

TC/BOE STRATEGIC PLAN SUBCOMMITTEE
Meeting Minutes
September 16, 2010

CALL TO ORDER

Mr. Stokes called the meeting to order at 7:00 PM at the Enfield Town Hall, Enfield room.

MEMBERS PRESENT

BOE Members – Greg Stokes, Chairman, Judy Apruzzese-Desroches, Joyce Hall and Chuck Johnson. Town Council Members –Cindy Mangini.

ALSO AT THE TABLE

Matt Coppler, Town Manager John Gallacher, Superintendent of Schools.

ALSO IN ATTENDANCE

Tony Torre, Assistant Superintendant and Donna Szewczak, BOE Member.

APPROVAL OF MINUTES

Motion to approve minutes by Cindy Mangini, second by Chuck Johnson to approve the minutes of August 5, 2010.

Dr. Gallacher introduce Elementary Principals, Altressa Cox-Blackwell, LeAnn Beaulieu and Tim Van Tassel to present specific reorganization of elementary schools.

The aforementioned Principals presented their recommendations (Attachment)

The committee thanked the Principals for their diligent thorough work.

Next meeting scheduled for September 23, 2010 for the High School Principals to present their recommendations

Thursday September 30, GM2 will present facility plan for a consolidated High School.

Nothing further was brought to the committee.

ADJOURNMENT

Motion to adjourn by Judy Apruzzese-Desroches, second by Cynthia Mangini at 7:47 PM.

Respectfully submitted,
Matthew Coppler

To: Dr. John Gallacher
From: The EPS Elementary Principals
Date: September 10, 2010
RE: Elementary Re-organization

The following represents the option being presented by the Elementary Principals for the reorganization of the elementary system for the 2011-2012 school year. This option is to re-utilize the Alcorn and Stowe Schools and is based on several essential assumptions:

- The elementary system will be made up of 4 PreK-2 schools and 3 schools made up of students in grades 3 through 5. Based on the demographer's projections, it would appear that a minimum of 7 elementary buildings will continue to be required.
- The data used to establish the number of students/rooms necessary is based on 2009-2010 enrollment.
- Building size, geographic location, and building use flexibility as well as economic and racial diversity need to be considered in determining the schools that will be re-utilized.
- The entire elementary system will be redistricted based on the information provided by the demographer's report as well as the demographic data in E-school and the new transportation software.

Following the redistricting of the remaining 7 elementary schools for the 2011-2012 school year, a system of feeder schools may be possible to move students from PreK-2 buildings to grades 3-5 pending further analysis of student demographic data. For example, a possible scenario could include:

PreK*/K-2 Schools	Grade 3-5 Schools
Barnard School	Crandall School
Hazardville Memorial School	Eli Whitney School
Enfield Street School	Parkman School
Nathan Hale School	Whitney/Parkman

*In order to maximize resources, it will be important to have at least two of the four preK classes in a building.

This option for re-organization takes the following information into consideration:

- The district will maintain four primary schools to keep class sizes smaller (17-21) and to minimize travel time on buses for our youngest students.
- The racial and economic diversity issues in our district can be addressed.
- A system of "feeder schools" will allow neighborhoods to remain together throughout a child's elementary school years. Equally important, this will foster a smoother transition from the primary to the intermediate grades for students and ensure consistent sharing of important educational information among educators.
- This option will provide more balance to the geographic locations of the elementary schools in Enfield; Stowe is located in close proximity to Enfield Street School and Parkman School.
- The Alcorn School has limited flexibility within the PreK-2, 3-5 system because it is multi-leveled and the fire code prevents it from accommodating students in PreK-2. It also does not have enough classrooms for the proposed 3-5 configuration (3-5 buildings need at least 20 classrooms; Alcorn has 18).
- The placement of the following self-contained special education classrooms needs to be determined based on the room utilization of the remaining 7 elementary schools as well as the grade level requirements of each program:
 - PAL (combined primary and intermediate classroom)
 - ECP (1 primary and 1 intermediate classroom)
 - ASD (1 primary and 1 intermediate classroom)
 - Pre-school (4 classrooms)
- Should enrollment continue to decline, maintaining 4 primary schools may allow for the potential for full day Kindergarten if this becomes mandated by the state or federal government. In addition, maintaining the re-utilized schools by the Town of Enfield allows for the economically beneficial option of providing space for any future mandates regarding pre-school, full day kindergarten, or the expansion of Head Start.

**Enfield Public Schools
PK-2/Gr. 3-5 Reorganization Timeline**

TASK	TIMELINE	COMMENTS/CONSIDERATIONS
Demographer's Report Received	August 15, 2010	Principals will include this information as part of the decision making process
Principals will decide on a recommendation to close 2 or 3 schools	By August 27, 2010	
BOE to vote on school closings and reorganization plan	September 28, 2010	
Create a Press Release and page on the district website devoted to communicating the ongoing reorganization plan to parents	After the BOE vote	
Principals will meet with C. Chemerka to determine how PTO budgets and student activity accounts will be dispersed to reorganized schools in 2011-2012	October 2010	
Schedule a meeting between Dr. Gallacher and the PTO Presidents	October 2010	
Central Office will inform Dept. Chairs of their responsibilities in the reorganization plan	By the end of October 2010	Develop an inventory of equipment and curricula (for example)
Pupil Services will determine best school placements for PAL, ASD, & ECP classrooms	November 2010	
Inform parents of the schools their children will attend	Prior to the Christmas Vacation	
Custodians will update inventory of school furniture, equipment, supplies, etc.	Completed by January 2011	This will help inform facilities as they develop their logistical moving plan. The town's assistance will be needed
Scenarios for transporting students to reorganized schools using the Bus Software	February 1, 2011	The boundary lines need to be determined

TASK	TIMELINE	COMMENTS/CONSIDERATIONS
Facilities will develop and submit a logistical plan for moving furniture and supplies	Completed by February 2011	Administrators/custodians/staff will need to know procedures for packing/labeling and organizing furniture and supplies to prepare for move in the summer of 2011.
IT will develop and submit a logistical plan to Dr. Gallacher for transferring student e files to new schools	Completed by February 2011	
Packing boxes distributed to schools	First week in April 2011	
Principals will work with Dr. Gallacher and C. Drezek to recommend staff assignments	Completed by April 2011	
Principals will develop a plan for sharing and transferring essential student information in order to most appropriately place students in classrooms (i.e. files: cum, SPED, health, confidential, etc.)	April 2011	This plan will be implemented in late May/early June. Administrators/Central Office need time to arrange for any teacher coverage/release time that may be necessary to implement this plan.
Principals will develop a plan to prepare for the staff transition to new schools	April 2011	It is important for principals to meet with new staff prior to the end of the school year to help prepare for 2011-2012 school year.
Inform Principals of their school assignments	April 2011	Rationale- Principals will need several months of time to work together to plan for an effective transition to the new configurations of PK-2/Gr. 3-5
Teachers and other staff will be informed of their school assignments	April 2011	This date is tentative based on budget approval
Teachers will meet across buildings to determine student placements in classrooms	Late May/early June 2011	Principals and teachers must consider creating balanced classrooms that address: gender, SPED, race, etc.
Open House for parents & students to visit new school, meet principals & staff	June 2011	

TASK	TIMELINE	COMMENTS/CONSIDERATIONS
Moving all furniture and supplies, teachers' boxes and file cabinets, etc. to the new assigned schools	ASAP after the last day of school; to be completed by a date to be determined by B. Peluso	

Other Comments/Considerations:

Dr. Gallacher will ask the BOE to approve additional Early Release Days in the spring in order for teachers to accomplish the many tasks associated with the reorganization.

Revised 9-10-11