

**BOARD OF EDUCATION
SPECIAL MEETING MINUTES
FEBRUARY 15 , 2017**

A special meeting of the Enfield Board of Education was held in the Alcorn Professional Development Conference Room located 1010 Enfield Street, Enfield, CT on February 15, 2017.

1. **CALL TO ORDER** : The meeting was called to order at 6:32 PM by Walter Kruzel.
2. **FIRE EVACUATION ANNOUNCEMENT** : Walter Kruzel announced the fire evacuation announcement.
3. **PLEDGE OF ALLEGIANCE** : Walter Kruzel
4. **ROLL CALL** :

MEMBERS PRESENT : Raymond Peabody, Lori Unghire, Tina LeBlanc, Tim Neville, Stacy Thurston and Walter Kruzel

MEMBERS ABSENT : Rich Regnier, Vin Grady and Tom Sirard

ALSO PRESENT : Dr. Schumann, Superintendent and Mr. Christopher Drezek, Deputy Superintendent

5. **CONTINUE DISCUSSION AND ACTION IF ANY, REGARDING ADOPTING THE FY2017-18 BUDGET:**

Dr. Schumann reviewed the requested budget items from the February 14th meeting that Board members wanted additional information on. The matrices requested were sent out to Board members today. He also distributed the January 18, 2017 enrollments, and the elementary instruction time allotments.

Mr. Neville asked about tuition for pupil magnet line item. Dr. Schumann stated this is for students that have been placed or attend a magnet school out of our district. Mr. Drezek added that we still need to pay for their SPED services even though they are at a magnet school. Dr. Schumann added that Hartford will pay for the Hartford students needing SPED services that attend school here in Enfield. There is a negotiated rate that is used.

Mrs. LeBlanc asked if we do an assessment or do we use what they come with. Dr. Schumann stated we will follow the IEP unless additional services are needed. We would then need to hold a PPT meeting.

Mrs. LeBlanc asked what will happen if one of our students at a magnet school needs additional services. Dr. Schumann stated they would hold a PPT meeting. When a student is placed by DCF in another district, we are the NEXUS and are responsible financially for the student.

Mrs. LeBlanc stated that parents have commented that they are going to CREC schools for SPED services and we are still paying for these services. This frustrates her.

Mr. Peabody asked about magnet costs and SPED costs and shouldn't they all be included together. Dr. Schumann stated some of the costs are combined. We have students placed all over the state.

Dr. Schumann stated our technology plan from 2015 is still in place. We are waiting to receive the new guideline for the 2017 technology plan. Mr. Neville added we will need to complete this. Some of grants require a technology plan. Dr. Schumann added we will need to make a new technology plan for 2017-18.

Dr. Schumann reviewed the number of certified, non-certified, nursing and para staff per each school and department with Board members.

Mr. Neville would like to receive a clear definition about what the elementary counselors do and would like this to be included in the budget book. The public needs to understand what they are doing at the elementary level. Mr. Peabody agreed with this. We need to educate the public. They are not just guidance counselors at the elementary level. They are counselors.

Mr. Peabody asked about the reduction of staff or layoffs at the K-2 level. Dr. Schumann stated we will have a reduction of 1.5 staff. Positions have been eliminated but no one has been terminated.

Mr. Neville asked if the 10 month coordinators teach. Dr. Schumann their role is an administrator and they do not teach more than .4.

Mr. Peabody asked about the Student Success Academy position. Dr. Schumann stated this is a stipend position.

Mr. Neville thanked Dr. Schumann for this information. The matrices received do not give him the information he is looking for. The ones we received before could give you detailed information. He is looking for reading and remedial sections. He believes this can be done using the master scheduler.

Dr. Schumann will look into this. We are using a new system and no one knew how to generate this.

Mr. Neville appreciated receiving the updated enrollment information.

Mr. Peabody asked about a utilization report. Mr. Neville added classroom performance would be helpful showing how many students are taking AP classes, reading classes, etc.

Mr. Neville would like to discuss the final numbers that are needed for the budget report we need to present to the Town Council. When do we need to present this to them? Dr. Schumann stated February 28th.

Mr. Neville is not looking to make any cuts. Our bargaining units have worked very hard with us. May or June may dictate things differently. We are looking at 18% for insurance costs. There are too many uncertainties and unknowns. Once we make a cut, it will not come back. This budget is reasonable.

Mr. Peabody asked about retirements. Dr. Schumann stated we have received 6 and we plan for 10 retirements. The amount in the budget book reflects 10 retirements.

Dr. Schumann spoke with the Town Manager today. They are planning to use 15% for insurance costs. We can adjust this line item from 18% to 15% for a reduction of \$302,745.

Mr. Neville does not want to go to 15% if it doesn't take care of the fund. Dr. Schumann stated we are still looking at vendors. They are comfortable that there is enough to pay for the cost of the insurance premiums and replenishing the fund. They always start conservatively and then scale back. He does not know what the actual costs are.

Mr. Neville would like to defer this to Mrs. LeBlanc. We don't want to go back to where we were. Is there is a guarantee. Dr. Schumann stated the Town Manager is confident with what they are telling him. Mr. Neville asked if this is a self-insured fund. Dr. Schumann is not sure. The committee will make their recommendation.

Mr. Neville stated we should have some say in this. There was also supposed to be a policy. Dr. Schumann stated the policy will come after. They are looking at policies now. Mrs. LeBlanc added the policy will be looked at in May. We need to go through a budget season first and have a clear clean fiscal process of how the claims were processed. Then we will look at the policy in May.

Mr. Neville stated once the committee makes a recommendation, who will decide this? Mrs. LeBlanc stated the Town Council and Board will need to decide. Dr. Schumann added we are a major player in this. Mrs. LeBlanc added that she gave her opinion on this to the committee. Numbers were discussed and she is hopeful that the final number will be lower than 15%.

Dr. Schumann stated we receive a number in November. The Town Manager receives a number in March and then we will all know the May number. Mrs. LeBlanc added based on the 15% number, she feels this is for a self-insured number.

Mr. Peabody asked if we could look at the retiree numbers and the insurance reduction number from the proposed budget. Dr. Schumann stated the Board can reduce the budget using the 15% insurance number. The retiree number has already been reduced. You can reduce the budget by \$302,745.

Mr. Peabody stated we need to decide by our next meeting what we want to present to the Town Council.

Mr. Peabody asked about the 6 behavioral specialist and their roles. Dr. Schumann stated they will implement and train staff on our PBIS protocols and software use. They will work with families and students setting up behavioral plans. The cost is 1 fte. in each elementary school. There is also \$32K under training in professional development and the training will be provided by SERC.

Mr. Neville asked about the technology hardware. Dr. Schumann stated there is a line item in the budget for technology hardware for the Chromebooks needed for Science for \$6K. Mr. Peabody added the issue is from the software needing to be used on a Chromebook.

Mr. Neville thought this should be included in the technology requests. We also have the 6 iPads for PE. Are there any other technology items that are needed? Dr. Schumann believes this is all of them. He added that we are responsible for the software and IT is responsible for the hardware.

Mr. Neville stated we have discussed at Curriculum meetings where are we going with technology. Dr. Schumann stated the IT department is working on this and are hopeful to have this in place for May. Mr. Peabody added that there are applications that can look at each device on your system like Apple Harvest and SMS.

Mr. Neville would like to know what items we have and what our refresh plan is. Mr. Peabody added this was discussed at the last ITPC meeting. Dr. Schumann stated the administrator lease is being looked at by the Town Attorney. Once this is approved, we will begin to purchase and roll out the new Administrator machines. We will need to find ways to purchase the machines we are using in the classrooms. We do not have a refresh plan for these machines. We will need to look for grants. The Town will manage them but we need to purchase them.

Mr. Neville stated at some point, we will need an inventory list. Mr. Peabody added this is a work in progress and will be done. Dr. Schumann added that Mr. Russell is looking to have something in place that is 95-99% accurate in late spring.

Mr. Peabody asked for clarification regarding ITPC line item. Dr. Schumann stated that is for the IT staff, leases, hardware, servers and network maintenance.

Mr. Peabody thought we were not going to be charged for the network. This should be an in-kind service. He is looking for an updated MOU agreement. Dr. Schumann stated we are paying for our cellphones, we pay for our portion to run the network and IT employee salaries. We are paying \$750K and the total IT cost is around \$4 million. Mr. Peabody added this is an area if the IT line item was broken down, we could see what we are actually paying for. Dr. Schumann will get the Board of the IT budget to review.

Mr. Neville thought the MOU would break these items out. We were going to update this. Was this ever updated? Dr. Schumann does not believe changes were made. We have all been getting along nicely and working together cooperatively. Mr. Neville would like this to be documented. Dr. Schumann stated he can discuss this at the ITPC monthly meeting.

Vice Chairman Kruzel and Mr. Neville agreed that Dr. Schumann can discuss this at the next meeting.

Mr. Neville would like to know if any Board member would like to discuss what we will present to the Town Council. He has expressed his opinion about not making any cuts to the budget.

Mr. Peabody does not believe we can present the budget as is, based the financial times we are facing. He agrees with what is in the budget and the initiatives. They will give us a number and we need to know what the impact of any reductions to these new initiatives would be. What can be pushed off until next year? We need technology. We might need to target growth areas. There are some areas we cannot reduce. We need to look at a reasonable increase. We need to look at programs to keep our schools going in the right direction.

Mr. Neville does not want to make any cuts. He does not want to cut any programs, initiatives or AP classes. The items in the budget are needed. What are the impacts if we do not replace technology items? Which ones are needed for our curriculum?

Mr. Peabody does not want to reduce any staff numbers. Our bargaining units have worked with us. We need to look at the impact for any technology reductions. What do we take out in order to pass a reasonable budget? He has asked parents to come to meetings to fight for us.

Vice Chairman Kruzel stated we can reduce our budget for the insurance line item from 4.98% to 4.53%.

Mr. Neville asked if Mr. Peabody has a number he is looking for? Our budget is currently at \$71,074,732. Mr. Peabody stated he is looking to get closer to \$70 or \$69 million. We are looking at multiple reductions from the state that will be passed onto the Town and us.

Mrs. LeBlanc will not vote for any decreases even knowing what the state is predicting. Any reduction will undermine what we have done with our school system.

Mr. Peabody agrees with Mrs. LeBlanc about cutting our budget. There is no fluff in our budget. He will not vote for a zero percent increase.

Mrs. Thurston asked if we can present the Town Council with a 4.53% budget and let them decide. A lot of us do not want to make any cuts. Let them tell us what the number is.

Mrs. LeBlanc added that we have never presented any budget since she has been a Board member with what the Superintendent has asked for.

Mr. Neville stated that he could look at reducing the 5 iPads for PE. Anything else would be cutting programs and staffing. We have done the work. He feels a 4.53% budget is justifiable.

Mr. Peabody stated this budget has value added to it. We are all in agreement but we need to have a contingency plan for where we may end up.

Mrs. Unghire also agrees to present a 4.53% budget.

Vice Chairman Kruzel would like to discuss this with our caucuses.

Mr. Peabody added that we could go forward with a 4.53% budget and vote on this tonight. We are all in agreement and want to support Dr. Schumann's efforts.

Dr. Schumann stated you have a majority of the Board present tonight. It sounds like you are ready to vote.

Mr. Peabody stated he could vote on this tonight. We would still need to continue to sharpen our pencils.

Mr. Neville is frustrated waiting for all Board members to be present. He has pushed for these budget discussions. He is ready to vote on this tonight. He wished we had a full house at tonight's meeting.

Board members were in agreement to vote on this tonight. Vice Chairman Kruzel asked for a brief recess.

Recess:

Mr. Peabody moved, seconded by Mr. Neville for a brief recess. A vote by **show of hands 6-0-0** passed

unanimously.

All Board members agreed to a brief recess at 8:00 PM. Board members returned at 8:06 PM.

Mr. Peabody moved, seconded by Mr. Neville that the Enfield Board of Education reduce the insurance line item by 3% and present a 4.53% Budget to the Town Council.

A vote by **roll call 6-0-0** passed unanimously.

6. BOARD MEMBER COMMENTS :

Vice Chairman Kruzel stated we all did a good job tonight.

7. ADJOURNMENT :

Mrs. Thurston moved, seconded by Mrs. Unghire to adjourn the Special Meeting of February 15, 2017.

All ayes, motion passed unanimously.

Meeting stood adjourned at 8:08 PM.

Tina LeBlanc
Secretary
Board of Education

Respectfully Submitted,

Kathy Zalucki, Recording Secretary