



**TOWN OF ROCKY HILL  
BOARD OF EDUCATION  
MEETING MINUTES/MOTIONS**

**In order to comply with Connecticut General Statutes regarding minutes of meetings, the following will be used to record information during all public meetings that take place. An original must be submitted to the Town Clerk of Rocky Hill within 48 hours of the meeting being adjourned. Motions should be complete, showing the maker and second of the motion as well as how each member voted. Unanimous votes may be listed as unanimous.**

NAME OF PUBLIC BOARD OR COMMISSION	Board of Education
DATE MEETING AGENDA POSTED	February 6, 2009
LOCATION	Rocky Hill Town Hall Council Chambers
DATE OF MEETING	February 12, 2009
TIME MEETING STARTED	7:00 p.m.
PERSON PREPARING MEETING MINUTES	Jo-Anne Booth, Recording Secretary
VERBATIM NOTES TAKEN	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
AUDIO, VIDEO OR LIVE TRANSMISSION OF MEETING	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**MEMBERS PRESENT AT MEETING**

1. William MacDonald, Chairman	2. Rene (Skip) Rivard, Vice Chairman
3. Nadine Bell	4. Raffaella Calciano-Coler
5. Charles McMonigle	6. Maria Mennella
7. Frank Morse	8. Catherine Vargas
9. Charles Wisnioski	10. Also present: Superintendent Dr. Jeffrey Villar
11. Assistant Superintendent Marian Hourigan	12. Interim Finance Director Frank Connolly

NUMBER REQUIRED FOR QUORUM 5 QUORUM PRESENT  Yes  No

**TEXT MOTIONS AND RESULTS VOTES**

1st MOTION       Passed       Failed       Tabled

**Moved by Nadine Bell, seconded by Raffaella Calciano-Coler, to approve the minutes and working notes of the November 17, 2008 Finance Committee meeting, the November 17, 2008 Board of Education special meeting (minutes only), the December 4, 2008 Curriculum Committee meeting, the December 10, 2008 Board of Education special meeting (minutes only), the December 11, 2008 Board of Education meeting, the December 17, 2008 Finance Committee meeting, the January 8, 2009 Policy Committee meeting, the January 12, 2009 Facilities Committee meeting, the January 15, 2009 Board of Education special meeting, the January 15, 2009 Board of Education budget workshop, the January 20, 2009 Board of Education budget workshop and the January 22, 2009 Board of Education budget workshop (minutes only).**

**FAVOR: ALL  
MOTION CARRIED**

2nd MOTION       Passed       Failed       Tabled

**Moved by Catherine Vargas, seconded by Raffaella Calciano-Coler, to accept the Consent Calendar of February 12, 2009.**

**FAVOR: ALL  
MOTION CARRIED**

3rd MOTION       Passed       Failed       Tabled

**Moved by Nadine Bell, seconded by Rene (Skip) Rivard, to approve the 2009-2010 School Calendar with the changes that had been indicated.**

**FAVOR: ALL  
MOTION CARRIED**

4th MOTION       Passed       Failed       Tabled

**Moved by Frank Morse, seconded by Raffaella Calciano-Coler, that resolved, the Rocky Hill Board of Education hereby authorizes the Superintendent or his Designee to sign the FOOD SERVICES AGREEMENT between the Rocky Hill Board of Education (the Food Service Authority) and SODEXHO MANAGEMENT, INC., the Food Service Management Company (FSMC) for the period of July 1, 2008 – June 30, 2009. The Superintendent is further authorized to renew said contract for the 2009-2010 year and to place this annual renewal for subsequent years on the Board's February/March agendas.**

**FAVOR: ALL  
MOTION CARRIED**

5th MOTION       Passed       Failed       Tabled

**Moved by Rene (Skip) Rivard, seconded by Catherine Vargas, that the Board of Education accept the Superintendent's budget of \$29,541,391.00 which is a 4.96% increase from last year's budget, for a total dollar increase of \$1,349,164.00.**

**FAVOR: ALL  
MOTION CARRIED**

6th MOTION  Passed  Failed  Tabled

**Moved by Nadine Bell, seconded by Charles McMonigle, to enter into Executive Session at 8:15 p.m. for the purpose of a discussion of an Attorney/Client communication followed by a discussion of the evaluation format of the Superintendent of Schools.**

**FAVOR: ALL  
MOTION CARRIED**

7th MOTION  Passed  Failed  Tabled

**Moved by Catherine Vargas, seconded by Frank Morse, to adjourn the Board of Education Meeting.**

**FAVOR: ALL  
MOTION CARRIED**

LINK TO WORKING NOTES (will be attached if available)

ACTION

CORRECTION(S) (will be attached if available)

TIME MEETING ADJOURNED: 9:25 p.m.

TIME DELIVERED TO TOWN CLERK: \_\_\_\_\_.

**TOWN OF ROCKY HILL  
BOARD OF EDUCATION  
MEETING OF FEBRUARY 12, 2009**

**Members Present:** William MacDonald (Chairman)  
Rene (Skip) Rivard (Vice Chairman)  
Nadine Bell  
Raffaella Calciano-Coler  
Charles McMonigle  
Maria Mennella  
Frank Morse  
Catherine Vargas  
Charles Wisnioski

**Also Present:** Dr. Jeffrey Villar (Superintendent)  
Marian Hourigan (Assistant Superintendent)  
Frank Connolly (Finance Director)

A meeting of the Board of Education was held on Thursday, February 12, 2009 in the Council Chambers of the Rocky Hill Town Hall. Chairman William MacDonald called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

**APPROVAL OF MINUTES**

**Moved by Nadine Bell, seconded by Raffaella Calciano-Coler, to approve the minutes and working notes of the November 17, 2008 Finance Committee meeting, the November 17, 2008 Board of Education special meeting (minutes only), the December 4, 2008 Curriculum Committee meeting, the December 10, 2008 Board of Education special meeting (minutes only), the December 11, 2008 Board of Education meeting, the December 17, 2008 Finance Committee meeting, the January 8, 2009 Policy Committee meeting, the January 12, 2009 Facilities Committee meeting, the January 15, 2009 Board of Education special meeting, the January 15, 2009 Board of Education budget workshop, the January 20, 2009 Board of Education budget workshop and the January 22, 2009 Board of Education budget workshop (minutes only).**

**FAVOR: ALL  
MOTION CARRIED**

**CORRESPONDENCE**

Superintendent Dr. Villar said there was a thank you letter addressed to Principal Cori-Ann DiMaggio from The Children's Home thanking children and parents who gave \$706 to the Helping Hands Project for the fund designated for holiday gifts and food.

Superintendent Dr. Villar read aloud from the text of this letter and he thanked Principal DiMaggio and her staff

Superintendent Dr. Villar read aloud a thank you letter to Henkel Corporation for two LCD projectors that were donated to Rocky Hill Public Schools. Superintendent Dr. Villar thanked Mrs. Noonan and Henkel Corporation.

Superintendent Dr. Villar said there was a letter from the Rocky Hill Chamber of Commerce with regards to the town's Memorial Day Parade which will be held on Monday, May 25, 2009. The Chamber of Commerce invited the Board of Education to this. They asked for approval to use the high school auditorium and middle school as well as high school band along with any other associated group to participate. He read this letter aloud. This letter was signed by Mr. Peter Parrotta who is the Memorial Day Parade Coordinator. Superintendent Dr. Villar said he will be working with Mr. Parrotta with regards to the organization of the use of the school facilities and the Parks and Recreation Department will help with this.

## **AUDIENCE PARTICIPATION**

### **Meeting Open to Public**

Chairman MacDonald asked if there was anyone from the audience who wished to speak. Mr. Scott Coleman, 200 Cold Spring Road, R.H. told everyone that he had a "show and tell" for them and that he was present to talk about the budget. He asked if the next time to talk about the budget would be in front of the Town Council. Chairman MacDonald said the Board of Education's budget would be submitted by February 15, 2009 in accordance with the Town Charter. There will be a budget session on April 27, 2009 with the Town Council. Mr. Coleman asked if there will be a chance for the public to speak about the education budget at a Town Council meeting. Chairman MacDonald believed this will be on April 27, 2009. Mr. Coleman told the Board of Education members that if they preferred he could wait to speak until then or he could speak now and it might help them. Chairman MacDonald told Mr. Coleman that he didn't think they were looking for a presentation from him this evening but they would be happy to entertain a comment or question from him. Chairman MacDonald told Mr. Coleman if there was more detail that he thought was more appropriate for him to present in front of the Town Council that they would be there as well on April 27, 2009. Chairman MacDonald welcomed Mr. Coleman to do that.

Mr. Coleman said he has three issues related to the budget. One of these issues was with regards to the teachers' contract. He said this is a major portion of the budget. Everyone is in a recession and the outlook is bleak. Everyone is aware that the unemployment rate has hit over 7 ½ %. Companies are laying off between 5% to 15% of their personnel. A

lot of people can't afford healthcare, etc. and they are losing their livelihoods. Mr. Coleman said the Board of Education is giving one of its bargaining units a 4 ½ % increase which includes the steps, etc. He said it would behoove them to go back to this bargaining unit to ask for concessions and give-backs, etc. similar to what is being advocated by the Governor for state employees. He couldn't understand how this kind of an increase could be condoned at this time for teachers when the rest of the people are hurting and looking for their next paychecks.

Mr. Coleman said his next issue is with regards to the Board of Education website and this has been ongoing since last summer. He said he wouldn't be happy if he saw that there are additional expenditures included in the budget for the Board of Education website. He is not sure if there are expenditures there for this. He mentioned how he has offered services of himself and his company to do whatever is necessary to make sure the Board of Education has the best website that it can have. He was not happy that any money was spent on this website last year when services had been offered for free. He wouldn't be happy going forward with the Board of Education knowing that it could have a 2.0 website at no charge. He spoke recently before the GAE Committee and offered this same proposal to any educational institution or any municipality. This has been written up in the law review and in the newspaper, etc. The GAE Committee thought very well of this and they have asked him to try to find some towns to work with (i.e. CCM, etc.) to see if they are interested in offering this to their members.

Mr. Coleman said the third issue is technology and he said this is significant. He had left before this had been discussed at the budget workshop which was held last Monday. He was astounded to see some of the statements that had been made with regards to the budget for technology. He thought a lot of the Board of Education members had asked some insightful and good questions. He thought some of the answers given to them were not accurate. He said he has been in this business for many, many years. He was present this evening to dispel some of the answers that they had been given. This could mean tens if not hundreds of thousands of dollars to the Board of Education that it could spend elsewhere. He is in favor of technology but he thinks it might not be the best approach with regards to the way the Board of Education is spending the money. Vista, a brand new operating system, is "dead". Microsoft has announced Windows 7 and that won't be available until 2010. The Service Pack 1 won't be available until 2011 probably. He told them that any computers they purchase will be obsolete right out of the box whether they have Vista or XP on them. These will have to be reformatted and they will have to have the new operating system put on them. One of the issues that had been mentioned with regards to a reason for replacing the computers was due to the speed of them. He said he had two computers with him. One was a 500 megahertz computer which is similar to what the Board of Education has in stock in terms of process for speed. He said these were a Pentium III and a Pentium IV. He explained that both of these will boot at the same speed. He told the Board of Education members that they had been told the booting speed for the computers was six or seven minutes. This has nothing to do with the hardware. This problem can be alleviated by having the hard drive reformatted and having windows reinstalled. Pentium IV or Celeron will boot at the same speed. In his

mind, he said this would not be a reason to replace the computers and spend \$120,000. He told them it probably would be a good strategy if they said they were going to keep the present computers and buy two hundred new computers but they might want to wait until 2011 so that they are not buying something that is obsolete.

Mr. Coleman thought that Mr. Morse had asked a question at a budget workshop about the \$300 or \$400 computers that are being advertised. Mr. Coleman told Mr. Morse that he thought he got an answer of these computers not being available because of them only being available in small quantities and when they buy a large number of these, they want them to be the same so that the components could be exchanged and replaced. Mr. Coleman said he called Dell and he asked what they had available. He passed out information with regards to this and he told the Board of Education members that they had a retail circular in front of them for computers that cost \$329. Dell had told him that they had computers available in any quantity that they would want for a computer which is similar for \$309. The shipping would cost \$29. Instead of them spending \$600 for a computer, they would have computers costing them \$330 each which would save them approximately \$60,000. He also contacted Walmart which has a \$400 compact computer. He spoke to the store manager who spoke to the buyer. These would be available to the Board of Education in any quantity that it wished. These can be shipped locally and picked up at the store. These computers have monitors and the total for two hundred computers would be \$80,000 which would be a savings of over \$40,000. His approach would not be Dell or Walmart. He told the Board of Education members that he has a local source who will sell Pentium 3.0 megahertz computers that are six times the speed of what will be replaced. These will cost between \$110 and \$115 each. He told them that they could put one of these on every desk in the schools for the same amount they would pay in purchasing two hundred computers.

Chairman MacDonald thanked Mr. Coleman for his comments and he said he is sure they will pass this along to Mr. Fred Ames who is the head of technology. Chairman MacDonald told Mr. Coleman that as this relates to his comments on technology and on the website, he knows he has an F.O.I. request that is currently being worked on. Chairman MacDonald was sure that the information Mr. Coleman requested ties into his discussion. Chairman MacDonald told Mr. Coleman that he appreciated his comments.

Chairman MacDonald asked if there was anyone else from the audience who wished to speak. There was no one else who wished to speak.

### **Report of Student Representatives**

Chairman MacDonald asked if there was someone from the Student Council who was present this evening to give a report. Jonathan McKenna and Tanya Matel spoke. A lot of things were going on at Rocky Hill High School. The winter plant sale was really successful and all of the money that was collected was donated. The Christmas concert was held on January 14, 2009 and it was a hit. On January 30, 2009, Channel 3 came to the school for "Cool Schools". There were over five hundred students who came to this

at 5:00 a.m. All of the breakfast food for this was donated from local businesses and they thanked them for this. On Monday, students are leaving for New Orleans. Sophomores and freshmen are gearing up for CAPT week which will be held in March. Winter sports are winding down. Boys' Swimming has a record of 2-7. The Girls' Basketball Team has a record of 10-7 and they made the state's game. There is a cheerleading conference this Saturday. Coaches for Cancer Week is this week. This is sponsored by the Student Athlete Leadership Group. Money was collected for Alex's Lemonade Stand. For the boys' basketball game this Friday, if people wear yellow they will get discounted tickets. For the girls' basketball game on Monday, if people wear pink, they will get discounted tickets. This is in support of breast cancer. The Community Service Club donated five hundred pieces of clothing recently to a shelter in New Haven. The Newspaper Club is going to New York City in March for a conference at Columbia University. Eighth Grade Parent Orientation was held on Tuesday and it was really successful. Testing is coming up for a random selection of students from across the nation for them to test and compete locally with other states as well as nationwide. This is a comparison to see how the schools are doing. The juniors had a successful breakfast one week ago. MTV came to Rocky Hill High School for an open casting call for a show called "Made". One week ago everyone decorated their homeroom doors for the new Mission Statement that was just implemented in the school. This was organized by the Advisory Group. Tanya Matel read this new Mission Statement aloud and in full. This Mission Statement will be printed on newsletters and report cards.

### **Reports of Students from West Hill School**

Kanika Malani and Obeshay Guptka were present to share recent events that took place at West Hill School. This winter, the students had the pleasure of attending a wide variety of very interesting enrichment programs. A presentation was attended by kindergarten, first and second graders by Judy Bush who is a ventriloquist. This was an informative and enjoyable assembly. The PTO Enrichment Committee funded this assembly. Second graders attended a performance of traditional Chinese dancing that was presented by Dance China New York. This was upon the culmination of a social studies unit that was on the culture and country of China. Thanks to Explore and Soar for the funding of this program. Third, fourth and fifth graders attended an assembly that had to do with character education in West Hill's gym. They saw a professional stunt bike rider, Chris Poles. Thanks go to the Youth and Family Services as well as to Mrs. Lori Stanczyk who funded this program. Fourth grade will be attending a program titled "An Immigrant Story" following February vacation in connection with the social studies unit on the northeast region of Ellis Island. Fifth graders will be attending a program called "A Road to Revolution" and this correlates with the social studies unit on the Revolutionary War. Both of these assemblies will be sponsored by West Hill School's PTO's Enrichment Program. A small group of fifth graders have initiated a pet supply drive to benefit the local Humane Society. Gently used supplies such as blankets and toys, etc. are being collected currently in the West Hill School front office area. This collection will continue through the week following school vacation and then the students will deliver the well needed supplies to the Newington Humane Society.

**1. Consent Calendar**

**Moved by Catherine Vargas, seconded by Raffaella Calciano-Coler, to accept the Consent Calendar of February 12, 2009.**

**FAVOR: ALL  
MOTION CARRIED**

**COMMITTEE REPORTS**

**2. Personnel and Negotiations**

Mrs. Calciano-Coler said the contract for the nurses has just been closed at mediation two weeks ago. They are still in the process of working with the paraprofessionals who are looking at the contract now for ratification.

**3. Policy**

No report was given.

**4. Finance**

No report was given.

**5. Curriculum**

Mr. Wisnioski advised anyone who is interested in the Curriculum Report to go to the website. A number of issues were addressed such as the State Benchmark Assessments, an update on the summer reading program, all day kindergarten, an update on the elementary reading pilot program in Kindergarten (now it is being discussed to go K-2 for this), high school graduation requirements and the high school business course proposal for which there is a grant. Minutes for this Committee are also available at the library.

Mrs. Bell asked when it is anticipated that summer reading will be addressed by the Curriculum Committee and when it will be brought forward to the Board of Education. She asked if this will be done in the next month or so. Mr. Wisnioski said this will take place whenever Superintendent Dr. Villar schedules a meeting. Assistant Superintendent Hourigan said this is being planned on being presented to the Curriculum Committee this month and hopefully it will be brought to the Board of Education in March.

**6. Professional Development**

No report was given.

**7. Facilities**

Mr. Wisnioski said there are fourteen pages of information from the last Facilities Committee meeting which was held on January 19, 2009. There had been a discussion in with the Design Professionals with regards to the next steps for the building projects. There was also a great deal of discussion with regards to what the Board of Education had to do to move the potential development of the elementary buildings forward. There is a lot of discussion in these Working Notes from Councilor Tim Moriarty who had attended this meeting. This is very complex and there is no resolution at this time. A Joint Facilities Committee meeting was supposed to take place next week but because of school vacation this has been put off until March 9, 2009. A number of these items will be brought up at this as well as the engagement of an Architect and a Construction Manager to assist the Board of Education in decision making as to what they should do with their facilities especially in light of the outcome of the referendum. More may be known about the federal initiative to have more money given to local school districts and the state budget may be “further fluffed out”. Mr. Wisnioski said there are a lot of uncertainties.

Chairman MacDonald mentioned how Mr. McMonigle had handed out some information with regards to CREC. Mr. McMonigle said this information is with regards to CREC, what they do and their Mission Statement, etc. He then referred to the second piece of this information “In Making Connections” which is an older piece. The back half of it has the service matrixes which indicate which districts participate and which services CREC provides to Rocky Hill. The last piece of information is CREC’s Annual Report for last year.

**8. Technology**

No report was given.

**9. Transportation/Accommodations**

No report was given.

**10. Liaison**

No report was given.

**OLD BUSINESS**

There was no old business to discuss.

**NEW BUSINESS**

**11. Approval of 2009-10 School Calendar**

Superintendent Dr. Villar referred to a Committee that the Chair put together some time ago to review the recommendations to the school calendar. He told the Board of Education members that they had a document labeled "Changes to 2009-2010 School Calendar". The Committee met to make some recommended changes. He went over what the changes are: first day of school will be August 31, 2009; October 9, 2009 will become a Professional Development Day; October 23, 2009 will become a full day of school instead of a Professional Development Day; November 25, 2009 will become an early dismissal day; November 26, 2009 and November 27, 2009 will be Thanksgiving break; March 10, 2010 will become a full day of school instead of a Professional Development Day; April 1, 2010 will become a Professional Development Day; April 12, 2010 through April 16, 2010 will become a full week of school; April 19, 2010 through April 23, 2010 will become a vacation week; the last day of school is currently scheduled to be June 16, 2010; snow makeup days are tentatively scheduled to be June 17, 2010, June 18, 2010, June 21, 2010, June 22, 2010, June 23, 2010, June 24, 2010 and June 25, 2010 (If additional snow makeup days are needed then they will come from April vacation days.). These changes were unanimously agreed upon by the Committee. This Committee had broad representation of faculty members, parents, union representation from the Rocky Hill Teachers' Association and Board of Education members.

Mrs. Bell asked if April 1, 2010 is a half day or early dismissal. Superintendent Dr. Villar said this is a full Professional Day.

Mr. Wisnioski asked if the first week of school is a five day week. Superintendent Dr. Villar said yes. Mr. Wisnioski asked if there is a February vacation. He was told there is one and Mrs. Calciano-Coler told him that these are just changes. Chairman MacDonald said there had been discussion about if the first week of school should be a full five day week. There had been discussion with Ms. Pat Crawford and Mr. Rich Bruno in order to get their input from the teaching perspective as well as from the union perspective. Their input provided was that they should have a full five day week for the first week of school. The February and April school vacations were looked at but it was decided for this school calendar to keep them. Superintendent Dr. Villar said these vacations align with the recommendations from CREC and this helps them with area school districts as well so there is some continuity in this manner. Mr. Wisnioski asked about the magnet schools. Superintendent Dr. Villar said CREC sets their schedules so this is a major driver as to why these recommendations are made to districts.

Chairman MacDonald asked if there were any other comments or questions. There were none. Chairman MacDonald asked if a motion was needed to approve this calendar with the indicated changes. Superintendent Dr. Villar said yes.

**Moved by Nadine Bell, seconded by Rene (Skip) Rivard, to approve the 2009-2010 School Calendar with the changes that had been indicated.**

**FAVOR: ALL  
MOTION CARRIED**

**12. Approval of Contract with SODEXHO MANAGEMENT, INC.**

Superintendent Dr. Villar asked Finance Director Connolly to give a very brief summary with regards to this. Superintendent Dr. Villar told the Board of Education members that they had in their packets a memo that Finance Director Connolly had transmitted to him. Finance Director Connolly told the Board of Education members that they had in their packets the contract with SODEXHO MANAGEMENT, INC. A lot of the work had been done on this before he came to this district two months ago. Quite a review had been done of the contract and one or two items had been cleared up with the state. This is a five year contract that is renewable each year which provides for the food services in the school system. He thought the Board of Education had previously voted on this but he could not find it in the Minutes. He and Superintendent Dr. Villar discussed this and they thought it would be best to come back before the Board of Education so there is a clear record of approval of this contract with the Board of Education.

Chairman MacDonald asked the members of the Board of Education if they had any comments or questions. No one had any. Chairman MacDonald asked if a motion was being looked for. Finance Director Connolly said yes.

Mr. Wisnioski asked about the equipment that SODEXHO MANAGEMENT, INC. is supposed to put in and he asked if this is equipment that they are going to own. Finance Director Connolly said this district owns it incrementally as it is put in every year. This becomes owned by the Board of Education each year as it makes the investment.

Mr. Wisnioski asked which person on the staff determines which equipment there needs to be and if it is acceptable. He asked if this is equipment that is electrical in nature, etc. He referred to the Health Department and the Building Inspectors' requirements. Finance Director Connolly thought this was more of equipment dealing with keeping track of the meals themselves. He said these are computerized systems and he didn't know how much of this is electrical. Mr. Wisnioski asked if this is more management versus food serving or cooking, etc. Finance Director Connolly said he was presently looking at the contract and it is stating investment. Mr. Wisnioski asked if there is an exhibit that would list this. Chairman MacDonald recalled seeing this long contract in the spring and he thinks this has been in the Board of Education members' packets in the past. He perceived this as being more of a housekeeping issue. He knows that Shipman & Goodwin have looked at this. He said they probably have no record of a formal motion to approve it. Finance Director Connolly referred to a list attached in Appendix C which states work table, heat lamp and sneeze guard, etc. There are also detailed prices. Mr. McMonigle said they had gone out to RFP for this and they got a couple. SODEXHO MANAGEMENT, INC. had been recommended. Mr. Wisnioski asked if this had been done with the Health Department. Finance Director Connolly said he spoke directly with the State Health Department with regards to this whole contract. The State Health Department reviewed this and they suggested one or two changes that have been incorporated into this contract. Mr. Wisnioski asked that somebody contact someone

whose specialty is going to restaurants, etc. Finance Director Connolly said he will take care of this.

**Moved by Frank Morse, seconded by Raffaella Calciano-Coler, that resolved, the Rocky Hill Board of Education hereby authorizes the Superintendent or his Designee to sign the FOOD SERVICES AGREEMENT between the Rocky Hill Board of Education (the Food Service Authority) and SODEXHO MANAGEMENT, INC., the Food Service Management Company (FSMC) for the period of July 1, 2008 – June 30, 2009. The Superintendent is further authorized to renew said contract for the 2009-2010 year and to place this annual renewal for subsequent years on the Board's February/March agendas.**

**FAVOR: ALL  
MOTION CARRIED**

(At this point, Mrs. Calciano-Coler asked if they had approved the Consent Calendar yet. She was told that they did. Mr. Morse said in the future that they should read aloud the items on the Consent Calendar for the people at home so there won't be this same confusion. Chairman MacDonald said that was fair.)

**13. Anticipated Adoption of Board of Education Budget for 2009-10**

Chairman MacDonald said several budget workshop sessions have been held. At the last budget workshop session, a motion had been made which they are bringing forward this evening for the formal adoption of the 2009-2010 budget. He asked the Board of Education members for them to get a motion on the table and then they can have discussion if there is appropriate discussion.

**Moved by Rene (Skip) Rivard, seconded by Catherine Vargas, that the Board of Education accept the Superintendent's budget of \$29,541,391.00 which is a 4.96% increase from last year's budget, for a total dollar increase of \$1,349,164.00.**

**FAVOR: ALL  
MOTION CARRIED**

Before this motion was voted on, Mrs. Bell said she would be voting this evening in favor of having this budget sent to the Town Council. She thanked the staff and she knew there was a lot of work to be done in a short period of time. She said the Board of Education members appreciate the effort and they appreciate the data when they asked the extra questions, etc. She has two reservations though. She is specifically concerned about adequately providing electives to the high school. She is hoping that the master schedule will be built and they will know if any problems should arise between now and when they have the final budget resolution. Her other reservation is with regards to the Virtual High School. She agrees in concept with this and she agrees that they should move forward. She also knows that Assistant Superintendent Hourigan and Principal DiMaggio are

working hard on answering the Board of Education's questions with regards to this but this hasn't been approved by the Board of Education formally. She reserved the right that the Board of Education go through this and have the approval for this prior to the final budget resolution. If there should be any issues then they could potentially look at reallocation of funding to other areas within the budget to affect the bottom line. She hopes that they will work hard on focusing on these two areas between now and the end of June 2009.

Vice Chairman Rivard referred to data they received today. He said that he would like to see this on the website because he thinks it breaks down where the budget is and he thinks it is very informative.

Mr. McMonigle said he had concerns on the budget. His first concern was the reallocation of the money that they thought they would be spending on health insurance. When the budget was first constructed, they thought the health insurance was going to rise a little over 11%. Information was subsequently developed after the fact that perhaps this would only be 9% so they would be spending approximately \$107,000 less on medical insurance than they had thought. Superintendent Dr. Villar had presented a proposal with regards to how he thought this money should be redirected. Mr. McMonigle said he has some issues with this and he thought they would be better served redirecting some monies to some needs he sees in technology and mathematics. He also said he didn't support spending an additional \$3,100 for a stipend for a basketball coach. The logic that had been presented to them was a perceived risk that this district would be in risk of Title IX. He had read materials that the Board of Education members had received subsequent to that meeting and he had spoken to the people at CREC who administer Title IX programs. Those people spoke to their Attorneys. The answer he received from them was that of and by itself the stipend position doesn't present them with any Title XIX problems. Title XIX is a much more comprehensive program. He explained that they are not put in violation of Title IX just because they aren't paying stipends to that basketball coach. People may say it is not fair that the basketball coach is not being paid but there is also a list of forty positions for activities that are being run in the high school and middle school for free by the staff members. It is typical of this district's staff to step up and do what is right and what they see is needed for the children. He said he didn't see what is fair about singling out a basketball coach with regards to being paid when all of these other activities are going on. There are also similar activities occurring in the middle school as Mr. Wisnioski had pointed out where the people are volunteering their effort and time with no compensation for doing this. Mr. McMonigle thinks they need to start looking at the process for identifying which activities they feel are worthy of the dollars of the Board of Education and they will have to establish a process to go forward with. If there are going to be any expenditures on the Board of Education's part for these clubs and activities then they need to be preapproved beforehand. He said these are his concerns and he also has concerns about the Virtual High School which is an interesting proposal but is incomplete as it stands right now and this hasn't been approved. It is also expensive and will cost close to \$25,000 with a maximum of twenty students at \$1,200 per student. He said a course can be taken at

Central Connecticut State University for a little less than this amount. He said some people have said that this cost isn't an issue but he thinks that it is. A couple of sections of psychology are being eliminated that sixty plus students get involved in. He thinks their budget charge speaks to the cost of providing programs. There has been a lot of discussions on the Board of Education over the last fifteen months with regards to eliminating electives at the high school because of low enrollments. Cost has to be what drives those and he thinks that cost is a significant factor in these two cases. He has problems with both of these.

Mr. Wisnioski told the Board of Education members that they have an obligation to move the budget forward to the Town Council by tomorrow. He has great confidence in Superintendent Dr. Villar, the principals and all of the staff, etc. that put their effort into this budget but he is not fully satisfied with certain issues. He mentioned how Mrs. Bell and Mr. McMonigle just raised issues and he said there is not a consensus on some items in the budget. In the last couple of days, Mr. Wisnioski said that he spent a lot of time with Superintendent Dr. Villar and Finance Director Connolly. Mr. Wisnioski said he will vote for the budget. He said that Superintendent Dr. Villar and Finance Director Connolly assured him that they will continue to review these items (i.e. the Virtual High School). Mr. Wisnioski said his personal opinion is they have too many electives. Some issues need to be resolved with the new staff. He has great confidence in them. The Town Council won't be reviewing this budget until April 27, 2009. This gives them a lot of time still. He has been assured by Superintendent Dr. Villar that it wouldn't be inappropriate if there were adjustments within the budget for strong program reasons. He thinks they are moving forward and to meet an obligation of delivering a budget by tomorrow but he thinks they all agree that they have to sort some things out given the state and national uncertainties which have impacts on the town's uncertainties as to revenues and the overall allocation of money from those resources to their budget. Some of these things are informational. Mr. Wisnioski said he has a lot of trouble with a lot of items in the budget book and he knew a lot of people would like to have a further review. This is a process and he said they aren't really done with it although they want to vote on it, move it forward and also because they have strong praise for everybody who is involved. There may be some ways to agree as to changing things.

Chairman MacDonald asked the Board of Education members if they had any more comments. Mrs. Calciano-Coler said she agreed with Mr. Wisnioski. She referred to the part of the statement that Mr. Wisnioski had made with regards to the praise for the all of the staff members in the Rocky Hill School District and she said it can't be said enough that they realize they "step up to the plate" and go above and beyond. In the preparation of this budget, she knew "they hit the ground running". She thanked them for this.

Vice Chairman Rivard agreed with Mrs. Bell and Mr. Wisnioski and he thought in going forward with this that it is important when talking about reviewing the budget that they aren't necessarily talking about a reduction of the budget but perhaps a reallocation of existing funds as they have reviewed already. Vice Chairman Rivard said he didn't want

to go forward with a possible misperception that they are looking for less money in the budget.

Mr. Wisnioski said in speaking with Superintendent Dr. Villar and Finance Director Connolly, at the end there was a little bit of a question as to what is going to happen. It also is not known as to what the state or national situation is on the town side. It would be approximately \$280,000 if there was a 1% reduction in the budget by the town side which would be very significant. There is not a lot of excess things in this budget. There are no extra administrators and Mr. Wisnioski said they don't have enough now. He hoped that any Councilors watching or townspeople watching know that this really needs to be looked at carefully. It is very difficult to "cut the fat off of this animal". He thinks it is important for this to be conveyed. He had asked Superintendent Dr. Villar to prepare something to show what this budget request is as a percentage basis versus the budgets for prior years. Mr. Wisnioski thought last year this was approximately a 9% request and it was higher than this year's. There has been an effort by all parties to recognize the economic circumstances that everyone is under. Their primary obligation is to education and to the school system. When this budget goes to the Town Council, they have a different obligation. He said ideally that there will be some reasonable understanding.

Chairman MacDonald said these are very unprecedented times both globally and for the Board of Education. He agrees there are issues to be resolved. He is looking at this from a directional standpoint. The direction of this budget is exactly in line to where they need to go. This is maintaining what they have in place which is an excellent school system. This is zero based budgeting and there are no new teachers or personnel in the budget. This went through a very detailed "scrubbing process" that he thinks was well overdue. This was done well and it helps to clear up any transparency issues that may have existed in the past. Contractual obligations are the majority of all of the items that increased. This is either through benefits, salaries, transportation and tuition, etc. When this is added up, it is virtually 95% of the entire increase. Very little is left in this that can be factored. The Board of Education spent three full nights going primarily over these items. There is discussion that there are too many electives or not enough of them and this is why they have Curriculum Committee meetings. On April 9, 2009 at the Board of Education meeting, the Virtual High School will be presented to everyone. He thinks there still needs to be work on this but directionally this is where they should be going. With regards to the adding of a basketball coach, Superintendent Dr. Villar had discussed this with the Board of Education's Attorney and not CREC's Attorney. The Board of Education's Attorney made the recommendation to add this in. Chairman MacDonald said the letter of the law can be looked at but the bottom line is if he has a female in front of him or a male in front of him who are freshmen in high school then he would resign if he had to look at the female and tell her that he is not going to pay for a coach for her but he will pay for one for the male. As far as he is concerned, this is unacceptable. Sometimes there are show up items that have to get done regardless of what Attorney was talked to or what the letter of the law is. Whatever is done for a male should be done for a female. Mr. McMonigle referred to the Attorneys and he said CREC uses the same firm as this Board of Education does. Chairman MacDonald told Mr. McMonigle when

he contacted the Attorney that he was not acting on behalf of the Board of Education. Chairman MacDonald asked Mr. McMonigle if he was given direction from this Board of Education to act and to gain legal advice for which he presented to the Board of Education this evening. Mr. McMonigle said no and he said he was just doing research. Chairman MacDonald asked Mr. McMonigle if his answer was no. Mr. McMonigle said of course but as a Board of Education member, they all do research outside. Everybody has questions and nobody who has done an investigation on their own has waited for Superintendent Dr. Villar, Chairman MacDonald or anyone else to ask why something shouldn't be looked into. Mr. McMonigle said this was a natural curiosity because it didn't make sense to him. He referred to the equity of the basketball program and he said no one ever came to the Board of Education to ask if a basketball program could be run with or without a coach. He said there was no approval by the Board of Education to run this basketball program with a volunteer coach or without one. Somebody, somewhere along the line, said to go ahead and do this and they volunteered. They never asked the Board of Education for an approval. Mr. McMonigle said now that this is done, they are stuck holding the bill. This basketball program hasn't even been approved and it just came into existence. He had some concerns about this.

At this point, the motion was voted on.

#### **14. Results of Health Insurance Membership Analysis**

Superintendent Dr. Villar asked Finance Director Connolly to report on this. Finance Director Connolly said the issue of the contracts they have on the health insurance came up at a Board of Education meeting as well as at a Finance Committee meeting. The Business Office undertook an analysis of all of the people the Board of Education is carrying on its insurance program. This covers retirees, people on Cobra and employees. The Business Office then cross-indexed this with information they obtained from CIGNA so they could go through each individual contract. After this comprehensive review, they found there is no one being carried on the Board of Education's health insurance that should not be on it. As a result of this internal audit, they feel confident that they are where they are supposed to be. They have also spoken with the Board of Education's Health Insurance Agent of Record and they have another meeting tomorrow morning. They will be looking at the open enrollment which normally takes place in the spring. They are going to go a step beyond this and have a passive enrollment so that dependents are verified as well as whether they still live at home, are married or are in school, etc. Finance Director Connolly said they are reporting to the Board of Education that they are comfortable with the universe they have on the health insurance program.

Chairman MacDonald asked the members of the Board of Education if they had any questions or comments. No one had any.

#### **15. CMT/CAPT Update**

Assistant Superintendent Hourigan said the CMT materials have arrived. These are being checked in, counted, organized and disseminated to the schools. The CAPT materials have arrived today and these were delivered to the high school. Parent letters are being sent home this week to inform them of the testing dates along with other pertinent information. The state's testing window is March 2, 2009 through March 27, 2009 for both CMT and CAPT. Primarily, these tests will be conducted the first two weeks of March but make-ups will be done for students who are absent or who are ill at that time. A PowerPoint presentation for teachers in Grade Three, Grade Four and Grade Five with regards to testing procedures was given. The middle school teachers are being trained and the high school teachers are being prepared for CAPT. After vacation, a follow-up volunteer workshop will be held at the elementary schools in order to respond to any questions that teachers may have after their materials have arrived.

The CMT Academy has taken place. These are CMT preparation classes at the elementary and middle school levels. During the week of January 20, 2009, tutoring began. The tutors meet two times a week with a small group of students in order to provide assistance in math and Language Arts at the elementary level. At the middle school level, students have been receiving help in reading, writing and math.

They are in the midst of their winter administration with regards to the winter benchmark assessments they have been piloting in the elementary school. These were administered in the fall and they will be administered one more time in the spring. After vacation, they are expecting to get most of the results back and these will be given out to the teachers so if they do identify any weak areas then they will be able to address these before the CMTs.

At all of the elementary and middle schools, data teams have been meeting. Assistant Superintendent Hourigan has been touring the schools and sitting in on these data team meetings. She is very impressed with the work the teachers have been doing. She is also impressed with the way they have been collaborating and looking at data and student results. This initiative is working very well.

Some Professional Development is being provided to help with the data teams. The elementary teachers have district meetings after school on the third Wednesday of every month. These meeting times are being designated for ongoing Professional Development on the topic of effective teaching strategies. These are research based teaching methods that help students learn (i.e. note taking, summarizing). Teachers strategize on how to help students improve their understanding of difficult concepts as teachers work in their grade level data teams. Several teachers in collaboration with Ms. Joyce Waterbury and Mrs. Darlene Brown who have received training on effective teaching strategies are sharing these tips with teachers. Positive feedback has been received from the teachers with regards to these Professional Development opportunities. They have heard from the teachers that they are already applying some of the strategies in their classrooms. She explained about another voluntary professional development initiative that is being done

that is called “Dine and Discuss”. They are continuing working on creating a professional learning community in Rocky Hill.

Chairman MacDonald asked the Board of Education members if they had any comments. Mr. Wisnioski asked if school is out on the days that the high school does the CAPT testing. Assistant Superintendent Hourigan said the way this is organized is the juniors and seniors come in, in the morning for a few hours. The freshmen and sophomores who take a pre-CAPT come in on the second wave. There are two waves of students who come in and go from the high school. Everyone gets school time during CAPT testing. Mr. Wisnioski asked how many days this takes place on. Assistant Superintendent Hourigan said this takes place on three days and then there are make-up days. Mr. Wisnioski asked if this is typical of the way it is done at most Connecticut high schools. Assistant Superintendent Hourigan thought there is a variety of ways this is done. Superintendent Dr. Villar said there is a great deal of different ways to handle this. He said this methodology seems to reduce disruption and it provides an opportunity for the students who are taking the CAPT test to come to school a little later. This seems to work. Districts struggle because the CAPT test is a long test with lots of sections. It is disruptive and it is hard to make a schedule work where a large portion of the student body is testing and another portion is not. He said what this district does seems to be a very effective solution to the problem. Mr. Wisnioski asked what the obligations are of the faculty on these three days. Superintendent Dr. Villar said the faculty is assigned to continue their instructional periods. There is also a lot of proctoring for the test. Mr. Wisnioski asked if there is instruction during these three days and Superintendent Dr. Villar said certainly. Mrs. Bell thinks this is organized so that there are Periods One through Four one day and the next day there are Periods Four through Eight. Superintendent Dr. Villar said some districts handle this in this way with very shortened classes which is very disruptive. Mr. Wisnioski confirmed that there is not a group of students who are off because they don't have a school obligation. Superintendent Dr. Villar said they don't expect anybody to be off doing whatever and they all should be actively engaged at school.

## **16. Monthly Financial Report**

Financial Director Connolly said they are trying to do what the Board of Education would like with regards to the monthly financial report. The format for this month is attached to the memo that he had sent out. They are taking the last fiscal year and comparing it to this current fiscal year. The year-to-date expenditures are being shown through January 31, 2009. This way a history will be developed as they go through each of the fiscal years. In setting this up, each of the line items are gone through. He told the Board of Education members about the comparative analysis they have of January 31, 2008 to January 31, 2009 by object. He highlighted some accounts. Unemployment Compensation (Line Item 250) is over already and it will go significantly over from where it is now. Professional Services is already in the red and he expects this to continue further in the red. The Student Transportation Regular Education Out of District

is over. There will be some grants offsets so the present deficit figure will drop down. The tuition line item is over but there will be some grant offsets on this. This is where the magnet schools are and there will be a deficit in this account. The line item for Tuition Special Education is showing a deficit of \$147,330. This will be offset by the Excess Cost Grant this district will be receiving but he still anticipates a deficit in this line item at the end of the fiscal year unless there is a significant change in students. This will be able to be made up from the Excess Cost Account they have where monies come in. There is some money in there. There had been a discussion on this and \$57,000 has been applied to next year's budget. There is a residual of \$50,000 that is unencumbered. He anticipates that this will be able to cover a deficit in this Excess Cost Account.

Finance Director Connolly said they then went back to review the line item to see potential surpluses in the account to help offset these potential deficits. They see a generation of surpluses in the Certified Salaries Account, the Non Certified Salaries Account and in the Employee Benefit Group Insurance.

Finance Director Connolly said the bottom line of the Board of Education's budget at this point looks like it is in good shape. They don't see any real outstanding deficits or surpluses. This will continue to be monitored month by month. School didn't start until September 2008 so there are five months to go with regards to the big expenditures. He is comfortable with the status of the budget at this point.

Chairman MacDonald asked the Board of Education members if they had any questions or concerns. Mr. Wisnioski referred to the monthly financial report and the column that stated 2008-2009 budget balance. He understood the left column was the budget and he asked if the next column is for actual expenditures as of January 31, 2009. Finance Director Connolly said the first column is the adopted budget for 2008-2009. The second column reflects the balance in the accounts as of January 31, 2009. The third column reflects the percent of the budget balance in the accounts. He said in comparing this year to last year, in the current year's budget they have a 3.3% less balance than there was at the same time last year. He said this is very significant because it is in their largest single line item which is the salary account. There is over \$16,000,000 in this account. The fact there is a budget balance of 3.3% less than the same time one year ago required further in-depth analysis. The answer is that there has been one extra payroll in this current fiscal year than there was at the same time last year. There are three payrolls in February for a total of twelve payrolls this year and at the same time last year there were eleven payrolls. By the end of February, this will even out when there will be an extra payroll. They will catch up and this will balance out.

Chairman MacDonald asked if there were any further questions and there weren't. For the record, he asked Finance Director Connolly if he heard him right when he said that there is no reason at this time to believe they will be in a deficit position at year end for which they need to take action now. Finance Director Connolly said that was correct at this point.

**17. Superintendent's Report**

Superintendent Dr. Villar wanted to take the opportunity to thank his administrative faculty, the support team, the Central Office staff, the building staff as well as faculty for all of their work during the preparation of the budget that was just adopted. They put in a great deal of time that was well beyond the average work day. He singled out Finance Director Connolly for coming in and “picking up the ball and running with it”. He helped them to reshape the budget and helped them to recreate many documents. No member on the team had done this budget before for the Town of Rocky Hill. Every town has its own nuance. Superintendent Dr. Villar appreciated the help and support of having the research and “leg work” done. He thinks that Finance Director Connolly did a wonderful job. Superintendent Dr. Villar thanked everyone on his team for their help and support.

Superintendent Dr. Villar also thanked Assistant Superintendent Hourigan. Superintendent Dr. Villar told everyone that they heard Assistant Superintendent Hourigan's lengthy report on the CMT efforts and her efforts in overall school improvement. Superintendent Dr. Villar said Assistant Superintendent Hourigan is doing a wonderful job on keeping her eye on what is important in the business which is the teaching and learning of children. Superintendent Dr. Villar said he spends a lot of his days with Finance Director Connolly worrying about “adding up all of the pennies” and trying to prepare the budget. Assistant Superintendent Hourigan has done a wonderful job of keeping their eye on the actual target which is the students who attend the schools and she is making sure that they are continuing to improve their instructional program in a way that they really believe will make a significant impact on the lives of the children in Rocky Hill.

Superintendent Dr. Villar also highlighted Principal Mario Almeida and thanked him for the great deal of work that he has done at Rocky Hill High School recently at the “Cool School” event which took hours and hours of organization to pull off. Superintendent Dr. Villar said Principal Almeida deserves a lot of kudos for that effort. It is very significant for someone in their first year as a high school principal to take on these kinds of extras because the job is a very demanding job.

Superintendent Dr. Villar thanked his team once again.

**18. Board Chair's Report**

Chairman MacDonald referred to the “Cool Schools”. He said when this aired on WFSB, the New Orleans trip was showcased. Rocky Hill was short funds for this trip and a firm in Hartford identified this need and made a contribution so the children were allowed to attend the trip. There are a lot of different byproducts that can be gotten from a show. This tape was also shown this past Tuesday at the high school for the eighth grade parents. He attended because his son was speaking as one of the many students that the

principal had speaking at this event. He said this event was outstanding. There couldn't have been a better show of teachers, administration and the overall event was great.

**19. Executive Session**

**Moved by Nadine Bell, seconded by Charles McMonigle, to enter into Executive Session at 8:15 p.m. for the purpose of a discussion of an Attorney/Client communication followed by a discussion of the evaluation format of the Superintendent of Schools.**

**FAVOR: ALL  
MOTION CARRIED**

**Moved by Catherine Vargas, seconded by Frank Morse, to adjourn the Board of Education meeting at 9:25 p.m.**

Respectfully submitted,

Jo-Anne Booth  
Recording Secretary

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_