall return rate was very good. Approximately 1 in 4 parents completed the survey in grades Pre-K to 5 and 1 in 7 parents completed the survey for grades 6-8. There were some limitations with the surveys.

Mr. Bechtel stated the overall survey results for Pre-K to 5 included positive school climate; insufficient information to assess reorganization benefits; mixed view of the transition process and bus transportation challenges for a large number of parents.

Mr. Bechtel stated the survey results for JFK resulted in a welcoming school; clear and timely communication with parents; one-third of parents reported concerns about discipline and bullying; positive views for the learning environment; overall views of the school related to discipline and fairness, insufficient information to assess reorganization benefits; mostly positive views of transition process and most parents were satisfied with bus transportation.

Mr. Bechtel stated the overall themes were that most families have positive views of their children's schools; confirmed that the reorganization was a greater change for parents of students in new primary and intermediate schools and many parents did not have sufficient information to assess potential benefits of the reorganization.

Mr. Bechtel reviewed some potential next steps – make improvements where possible; understand the issue or challenges better and communicate clear information for areas where major changes are not possible. Follow-up meetings and setting up taskforces are possibilities.

Chairman Neville thanked Mr. Bechtel for the overview.

Mr. Fealy thanked Mr. Bechtel for the presentation. He is concerned with the lower scores for bullying. Are the parents concerned about bullying or do they have direct issues with bullying? Mr. Bechtel stated this would be an area that needs to be investigated further.

Mrs. Rancourt thanked Mr. Bechtel for the presentation along with Mrs. Witbro and everyone else that worked on this. Are there still outstanding surveys and have any additional surveys come in since this was calculated? Mrs. Witbro stated we are still receiving surveys.

Mrs. Rancourt asked about the parent comments on the surveys. Mr. Bechtel stated that is something we discussed and will look at them over the summer. We can tabulate them by content areas.

Mrs. Rancourt asked if the Pre-K to 5 trend was common. Mr. Bechtel stated yes. The earlier grades tend to be more welcoming and your parent participation is greater.

Mrs. Rancourt asked if the results varied from school to school. Mr. Bechtel stated they did vary but it is not statistically significant.

Mrs. Rancourt liked the question about teacher comments. She is in the schools a lot and is able to talk to her children's teachers. Hearing positive comments are something that all parents would appreciate receiving.

Mrs. Leblanc stated JFK sends home postcards which are a positive thing.

Ms. Hall stated the questions that applied to across the district created lack of surety. She was confused by the question that asked if there was a better balance of students in classes by academic ability, special needs, and behavioral issues across the district. She did not see how a parent would be able to answer this. Mr. Bechtel stated they also struggled over some of the questions. He was not surprised by the lack of answers to this question.

Ms. Hall stated the special needs part of the question is also something she is not sure how accurately it was answered. Mr. Bechtel agreed. These are questions that the district could respond to.

Mr. Torre stated in the fall this information will go to the safe school climate teams where they will analyze the data. To have this information is critical. They will dig deeper into some of these areas. They will have future questionnaires to send home to parents and they will target some of the goals. We need to give the parent a voice in this process. We are applying for a grant with the Governor's Prevention Task Force where we gave them one of the goals they are using with the safe school climate plan. There is a lot that needs to be done in the future. There is a lot of valuable data here.

Mr. Torre thanked Mr. Bechtel, Mrs. Witbro and everyone else that participated in this survey.

Mr. Jonaitis asked if Mr. Bechtel has done this kind of survey with other schools. Mr. Bechtel stated he has. Mr. Jonaitis asked if these percentages are in line with the other surveys he has conducted with other schools. Mr. Bechtel stated this was good response rate with surveys that were received. He works with another research firm where they include incentives. This was a good return rate. You received 24% at the elementary level with only a couple of notes going home about this. It wasn't overly publicized. If you are going to do this every year, the results could increase.

Mr. Jonaitis would caution that this is something to work with not to work off of in the future. Only 1 in 7 parents completed this survey at the middle school and 1 in 4 parents completed this at the elementary level. As a past teacher, he has found that parents will speak up for their child and that is the group that he is usually responding to. The results are interesting and they are something we can work off of. Mr. Bechtel agrees that this is a snap shot that we can work with.

Chairman Neville thanked Mr. Bechtel. He also has concerns with the numbers like Mr. Jonaitis. If we did this again do you think we would have different results. The unknown would be known. Mr. Bechtel is not sure. He was pleased with the results also.

Chairman Neville is pleased with the positive results. He would like to look at the questions with lower results and possibly make additional questions to respond to those lower response areas. Some of the questions were not clear enough for parents to respond to. Ms. Hall pointed this out also. Our questions could be a bit more specific.

Chairman Neville asked if these results would be given to Dr. Schumann and the building principals. Dr. Gallacher stated yes. The principals have their building results already. They will review this with their school climate staff and will deal with this at each building level. This could be discussed further by each building level with Dr. Schumann at a future Board meeting if needed.

Chairman Neville asked Mrs. Witbro if they will re-run the results with the additional surveys they receive. Mrs. Witbro stated they will work with Mr. Bourassa to see if they have enough additional surveys to work with to see if there would be a statistical difference. Mr. Bechtel stated we can scan them to see if the percentages will change.

Mr. Fealy asked about the unsure areas and if we can give the public the information needed so they understand the questions they were unsure about. This would help the public to understand. Mr. Bechtel agreed with Mr. Fealy.

Ms. Hall thanked those that helped with the reorganization. We received some significantly positive results with the survey.

Chairman Neville echoed Ms. Hall's sentiments. He appreciates everyone's efforts with the reorganization. He thanked Mr. Bechtel for the survey results and looks forward to any additional information.

## **8. CORRESPONDENCE AND COMMUNICATIONS**

Board members received copies of the high school consolidation efforts. Chairman Neville asked if they were available at the library or on-line. Dr. Gallacher does not believe it is on-line and would need to check to see if this is available at the library.

Chairman Neville stated that we can share our copies with anyone that is interested. They did an amazing job on this.

## **9. AUDIENCES - None**

## **10. BOARD MEMBER COMMENTS**

Mrs. Rancourt stated that EFFE gave out \$4,900 in grants to teachers. They received iPod Touch in grade 1 at Barnard, \$200 sponsorship for EHS Raiders Rewards; Jim Bowman, the elementary Librarian received 30-40 non-fiction e-book readers for a pilot program he is starting at Parkman in the fall and 2 Barnard teachers and 3 Hazardville Memorial teachers received i-Pads.

Mrs. Rancourt attended the Nathan Hale end-of-year assembly. Mrs. Beaulieu did a wonderful job along with the faculty and staff. The students sang – it was a moving up ceremony. She will miss the staff at Nathan Hale.

Mrs. Rancourt and Mrs. LeBlanc both attended the outside awards assembly. It was also a wonderful event. A lot of the students that received awards are the children whose parents are involved in the schools. It really makes a difference if you can take some time and get involved in your child's lives. Academically and as citizens they really do excel when their parents are involved.

Ms. Hall read a quote from Einstein "creativity is intelligence at work". We have seen a lot of creative students over these past few weeks in the arts and in afterschool programs. This is something we should encourage – creativity at every point.

Ms. Hall reviewed information from the CREC meeting she attended. They will be making 3 additional magnet schools. They conducted another enrollment and 36% of the applicants were for a Pre-K to K settings. This is hard to believe based on the number of complaints we have received regarding the amount of time these young children will be riding on buses. These magnets schools would be for 3 and 4 year olds. They received over 4,000 applications. Two of the new schools will be



for elementary grades and the other will be for the high school level. One will be a creative arts feeder program at the Academy of the Arts. The high school will follow the Three Rivers Middle School. The other school will be for Pre-K and grade 3. They plan to open these in September. Ms. Hall stated the land for the Public Safety Academy has been purchased on King Street and the site work will begin immediately. Keep creativity in mind.

Mr. Fealy congratulated our teacher of the year Mr. William Schultz. He is a Fermi science teacher and will make an excellent representative for us at the State level. He attended the EHS and FHS graduations. They were both great events and were well attended. He thanked the teachers and parents for stewarding them over the years. Congratulations to the students.

Mr. Fealy stated the July 4<sup>th</sup> celebration will take place on the Town Green July 6-8. They have many events planned that will reach all ages. They will also have a First Readers event. He hopes that you can all attend this town-wide event.

Mrs. Szewczak congratulated the graduates and wished them well. Both ceremonies were great and well attended.

Chairman Neville agrees with his fellow Board members about the graduations. They were both amazing to see the graduates coming down the hill at both schools. He thanked the staff and graduates at both schools for a job well done.

Chairman Neville thanked the Town agencies for the help preparing for the graduations and the excessive heat. They had cooling stations and there were minimal incidents due to the proactive planning. The Assistant Town Manager Dan Vindigni headed up this plan along with the police, public works and principals. All this planning paid off. Thank you.

Mr. Johnson congratulated the graduates and welcomed the next year's graduates for becoming seniors. This is a time to reflect upon what you want to do with your life. Approximately 70% of the students go onto to higher education and a number of students go to the military. He applauds everyone that has been involved. Thank you.

Mrs. LeBlanc attended the grade 2 celebration at Hazardville Memorial. It was a great day and she thanked Principal Mazzoli. She also attended both high school graduations. They were both great events. That is one of the perks of being a Board member, being there to see the students graduate.

Mrs. LeBlanc thanked all the principals and teachers involved with the reorganization. It has been a rough year. Her children transitioned through this very easily. We now have some experience under our belts for the upcoming year. We will get through the next year and you have my support. The unknown is a bit less since we have already gone through this.

Mrs. LeBlanc stated that tonight is our last meeting with Dr. Gallacher and Mr. Torre. She thanked them and will miss you.

Mr. Jonaitis stated that he was unable to attend the graduation ceremonies but wished the graduates well. He complimented the teachers for a job well done this year with the reorganization. It has been a stressful year for everyone but everything worked out well. We have a good system here in Enfield. We do the best that we can with what we have.

Mr. Jonaitis would like to know the number of students that go to magnet schools and come back to us during the year.

Mr. Jonaitis stated there are a lot of things that go on behind the scenes with the Board of Education that the public should be aware of. We gave the ESAA a two year extension on their contract. He is disappointed by the way it was handled. There was no Board representation during the process that has experience with negotiations. The ETA contract went to arbitration and they received a fair settlement during these tough economic times. We then turned around and gave the administrators

just about everything they asked for. There will now be two Directors of Special Education. This really bothers Mr. Jonaitis. He would like in the future for negotiation purposes to include experienced Board members in the process.

Mr. Jonaitis would like to know what will be done with Enrico Fermi once the high school consolidation is complete. This needs to be discussed now publicly instead of later. There are a lot of people that have strong opinions on what should be done with Fermi. He would like to hear from the community on this. It would put people at ease regarding the referendum.

**11. SUPERINTENDENT'S REPORT**

- a. Summer Meetings – as presented
- b. First Day of School – as presented
- c. Best Wishes – as presented
- d. Personnel Report – as presented
- e. Grants Update – as presented

**12. BOARD COMMITTEE REPORTS - None**

**13. APPROVAL OF ACCOUNTS PAYROLL**

**a. For the Month of May FY2011-12**

Mrs. LeBlanc moved, seconded by Ms. Hall that the Enfield Board of Education accept the superintendent's certification as follows: "I hereby certify that in the month of May, total expenditures amount to \$4,215,911.15 broken down between payroll totaling \$3,884,403.20 and other accounts totaling \$331,507.95. All payments have been made in accordance with the approved budget and are properly accounted for within the books of accounts. Copies of approval for check invoices are properly documented."

A vote by **show of hands call 8-0-0** passed unanimously.

**b. Line Item Transfers, if any - None**

**14. UNFINISHED BUSINESS - None**

**15. NEW BUSINESS**

**a. Approve Enfield Street Breakfast Pilot Program**

Dr. Gallacher stated the need for a Breakfast program was discussed at one of his PTO Presidents meetings. He spoke to Mrs. Edwards, our Nutrition Services Director about this. Mrs. Edwards has been discussing this need with Mrs. Berger, the Enfield Street Principal. They are both here to discuss the need for a pilot breakfast program at Enfield Street School for the FY2012-13 school year. We are looking for the Board to endorse this pilot program.

Mrs. Berger stated that there is a need at Enfield Street. Students are coming to school hungry. We had a successful program at Alcorn. The students at Enfield Street are bussed so the time is limited. They have discussed a plan that they feel would work.

Chairman Neville asked if they have asked the parents if they are interested in this program. Mrs. Berger stated that haven't but the need is there for us to start a pilot program. We can inform parents at the Kindergarten orientation and will get the word out to the grade 1 and 2 parents.

Ms. Hall was asking about the kind of breakfast that would be served. Mrs. Edwards reviewed what was required by the National School Lunch and Breakfast Program to be reimbursable. We would offer milk, fresh fruit, canned fruit or juice and a whole grain breakfast bar, bagel or cereal bar. We

would serve this in a bag so if the child does not finish it, they can bring it to their class. Things that are easy to eat and transport is what we are looking at so the program can be successful.

Ms. Hall asked if this will create a problem with students bringing food to the classroom. Mrs. Berger stated we will work around this. The bigger problem is students are coming to school hungry. Students eat snacks in their classroom everyday and they can finish it then if needed.

Mrs. Rancourt stated the reduced breakfast will be \$.20 and a paid breakfast will be \$1.00. Will they be able to pay for their breakfast each day or at one time for the week? Mrs. Edwards stated they will work the details out but prepaid would be preferable.

Mrs. Rancourt asked if the breakfast pilot at Enfield Street is successful could this be expanded to other schools in January. Mrs. Edwards stated that is a possibility and hopes the program is successful.

Mr. Jonaitis asked if we have any numbers about how many students are coming to school hungry. Mrs. Berger does not have a specific number but there were enough students that were hungry for her to try to do something about this. Mr. Jonaitis asked if phone calls are being made to these parents about the children coming to school hungry. Mrs. Berger stated that calls are made to the parents.

Chairman Neville applauds both Mrs. Berger and Mrs. Edwards for this pilot program. This happens at all levels but the little ones need our help. He asked if we will need to pay for this or will it be cost neutral? Mrs. Edwards stated she is planning for it to be cost neutral. She needs at least 34 students per day to participate.

Chairman Neville asked how many students are at Enfield Street. Mrs. Berger stated 300. Mrs. Edwards stated 117 students are free and/or reduced.

Chairman Neville would like them to report back to us on this program assuming that the Board approves this.

Ms. Hall moved, seconded by Mrs. LeBlanc that the Enfield Board of Education approves the breakfast pilot program at Enfield Street School.

#### **Discussion:**

Both Ms. Hall and Chairman Neville feel this is a good idea.

A vote by **show-of-hands 6-0-2** passed with Mr. Jonaitis and Mr. Fealy abstaining.

#### **b. Approve Nutrition Service Price Increases**

Dr. Gallacher stated he mentioned this at the last meeting. Mrs. Edwards has given the Board information on this in your packet.

Mrs. Edwards stated the Healthy Hunger for Kids Act was signed into law in 2010. Part of this includes the new meal patterns. Each student will need to have a half cup of fruit or vegetables on their plates for this to be a reimbursable meal through the Federal program. We need to comply with these mandates. There are new requirements that we must comply with like specific subgroups and limiting starches. This will be more costly for the program which will lead to an increase in costs. We are also being required to up the whole grain content to 50% for 2012-13. In 2013-14 we will need to offer 100% whole grain breads. We currently serve 30% whole grain breads.

Mrs. Edwards reviewed the cost increases and reimbursable amounts. We are looking at a \$.26 increase to all meals. Last year we raised the secondary lunches \$.25 which has helped to offset the increases. The elementary schools were increased by \$.10 for grades 3-5. The portion sizes will be

the same for K-5.

Mrs. Edwards is looking for a price increase of \$.25 at the K-2 level and \$.15 increase at the 3-5 level. The lunch price for K-5 would be \$1.75. Mrs. Edwards reviewed the lunch prices of area school districts. If we do not increase the lunch prices she will lose around \$30K.

Mr. Fealy asked about the amount of time students have to eat their lunch. The rate of consumption affects the obesity. Waiting in lines to get the food cuts into the time they need to eat. Can you have the lunch lines move faster? Food ends up being thrown away because there is not enough time to eat it. Mrs. Edwards stated there is no mandate about how quickly the food needs to be served. Timeliness is a concern of hers. We are changing the way the food will be served so the students can take what they want quicker.

Mr. Fealy asked about pre-paying for lunch at the elementary levels. Mrs. Edwards stated they can prepay for the week at the elementary level. At the secondary level they can put money on account.

Mrs. Rancourt stated having more choices for fruits and vegetables is a good idea. Mrs. Edwards stated that is our best chance for them to want to eat them by giving them more choices.

Mrs. Rancourt stated that you get some of your items from local vendors, Easy Pickins Apples and Dianna's Bakery. This is great that we are reaching out to our local community for food items.

Mrs. Rancourt would love on-line payments for the whole district. It is hard trying to find the exact change as a parent.

Mrs. Rancourt stated our lunch prices are one of the most reasonable in our DRG. As a parent she would rather see the elementary price increase to \$2.00 and the secondary prices go to \$2.50 instead of nickel and diming every year. If they cannot afford lunches that is what free and/or reduced lunches are for. Ms. Hall added that you would need to qualify for free and/or reduced lunches.

Mrs. Rancourt stated the additional money could be used for different kinds of foods to be offered to the students. She would rather see a flat increase that would last us a while.

Ms. Hall stated that we have not increased prices in a while.

Mr. Fealy asked about the revenue stream. Can they bank any surplus and use it for the next year? Mrs. Edwards stated they can bank it. Mrs. Rancourt added they could use for an on-line system or a POS system.

Mrs. LeBlanc stated she sees the nutrition report being on the Finance Committee so most of the money is being used for refrigeration costs. They are responsible for fixing all of their equipment. A lot of the equipment is old and can go at any time.

Mr. Jonaitis asked if this is something we need to do. Mrs. Edwards stated this is not a mandated increase. This is an increase to offset the increase of food costs so we do not have a loss of \$30K at the end of the year.

Chairman Neville stated that he is amazed at how competitive our prices are. Mrs. Edwards has done a good job of keeping the prices down for such a long period of time. He agrees with Mrs. Rancourt about a payment system at the elementary level. It would make the parents lives easier as well as the principals.

Chairman Neville stated with price increases, it can affect subscribership. Mrs. Edwards stated last year we saw a 2% decrease with the increase. We are looking at a \$1,500 loss at the elementary levels with the price increase.

Chairman Neville stated the students at JFK would toss out their fruits and vegetables. Can we

actively encourage them to eat this instead of throwing it out? He doesn't want to see the food being wasted. Mrs. Edwards stated we try to make the food as attractive as possible so it doesn't get thrown out. We talk to the students at the elementary level. It is harder in the upper grades. Chairman Neville added that variety and getting our staff involved in a creative way so food does not get wasted is a good idea.

Mr. Jonaitis stated the food has to be on the tray. When the students go through the line can they give it back? Mrs. Edwards stated it needs to be on the tray when it is paid for. Once it is on a student's tray it cannot be given back to us per Health Department regulations.

Ms. Hall moved, seconded by Mrs. LeBlanc that the Enfield Board of Education accepts the nutrition services price increase request for the FY2012-13 school year.

#### **Discussion:**

Mr. Fealy moved, seconded by Mrs. Szewczak to amend the original motion to an increase elementary lunches to \$2.00 and secondary lunches to \$2.50.

#### **Discussion:**

Chairman Neville's concern would be for the participation. Mrs. Edwards believes if we raised the prices that much we would see a significant drop with participation. We would lose the parents that see value in the school lunch program. She did not anticipate this price increase concept and would need to look into this further.

Chairman Neville is concerned with the group of students in the middle that would be affected by this additional increase that concerns him. Mrs. Edwards agrees with Mr. Neville that this would create additional hardships for these families. Parents will then decide how many days' students can buy lunch.

Mr. Fealy stated do we not want our students to bring lunch from home? This would not be a bad thing. Ms. Hall added what if they don't bring anything in from home? Then we are defeating the purpose of the lunch program. Mr. Fealy stated we need to let parents be parents. You are looking at a difference of \$8 to \$10 a week. He would be willing to revisit this. He believes it is a good idea to get ahead of this whole grain compliance. He is not trying to create any financial hardships for any families.

Chairman Neville stated if you have more than one child in school, this can add up. Mrs. LeBlanc has 3 children in school and they usually buy lunch. This would be \$32.50 a week for hot lunches. She might decide that is too much and they would need to take their lunch to school.

Mr. Johnson stated we have children that are throwing away the lunches they are being provided with. Bringing a lunch might be a better idea since you know what your kids like. He does not believe they would be throwing out as much food. Chairman Neville added that the students will still throw out their food or trade it. That creates problems in itself.

Mr. Torre stated you can call Mrs. Edwards back in the fall. The finance committee has reviewed her request and is recommending the price increase.

Mr. Johnson would not want to increase the price of lunch in the middle of the year. Mr. Torre stated you can have an increase in the following year. Mr. Johnson believes we will do it then also.

Chairman Neville stated we will need to address the amendment first.

Mr. Johnson is starting to like the idea of the amended motion. He has a problem with the government telling us that they will increase our expenses by \$.26. We are still losing money on this deal. They want you to believe it is the greatest thing since sliced bread.

Chairman Neville stated this Board has discussed our economy in detail and how tough it is for a lot of families. He is in favor of doing this incrementally.

Mr. Johnson remembers when he would bring lunch to school.

Dr. Gallacher stated you will need to include the secondary lunches with the price increases. Chairman Neville stated the amendment was for lunches for grades 6-12 to be \$2.50 and lunches for grades K-5 to be \$2.00.

Mr. Fealy would not be opposed to leave the elementary lunches at the recommended price increase of \$1.75 and raise the secondary lunches to \$2.50.

Mr. Johnson stated that a couple of ideas have been presented. Do we need to decide this tonight? Mrs. Edwards stated we need to let parents know as soon as possible about the price increase. Mr. Johnson asked if this decision can wait until our next meeting on July 10<sup>th</sup>. Mrs. Edwards stated that would be ok but she will not be able to attend that meeting.

Mrs. Rancourt asked what other information is needed? Mr. Johnson stated that several ideas were presented and they deserve time to think about them. There are some options here. Mr. Johnson would like to table this item.

Mr. Fealy agrees with tabling this item. It looks like we are in favor of an increase, just how much is the question.

Mr. Jonaitis would like us to look into a payment system without cash. There are a number of different ways of doing this.

Chairman Neville stated that Mrs. Edwards will not be here for the July 10<sup>th</sup> meeting. You have most of the information needed in front of you. Regarding payment for lunches will it be a POS (Point of Sales), charging or cash payments. You would need to get back to us on this. Mrs. Edwards stated this cost will be passed along to the parents also.

Chairman Neville would like you to come back to the Board with some benefits and costs of doing this. POS is a big cost. Mrs. Edwards stated we use POS at the secondary level. We would not be able to do this at the elementary level. We will still accept checks or cash at the elementary level. Until we can get the technology needed at the elementary level, we will not be able to have POS at the elementary level.

Chairman Neville asked Mrs. Edwards to investigate this and get back to the Board at some point.

Mr. Fealy moved, seconded by Mrs. Szewczak to table the amended motion until the July 10<sup>th</sup> Board meeting.

A vote by **show-of-hands 8-0-0** passed unanimously.

**c. Policy Revision to Policy #6141.32 Computer Network and/or Internet Student Acceptable Use Agreement Policy & CIPA Certification – First Reading**

Mr. Johnson stated this policy revision is needed and we need to have this approved by July 1, 2012. He would like to have a single and final reading for this policy revision.

Mr. Jonaitis has a concern with waiving the second reading for this policy. This could set a precedent for future policy revisions.

Ms. Hall asked if this document meets all the requirements needed for the July 1<sup>st</sup> deadline. Mr. Johnson stated it does.

Ms. Hall stated that you would like us to treat this like it was a second reading.

Mr. Johnson stated per parliamentary procedures, he moved, seconded by Mr. Fealy to have this be the first and final reading of this policy for implementation for June 26, 2012.

**Discussion:**

Mr. Jonaitis asked why this is needed for July 1<sup>st</sup>. Mr. Johnson stated that this is a State mandated policy change. Mr. Jonaitis asked why did we wait this long to do this? Mr. Johnson stated we have been tied up with other meetings.

Mr. Jonaitis has concerns about doing this. He is ok with doing this for this policy only. Mr. Johnson agrees with Mr. Jonaitis. We can formalize this by waiving the policy.

Chairman Neville stated we held a brief policy meeting tonight to review the changes needed. The policy is up to date but we needed to add six items to the policy. This change will allow us to apply for e-rate funds. At first we were not sure if it needed to be done by July 1<sup>st</sup>.

Mr. Johnson stated that is correct. This now needs to be finalized by July 1<sup>st</sup>. He understands Mr. Jonaitis concerns and does not take waiving policies lightly. We are in a situation that we need to do this. We can have a first reading but then we would need a special meeting to hear a second reading.

Mr. Jonaitis would like us to waive the policy second reading. Chairman Neville stated it would be advisable to withdraw the original motion. Both Mr. Johnson and Mr. Fealy withdrew their motion.

Mr. Johnson moved, seconded by Mr. Jonaitis to suspend the rules for policy #6141.32 Computer Network and/or Internet Student Acceptable Use Agreement Policy and waive the second reading and make this the first and final reading of policy.

**Discussion:**

Mrs. Rancourt asked if this approves the changes to the policy. Chairman Neville stated this is just to suspend the rules so we do not need a second reading for the policy.

A vote by **roll call 7-1-0 passed** with Mrs. Rancourt in dissent.

Mr. Johnson moved, seconded by Mr. Fealy that the Enfield Board of Education approves the proposed policy revision to policy #6141.32 Computer Network and/or Internet Student Acceptable Use Agreement Policy as a final reading.

**Discussion:**

Ms. Hall stated this is the first time she has received this without the itemized changes. Chairman Neville stated we have had some issues with our technology. Ms. Hall stated this is what was sent to us.

Mr. Johnson stated the only changes are on lines 7-11.

Mr. Johnson read the proposed changes to the first paragraph.

*The district recognizes its responsibility to educate students regarding appropriate behavior on social networking and chat room sites about cyberbullying. Therefore, students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.*

Mr. Johnson stated this is the proposed change to the policy.

Mrs. Rancourt asked what grades will this be for. Mr. Johnson stated all grades. Mrs. Rancourt asked if any changes are needed on the form they will sign. As a parent she has concerns with the form. If someone posts something inappropriately on twitter, they can get in trouble for bullying. She feels that students do not realize this and parents do not understand that either.

Ms. Hall stated the form applies to them when they are in school. They will be instructed about this. Mr. Johnson stated the change is the district recognizes this responsibility and will educate students about maintaining good social networking skills.

Mrs. Rancourt asked how will this be done? Mr. Johnson stated they will be taught this during their computer classes.

Dr. Gallacher stated that is part of the anti-bullying State law about text messaging and bullying. The school can act upon this kind of behavior. This pertains to use of computers in school.

Ms. Hall agrees that this is needed but would like to have this first paragraph moved to the third paragraph in the policy. Mrs. Rancourt agrees with Ms. Hall.

Mr. Johnson asked if they are concerned where it is placed in the policy or the wording? Ms. Hall would like it moved to the third paragraph.

Mr. Fealy asked if we can vote on this with the proposed change. Mr. Johnson stated that we can move the first paragraph to be the third paragraph.

Mrs. Szewczak asked about the form. Will this be expanded when we add instruments like an i-Pad that goes home with the students? Mr. Johnson stated we would need to address that when the time comes up and make necessary revisions to the form. Mrs. Szewczak believes this applies to our equipment even though the equipment is being used differently. They would be using a different internet access. If you sign the form any equipment provided to a student would apply.

Dr. Gallacher added the form starts off with the computer network so even if they brought their own device they will be using our server and it would apply. Mrs. Szewczak is referring to students bringing home a device and go to sites they should not be going to.

Ms. Hall stated that is not needed for July 1<sup>st</sup>.

Chairman Neville stated Mrs. Szewczak's question is a good one. We will need to revisit this policy when the time comes.

Mr. Fealy stated the policy would need to be voted on as amended.

Mr. Fealy moved, seconded by Mr. Johnson for policy #6141.32 Computer Network and/or Internet Student Acceptable Use Agreement Policy be approved as a first and final reading as amended.

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

## **16. EXECUTIVE SESSION**

Mrs. Szewczak moved, seconded by Mr. Fealy that the Enfield Board of Education enters into Executive Session for Matter(s) Related to Personnel – Attorney-Client Privilege – Document on Hiring Policy.

A vote by **show of hands call 8-0-0** passed unanimously at 10:17 PM.

Dr. Gallacher, Mr. Torre and Mr. Drezek joined the Board in Executive Session.



The Executive Session ended and no actions were taken while the Board was in Executive Session.

**17. ADJOURNMENT**

Mrs. LeBlanc moved, seconded by Mrs. Rancourt to adjourn the Regular Meeting of June 26, 2012.  
All ayes, motion passed unanimously.

Meeting stood adjourned at 10:43 PM.

Donna Szewczak  
Secretary  
Board of Education

Respectfully Submitted,

Kathy Zalucki, Recording Secretary

**ENFIELD BOARD OF EDUCATION  
JUNE 26, 2012  
PUBLIC HEARING MINUTES  
RELATED TO  
CERTIFICATION of CHILDREN'S INTERNET PROTECTION ACT**

**1. Call Public Hearing to Order:**

Chairman Neville called the Public Hearing to order at 8:13 PM on June 26, 2012. The Public Hearing was held in Council Chambers located at 820 Enfield Street to discuss the Certification of Children's Internet Protection Act.

**2. Purpose of Hearing – To hear public comment related to the Children's Internet Protection Act and related Board Policy**

Chairman Neville explained to audience members the public hearing scheduled for tonight regarding Internet Safety Policy, Technology Protection Measures and Certifications regarding Internet Access for Students and Employees using the Internet is required as part of the E-rate requirements. Board Policy #6141.32 Computer Network and/or Internet Student Acceptable Use Agreement Policy will be updated to reflect this.

**3. Audiences – Public Comment on CIPA and related Board Policy:**

Chairman Neville asked if there were any audience members that would like to comment on the Children's Internet Protection Act and Board policy 6141.32 to sign up and come up to the microphone.

Ms. Hall asked if the Technology Plan is a significant piece of this. Chairman Neville stated yes. Ms. Hall further asked when we approved the Technology Plan didn't we authorize this material that is governmentally required? Chairman Neville stated that part of the requirements is to hold a public hearing to allow the public to make comments regarding the policy. This is the reason that we are holding the public hearing.

Dr. Gallacher stated that it is a requirement to hold a public hearing. If there is no audience participation, you can close the meeting.

**4. Close the Hearing – Mr. Neville**

Chairman Neville closed the public hearing at 8:15 PM.

The public hearing stood adjourned at 8:15 PM.

Donna Szewczak  
Secretary

Respectfully submitted,

Kathy Zalucki, Recording Secretary



United States  
of America

# Congressional Record

PROCEEDINGS AND DEBATES OF THE 112<sup>th</sup> CONGRESS, SECOND SESSION

## *House of Representatives*

IN HONOR OF ANTHONY A. TORRE & JOHN GALLACHER, PH.D.

HON. JOSEPH D. COURTNEY  
OF CONNECTICUT  
IN THE HOUSE OF REPRESENTATIVES

MR. COURTNEY. Mr. Speaker, I rise today to recognize the remarkable careers of Dr. John Gallacher and Anthony A. Torre. As these men prepare to retire as the Superintendent and Assistant Superintendent of Schools for the town of Enfield, they leave a legacy of excellence and two very big shoes to fill.

Dr. John Gallacher's passion for education began in 1968, when he started his career as a sixth grade teacher for the Elmhurst U-205 School District in Elmhurst, Illinois. He moved to Iowa eight years later to become an Elementary School Principal: first for the Ponora-Linden Community School District in Panora, Iowa, and then for Washington and Torrence Schools in Keokuk. Dr. Gallacher continued his work in Keokuk until 1992, serving as the Instructional Services Coordinator and the Superintendent of Schools for the district. Having held a variety of positions within the public school system, Dr. Gallacher brought an impressive knowledge and diverse set of skills to Enfield, Connecticut. He has worked as the Superintendent for the past twenty years, where he earned the reputation of an astute problem solver and tireless worker.

Like Dr. Gallacher, Anthony Torre experienced multiple facets of education before becoming an administrator for the Enfield Public School System. In 1959 he started out a classroom teacher at A.D. Higgins Junior High School, working for six years before transitioning to the Chair of the Math Department at Enfield High. Mr. Torre went on to serve as the school's Assistant Principal and Principal, as well as the Principal of Enrico Fermi High School in town. He has remained at his current position of the Assistant Superintendent of Schools for nearly forty years, playing a key role overseeing the expansion of the town's High Schools and ensuring that technological advances were integrated into the classrooms.

These two men have nearly one-hundred years of experience between them. I ask my colleagues to join with me to recognize the astonishing service that Dr. John Gallacher and Mr. Anthony Torre have provided to Connecticut's children.

**Public Hearing 08/06/2012 Expansion & Renovation at Enfield High School****TOWN OF ENFIELD  
LEGAL NOTICE**

The Enfield Town Council will hold a PUBLIC HEARING in the Enfield Town Hall, Council Chambers, 820 Enfield Street, Enfield, Connecticut on Monday, August 6, 2012 at 6:00 P.M. in order to allow public comment on the proposed "APPROPRIATION OF \$103,000,000 FOR THE EXPANSION AND RENOVATION OF ENFIELD HIGH SCHOOL AND TO AUTHORIZE THE ISSUANCE OF BONDS, NOTES, OR TEMPORARY NOTES IN AN AMOUNT NOT TO EXCEED \$35,000,000 WITH THE BALANCE FUNDED BY GRANTS AND OTHER AVAILABLE FUNDS"

Copies of the proposal are available for public inspection in the office of the Town Clerk, 820 Enfield Street, Enfield Connecticut, Monday through Friday, 9:00 a.m. to 5:00 p.m. or at [this link](#).

Additional information is available at [www.enfield-ct.gov](http://www.enfield-ct.gov) or at [this link](#).



## ITPC Meeting Minutes

**Date: May 8, 2012**

**11:00 AM TO 12:00 PM**

**Barnard School Conference Room**

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**Meeting called by:** Paul Russell

**Type of meeting:**

Planning/Status

**Minutes recorded by:** Cindy Andersen

**Members Present:** Paul Russell, Chief Technology Officer; Matt Coppler, Town Manager, TOE; John Gallacher, Superintendent, BOE

**Members Absent:** Lynn Nenni, TOE

**Review of Prior Meeting's Minutes:** Accepted.

**High School Consolidation Committee** – Their website is in progress.

**ECP Laptops** – These have been received and will be deployed this week.

**AD Standardization** – This IT initiative will ensure names, locations and phone numbers are consistent and available with all users in the Global Address Book.

**IT Service Department** – We are transitioning from support maintenance to service. Teams will be transitioned so our department can be pro-active for services, rollouts, etc. and follow goals that align with Town Council and Board of Education goals.

**ITIL Service Portfolio** – A portfolio will be available online that will outline IT services, expectations, etc. This will allow residents, staff to understand IT procedures and policies.

**ESS Phase 2** – Access is available for staff to be able to make updates to their contact information, address, etc. They cannot add dependents. The next phase is making it available for open enrollment for both Town employees. Board of Education has some setup work to make available for their staff.

**Decommission OpenVMS Server** – On June 29, 2012, ADMINs access will be removed. Everyone has transitioned their processes and reports to Munis. We have converted reports into .pdf format for payroll, HR, etc.

**TAC/HAC at Elementary** – On April 25, 2012, School principals are getting state codes and schedules. TAC for elementary is on schedule for Fall 2012. HAC will be a separate rollout.

**See-Click-Fix** – Rollout to the Town will be on May 2, 2012. Residents are currently using it and we are receiving good feedback. This is similar to and replaces QAlert with more mobile functionality and ease of use for the resident/customer.

**Munis Gateway at the EPD** – This is a secondary Munis connection for when the primary connection to Munis is down.

**Fuelmaster** – This new program will replace Gasboy, which is the current system that provides information on fuel to the Town's fleet. This will integrate with Munis.

**ESchoolPlus 2.4 Upgrade** – This will be done prior to our end of year rollout.

**TimeClock Plus** – DPW will have time clocks installed in all school buildings for the custodians to track their time. We are currently investigating network connectivity.

**Unsubmitted Summer Projects** – These include:

**User Training** – Users will be able to sign up for requested classes.

**User Maintenance** – New processes will be put into place.

**XenApp and XenDesktop** – VDI in a box – gateway to BYOD

**Sharepoint Infrastructure** – Upgrade and expansion are necessary

**Virtual Infrastructure Analysis** – Vendor analysis of network disc space and storage

**Xenserver High Availability** – Redundancy available

**Citrix** – Staff will have access to our secured network with email, ESchool, printing, Munis, Office, etc from any device. Logins will be role-based. Cost is approximately \$250,000 over a five year lease, which will be part of the BOE refresh.

**XP Support** – Microsoft will not support XP as of 2013. We will have to upgrade to Windows 7 or Windows 8. Some of our older devices will not support this upgrade.

**2012-13 Budget** – Paul Russell will send Chris Chemerka the full details of the IT Budget. The refresh plan is to get new technology into teacher's hands, which will then roll down to the students.

**Account Restructure** – The BOE is looking for a detailed budget breakdown by account. They would like monthly updates of the actual spending. Salaries and benefits are currently being split down the middle versus by the number of devices.

**Next Meeting** – Our next meeting will be held on June 12, 2012 at Alcorn. Dr. Gallacher will invite Dr. Schumann and the new business manager, if available.

Respectfully Submitted,

Paul Russell  
Chief Technology Officer  
Town of Enfield

PAR/cba  
05082012 ITPC Minutes Final

Page 2 of 2

6/22/2012

## **Nutrition Services Price Increase Request for Primary and Intermediate Lunch Prices For School Year 2012-2013**

Submitted by Diane Edwards, Nutrition Services Director  
June 8, 2012

### **New Regulations**

The cost of food to produce a lunch will increase next year due to the healthier meal requirements in the Healthy, Hunger-Free Kids Act (s.3307) signed into law in December of 2010. A key component of this act is the recently released new school meal patterns, effective July 1, 2012. The new meal patterns resulted in much discussion and revising and the final rule was released in January 2012, however state training for all directors did not occur until May of this year due to the number of revisions of the rules. The new meal pattern final rule will increase the cost of producing the meal more than the \$.06 cent per lunch reimbursement that will be received if the lunches are compliant with the new meal patterns. The new meal patterns are mandatory, but the additional \$.06 reimbursement will not be received if school food authorities are found to be out of compliance. Enfield Nutrition Services is modifying all of our meal patterns to meet the new regulations.

Attached is a sheet comparing the current meal pattern requirements and the new requirements that will be effective on July 1, 2012 until June 30, 2013. Additional changes to the meal patterns will be phased in over the next ten years. For the school year 2012-13, the requirements for the fruit and vegetable components and the grain component will result in the higher costs per meal of approximately \$ .32 per meal (please reference the attached document for the breakdown). The additional \$.06 reimbursement offsets this down to \$ .26 per meal, on average, to meet these requirements.

### **Price Change Request to \$1.75 at Primary and Intermediate Schools**

Due to the Equity in School Lunch Pricing requirements, last year we raised the price of lunches at the secondary schools to \$2.25 (\$.25 increase) and the intermediate schools to \$1.60 ( \$.10 increase). These increases helped to offset the changes I made this year towards these changes I knew were coming and will help with these new meal pattern regulations. However, at the elementary and intermediate levels, I am requesting we increase prices to \$1.75 based on the additional cost of the new meal patterns requirements. This results in a \$.15 increase at the intermediate schools and a \$ .25 cent increase at the primary schools. All elementary schools (K-5) will be served the same portions and components with the new meal regulations. The reasoning behind charging only \$1.50 for the K-2 last year and not increasing was that there had been some discussion that they would have different serving sizes for grades K-2 and Grades 3-5, but this is not the case.

### **Effect of Price Increase on Participation**

Total lunch participation 59 % up approximately 1% over last year. Free and Reduced participation of eligible students is at 78%, up 3% over last year. Paid participation of eligible students is at 44%; this reflects a 2% decrease at JFK, EHS, and FHS. There were no significant changes at the K-5 schools. If the 2% decrease in participation is a result of the price increase to \$2.25 (\$.25 increase), then we would expect the same to happen at the primary level where I am requesting the same increase amount. The primary grades are the lowest participation rate at 33%, and the effect of the drop in participation would be nominal, based on this year's revenue YTD a loss of approximately \$1,500.

Even with the requested price increases, the price of lunch in Enfield continues to be among the lowest in the state. I have attached a recent survey of 40 districts and their lunch prices. As you can see Enfield is well below the industry average of \$ 2.22 for elementary lunches, \$2.51 for middle school lunches and \$2.62 for high school lunches. We offer an excellent value to our school community and try to hold off any increases as long as possible. However, these new regulations leave no alternative but to increase lunch prices at the elementary level to avoid losses.

# School Lunch Price Comparison 2011

School District	Elementary	Middle/Upper	High
Ansonia	\$2.50	\$2.75	\$3.00
Avon	\$2.25	\$2.25	\$2.75
Berlin	\$2.45	\$2.75	\$2.95
Bloomfield	\$2.25	\$2.75	\$2.75
Bristol	\$3.00	\$3.00	\$3.25
Canton	\$2.75	\$3.00	\$3.00
Cheshire	\$2.25	\$2.55	\$2.90
Coventry	\$2.25	\$2.50	\$2.75
CREC	\$2.75	\$2.75	\$2.75
Enfield	\$1.50/1.60	\$2.25	\$2.25
Fairfield	\$2.20	\$2.25	\$2.30
Farmington	\$2.50	\$2.75	\$2.75
Gilbert School	-	-	\$3.25
Glastonbury	\$2.75	\$3.00	\$3.00
Groton	\$2.45	\$2.75	-
Mansfield	\$2.00	\$2.50	\$2.50
Meriden	\$2.50	\$2.65	\$2.75
Middletown	\$2.25	\$2.50	\$2.75
Monteville	\$2.25	\$2.50	\$2.50
Newington	\$2.15	\$2.40	\$2.50
New Milford	\$2.25	\$2.50	\$3.50
Newtown	\$2.50	\$2.75	\$3.00
North Branford	\$2.25	\$2.50	\$2.75
Norwich	\$1.75	\$2.00	\$2.00
Plainville	\$2.25	\$2.75	\$2.75
Putnam	\$1.95	\$1.95	\$2.30
Region 10	\$2.00	\$2.25	\$2.25
Region 14	\$2.35	\$2.75	\$2.75
Region 15	\$2.40	\$2.60	\$2.60
Region 16	\$2.00	\$2.25	\$2.50
Simsbury	\$2.50	\$2.50	\$2.75
Southington	\$2.25	\$2.50	\$2.75
South Windsor	\$2.50	\$2.85	\$2.85
Tolland	\$2.00	\$2.50	\$2.75
Trumbull	\$2.45	\$2.55	\$2.70
Waterbury	\$1.25	\$1.50	\$1.50
Waterford	\$2.00	\$2.25	\$2.25
West Haven	\$2.25	\$2.50	\$3.00
Windsor	\$2.00	\$2.25	\$2.50
Wolcott	\$2.00	\$2.50	\$2.75
<b>INDUSTRY AVERAGE</b>	<b>\$2.22</b>	<b>\$2.51</b>	<b>\$2.62</b>

Source: SNACT (School Nutrition Association of CT)



# Source: USDA Website

Comparison of Current and New Regulatory Requirements under Final Rule "Nutrition Standards in the National School Lunch and School Breakfast Programs" Jan. 2012

National School Lunch Program Meal Pattern		
Food Group	Current Requirements K-12	New Requirements K-12
<u>Fruit and Vegetables</u> <b>student must take 1/2 cup of fruit or vegetable</b>	1/2 - 3/4 cup of fruit and vegetables combined per day	3/4 - 1 cup of vegetables <u>plus</u> 1/2 - 1 cup of fruit per day <b>Mandatory minimum = of 1/2 cup on tray</b>
<u>Vegetables</u> <b>specific sub groups must be served</b>	No specifications as to type of vegetable subgroup	Weekly requirement for: <ul style="list-style-type: none"> <li>• dark green</li> <li>• red/orange</li> <li>• beans/peas (legumes)</li> <li>• starchy</li> <li>• other (as defined in 2010 Dietary Guidelines)</li> </ul>
Meat/Meat Alternate (M/MA)	1.5 - 2 oz eq. (daily minimum)	Daily minimum and weekly ranges: Grades K-5: 1 oz eq. min. daily (8-10 oz weekly) Grades 6-8 : 1 oz eq. min. daily (9-10 oz weekly) Grades 9-12 : 2 oz eq. min. daily (10-12 oz weekly)
Grains	8 servings per week (minimum of 1 serving per day)	Daily minimum and weekly ranges: Grades K-5: 1 oz eq. min. daily (8-9 oz weekly) Grades 6-8 : 1 oz eq. min. daily (8-10 oz weekly) Grades 9-12 : 2 oz eq. min. daily (10-12 oz weekly)
<u>Whole Grains</u> <b>↑ 50% served</b>	Encouraged	At least half of the grains must be whole grain-rich beginning July 1, 2012. Beginning July 1, 2014, all grains must be whole grain rich.
Milk	1 cup Variety of fat contents allowed; flavor not restricted	1 cup Must be fat-free(unflavored/flavored) or 1% low fat (unflavored)

+ @ .18¢ meal

= + @ .05¢ meal

@ .08-  
@ .10¢ meal depending on type of grain

Cost  
 Fruit+Veg + .18  
 Sub group Vegetables + .05  
 Whole Grain + .09  
 \$ .32  
 - .06 add'l reimbursement  
 + .26 increased cost

FIRST  
READING

**ENFIELD BOARD OF EDUCATION  
ENFIELD, CONNECTICUT**

**Policy on Safety**

**5142.**

The safety of each student, visitor, and employee of the Enfield Public Schools is considered to be of paramount importance.

All physical facilities shall be maintained with the highest standards for public safety.

**References:**

**CT Education Law Sec. 10-214a, Eye Protective Devices**

**Approved: April 22, 1978**

**Reviewed: September 22, 2009**

**Revised:**

**ENFIELD BOARD OF EDUCATION  
ENFIELD, CONNECTICUT**

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The safety of each student, visitor, and employee of the Enfield Public Schools is considered to be of paramount importance. ~~The prevention of accidents and injuries is of such importance that it will be given absolute precedence over any and all other considerations.~~

To the greatest degree possible, ~~All~~ physical facilities shall be maintained to be in keeping with the highest standards of ~~personal~~ **for public** safety.

**USE OF SAFETY GLASSES AND SAFETY SHIELDS**

~~Safety glasses shall be provided for and worn by all students in all shops where the eye safety of the student is of concern and where deemed necessary by the instructor. They shall include but not be limited to the following areas:~~

Automotive Mechanics Shop ————— Safety glasses shall be worn when operating or near all power equipment, such as, grinder, Lathe, welding torch, battery charger and any other area deemed necessary by the instructor.

Drafting Room ————— At the discretion of the instructor.

Electricity & Electronics Lab ————— Safety glasses shall be worn when operating or near all power tools.

Graphics Shop ————— Safety glasses or shield shall be worn when mixing or pouring chemicals.

Home Mechanics Shop ————— Safety glasses shall be worn at all times except when entire class is not engaged in any form of machine or hand tool activity, such as, testing, planning, studying, or involved in a lesson.

Metals Shop ————— Safety glasses shall be worn at all times except when entire class is not engaged in any form of machine or hand tool activity, such as, testing, planning, studying, or involved in a lesson.

Wood Shop ————— Safety glasses shall be worn at all times except when entire class is not engaged in any form of machine or hand tool activity, such as, testing, planning, studying, or involved in a lesson.

**References:**

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**Revised:**

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Wood Shop - Safety glasses shall be worn at all times except when entire class is not engaged in any form of machine or hand tool activity, such as, testing, planning, studying, or involved in a lesson.

**Approved: April 22, 1978**  
**Reviewed: September 22, 2009**

RESCIND

**ENFIELD BOARD OF EDUCATION  
ENFIELD, CONNECTICUT**

**TUBERCULOSIS DETECTION AND PREVENTION**

5141a.

Tuberculosis (TB) screening by risk category will be mandated for all new enterers and as part of the required health assessment in grades 6 and 10.

Students defined as low-risk must have documentation by the examiner on the student's health form under the TB test section.

A student will be categorized as high risk and will be required to have a mantoux test if he/she meets any criteria listed within the Pediatric Red Book (1994 Edition).

The Pediatric Red Book (1994) lists the following children and adolescents at high risk:

- Contacts of adults with infectious tuberculosis;
- Those who are from or have parents who are from, regions of the world with high prevalence of tuberculosis;
- Those with abnormalities on chest roentgenogram suggestive of tuberculosis;
- Those with clinical evidence of tuberculosis;
- HIV-seropositive persons;
- Those with immunosuppressive conditions;
- Those with other medical risk factors: Hodgkin's disease, lymphoma, diabetes mellitus, chronic renal failure, malnutrition;
- Incarcerated adolescents;
- Children frequently exposed to the following adults: HIV-infected individuals, homeless persons, users of intravenous and other street drugs, poor and medically indigent city dwellers, residents of nursing homes, migrant farm workers.

<b>Policy Adopted:</b>	<b>November 12, 1978</b>
<b>Policy Amended:</b>	<b>October 26, 1971</b>
<b>Amendment effective:</b>	<b>Retroactive September 1, 1971</b>
<b>Reference:</b>	<b>Recommended by Hartford County Area TB Respiratory Disease Association and the State Department of Health</b>
<b>Policy Amended:</b>	<b>March 23, 1976</b>
<b>Policy Amended:</b>	<b>October 9, 1979</b>
<b>Policy Amended:</b>	<b>October 10, 1995</b>
<b>Policy Reviewed:</b>	<b>September 22, 2009</b>

Item # 15c.

CONNECTICUT STATE DEPARTMENT OF EDUCATION  
Bureau of Health/Nutrition, Family Services and  
Adult Education  
25 Industrial Park Road  
Middletown, Connecticut 06457-1543

FOR STATE USE ONLY

Effective Date: \_\_\_\_\_  
AGREEMENT NUMBERS:  
School Programs \_\_\_\_\_  
Child Day Care Centers \_\_\_\_\_  
Adult Day Care Centers \_\_\_\_\_  
Day Care Homes \_\_\_\_\_  
Summer Food Service \_\_\_\_\_

**AUTHORIZED SIGNATURES CHANGE FORM**

Read the enclosed instructions before completing the form.

This is to certify that on July 10, 2012, as shown in the minutes of  
(Date)

Enfield Board of Education

(Name of Corporation, Board of Education or Governing Body)

the following action was taken to revise the Authorized Signers of the **ED-099 Agreement for Child Nutrition Programs**.

1. *The person designated below is authorized to sign this agreement and to sign claims for reimbursement.*

Signature

Superintendent

Title (Superintendent of Schools, Mayor, Selectman, President  
or Chairperson of the Board, Pastor or Commissioner)

Dr. Jeffrey A. Schumann  
Printed Name

July 10, 2012  
Date

2. *In the absence or incapacity of the first designated individual, the second person designated below is authorized to sign claims for reimbursement.*

Signature

Chief Finance Officer

Title (Assistant Superintendent, Business Official, Principal,  
Headmaster, City or Town Manager, Executive Director  
or Deputy Commissioner)

Mr. Anthony P. Littizzio  
Printed Name

July, 10, 2012  
Date

3. *The signature below certifies the above action.*

Signature

Mrs. Donna Szewczak, Secretary  
Title (Secretary of Corporation, Town Clerk, Secretary  
of the Board)