



**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	May 15, 2009 (Revised on May 19, 2009)
LOCATION	Rocky Hill Town Hall Council Chambers
DATE OF MEETING	May 21, 2009
TIME MEETING STARTED	7:06 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. Maria Mennella
5. Frank Morse (Entered at 7:08 p.m.)	6. Catherine Vargas
7. Charles Wisnioski	8. Also present: Superintendent Dr. Jeffrey Villar
9. Assistant Superintendent Marian Hourigan	10. 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 Catherine Vargas, seconded by Nadine Bell, to approve the Minutes and Working Notes, as amended, of the April 22, 2009 Finance Committee meeting, the April 30, 2009 Curriculum Committee meeting and the April 30, 2009 Board of Education meeting. (Raffaella Calciano-Coler, Charles McMonigle and Frank Morse were absent.)

**FAVOR: ALL
MOTION CARRIED**

2nd MOTION Passed Failed Tabled

Moved by Catherine Vargas, seconded by Maria Mennella, to accept the Consent Calendar of May 21, 2009. (Raffaella Calciano-Coler and Charles McMonigle were absent.)

**FAVOR: ALL
MOTION CARRIED**

3rd MOTION Passed Failed Tabled

Moved by Maria Mennella, seconded by Nadine Bell, to renew the Athletic Trainer's contract for another year at the current rate and there will be no increase. (Raffaella Calciano-Coler and Charles McMonigle were absent.)

**FAVOR: ALL
MOTION CARRIED**

4th MOTION Passed Failed Tabled

Moved by Catherine Vargas, seconded by Frank Morse, that the Rocky Hill Board of Education hereby authorizes Superintendent Dr. Jeffrey Villar to sign the 2009-2010 Health Food Certification, as amended, on behalf of the Rocky Hill Board of Education. (Raffaella Calciano-Coler and Charles McMonigle were absent.)

**FAVOR: ALL
MOTION CARRIED**

5th MOTION Passed Failed Tabled

Moved by Frank Morse, seconded by Maria Mennella, resolved, that the Board of Education hereby approves of a new rate schedule for the School Lunch Program for 2009-2010 as follows:

**\$2.25 Elementary
\$2.50 Middle School
\$2.50 High School
\$3.15 Adult
\$.50 Milk
\$2.75 Premium Deli Meal**

(Raffaella Calciano-Coler and Charles McMonigle were absent.)

**FAVOR: ALL
MOTION CARRIED**

6th MOTION Passed Failed Tabled

Moved by Catherine Vargas, seconded by Maria Mennella, to adjourn the meeting at 8:30 p.m. (Raffaella Calciano-Coler and Charles McMonigle were absent.)

**FAVOR: ALL
MOTION CARRIED**

LINK TO WORKING NOTES (will be attached if available)
CORRECTION(S) (will be attached if available)
TIME MEETING ADJOURNED: 8:30 p.m.
TIME DELIVERED TO TOWN CLERK: _____.

ACTION

**TOWN OF ROCKY HILL
BOARD OF EDUCATION
MEETING OF MAY 21, 2009**

Members Present: William MacDonald (Chairman)
Rene (Skip) Rivard (Vice Chairman)
Nadine Bell
Maria Mennella
Frank Morse (Entered at 7:08 p.m.)
Catherine Vargas
Charles Wisnioski

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

Members Absent: Raffaella Calciano-Coler
Charles McMonigle

A meeting of the Board of Education was held on Thursday, May 21, 2009 in the Council Chambers of the Rocky Hill Town Hall. Chairman William MacDonald called the meeting to order at 7:06 p.m.

The Pledge of Allegiance was recited.

APPROVAL OF MINUTES

Moved by Catherine Vargas, seconded by Nadine Bell, to approve the Minutes and Working Notes, as amended, of the April 22, 2009 Finance Committee meeting, the April 30, 2009 Curriculum Committee meeting and the April 30, 2009 Board of Education meeting. (Raffaella Calciano-Coler, Charles McMonigle and Frank Morse were absent.)

**FAVOR: ALL
MOTION CARRIED**

CORRESPONDENCE

Superintendent Dr. Villar said there was no correspondence this evening.

AUDIENCE PARTICIPATION

Meeting Open to Public

Chairman MacDonald asked if there was anyone from the public who wished to speak on any item that was or wasn't on the agenda. No one from the public wished to speak.

Report of Student Representatives

Chairman MacDonald said student representatives from Rocky Hill High School would be reporting. Jonathan McKenna and Tanya Mital said they were the student representatives from the high school. On May 15, 2009, they had their first spring pep rally ever. The Math League was Number One in its division and the team presented its trophy to Principal Almeida at this pep rally. Vikas Parikh who is part of the Math League, qualified for a national competition at Penn State. Assistant Principal Edward Malizia, Pooja Shah and Evan Pelletier had spoken about the new Summer Reading Program at the high school. On June 17, 2009, there will be a summer reading kickoff assembly and they are very excited Scot Haney will come to speak to the students about summer reading. The Scholars' Breakfast was held on May 20, 2009 and this was sponsored by the Student Council. There was an Action Against Distraction Drive Challenge that was held in the student parking lot on May 19, 2009. Seventeen students were put through a course with distractions (i.e. texting, loud music, etc.). A lobby is going on with sports. The Boys' and Girls' Lacrosse Team each won a game. The Girls' Softball Team is doing really well. On May 28, 2009 and May 29, 2009, the Girls' Tennis Team will be hosting the Northwest Conference. The spring's Sports Awards Night will be held on June 11, 2009 at the high school. Year end activities and graduation are arriving. The Senior Prom will be held at The Hartford Club on June 6, 2009. Graduation will be held on June 25, 2009.

1. Consent Calendar

Moved by Catherine Vargas, seconded by Maria Mennella, to accept the Consent Calendar of May 21, 2009. (Raffaella Calciano-Coler and Charles McMonigle were absent.)

**FAVOR: ALL
MOTION CARRIED**

COMMITTEE REPORTS

2. Personnel and Negotiations

No report was given.

3. Policy

No report was given.

4. Finance

No report was given.

5. Curriculum

No report was given.

6. Professional Development

No report was given.

7. Facilities

Superintendent Dr. Villar said a Joint Facilities Committee meeting had been held with the representatives of the Town. They are beginning a discussion as to how a Capital Improvements Plan will come to fruition. The Facilities Committee of the Board of Education will be worked with to identify priorities in this plan.

8. Technology

No report was given.

9. Transportation/Accommodations

No report was given.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

10. CABE Student Leadership Awards

Superintendent Dr. Villar asked Principal Almeida and Mr. Tom McCabe to join him at the podium. Mr. McCabe said they were present this evening to present two students from Rocky Hill High School who have received the CABE Student Leadership Award. CABE is the Connecticut Association of Boards of Education. This award is designed to honor Connecticut high school seniors who exhibit exemplary leadership skills and it is a student leadership awards program. One female and one male student from each high school in the CABE member district are eligible. This award was presented out to the staff and these two students were voted on by the Rocky Hill High School staff and faculty. He went over what the award includes. The two students who won this award are two highly qualified ones and two who are involved in all aspects of the school. Mr. McCabe said they were proud to present these students this evening.

Mr. McCabe called forward Gabrielle Franza, who is the female recipient. Mr. McCabe then called forward Jason Skrzypiec who is the male recipient.

Chairman MacDonald congratulated Gabrielle Franza and Jason Skrzypiec on behalf of the Board of Education. Chairman MacDonald said it was a great honor to have both of them in front of the Board of Education and it was a great honor for them to receive such an award. From the selection process, he knows that a lot of effort and work go into this. He told Gabrielle Franza and Jason Skrzypiec that they truly exemplify what goes on at the high school. Chairman MacDonald thanked them very much.

11. Athletic Trainer

Moved by Maria Mennella, seconded by Nadine Bell, to renew the Athletic Trainer's contract for another year at the current rate and there will be no increase. (Raffaella Calciano-Coler and Charles McMonigle were absent.)

**FAVOR: ALL
MOTION CARRIED**

Before this motion was voted on, Mr. Wisnioski said that clearly everybody is pleased at the high school. Chairman MacDonald asked Mr. McCabe to give a quick update on the pleasure or displeasure of himself and the staff with regards to the Athletic Trainer.

Mr. McCabe said he has seen Mr. Ed Kravitz, the Athletic Trainer, with the children and all of the reports he has been getting are outstanding. Mr. Kravitz has given above and beyond what they expected. Mr. McCabe has asked the coaches throughout the seasons how the coverage has been and how Mr. Kravitz has been. The coaches have all been happy. This has turned out to be a great situation. This has been a good marriage with Rocky Hill High School and with Mr. Kravitz. Mr. McCabe hopes this continues and Mr. Kravitz hopes so too.

Mrs. Vargas said this item had been spoken about at the last Finance Committee meeting. The Finance Committee had asked that this be brought to the full Board of Education. At the last Finance Committee meeting they had, one of the discussion items had been if this was going out to bid because of the dollar magnitude of it. At a prior Board of Education meeting, it had been asked if they were going to go out to bid for the Athletic Trainer. She asked Superintendent Dr. Villar if he wanted to repeat what he had said for the Board of Education's purposes. The Finance Committee had been satisfied with the explanation.

Superintendent Dr. Villar said they obviously had wanted to take a look at the cost of the Athletic Trainer. In their RFP (Request for Proposals) that was produced last summer, it gives the Board of Education the option of renewing this for two years. He said this is them acting on this option because of the fact that the costs have not increased for the next upcoming school year and they have had outstanding service. He recommended that this relationship be maintained.

Mr. Wisnioski said some freshmen sports as well as a club sport for which there are two teams have been added since this was initially entered into. He asked if the Athletic Director has been given feedback as to the type of injury they have had with the athletes or what the district ought to look at. He asked if there has been any feedback that would help the high school students. Mr. McCabe said that he and Mr. Kravitz haven't gotten that far down the road with this.

Mr. Kravitz is going to definitely help with the supplies (i.e. what needs to be ordered, etc.). Next year, Mr. Kravitz will have a better idea with what Rocky Hill needs to do with regards to the facilities. This year, he had been more concerned about practice and game coverage as far as taking care of the athletes. Mr. McCabe said they will begin to look at using Mr. Kravitz' job to look into doing other things as well.

Mr. Wisnioski asked if there are any suggested modifications to the contract that would help the high school in any way. He said this had been done quickly and they had to act because students were about to engage in all kinds of activities. He asked if there is something they would change at this point even though they are renewing it. Mr. McCabe didn't think that anything needs to be changed at this point. He said the coverage is good and the reports they are getting from the parents and students, etc. say the Athletic Trainer is very good. Everything is good right now and they will look into other things next year or they will deal with other things as they come up.

Mr. Wisnioski said there were Board of Education members who wanted the same personnel. He thinks this was for maximum coverage. He asked how this worked out and if there was an individual who served Rocky Hill High School most of the time. Mr. McCabe said yes and he said this was Mr. Kravitz. Mr. Kravitz delivered what he had promised and Mr. McCabe said they have been very happy. Mr. Wisnioski asked Mr. McCabe if it is his expectation that Mr. Kravitz will be with Rocky Hill High School for the next academic year. Mr. McCabe said yes. Mr. Wisnioski asked if they have any rights to modify the agreement to the extent that Mr. Kravitz goes somewhere else and doesn't serve Rocky Hill High School and they don't like who they are given. Mr. McCabe said they will tackle this as it comes but Mr. Kravitz has no intention of leaving.

Chairman MacDonald said Mr. Kravitz' organization had put on a seminar on concussion prevention a couple of months ago. Mr. Kravitz had invited a lot of coaches and some of the players to attend. He does provide information either at Awards Night or Sports' Night and to the coaches as well. Chairman MacDonald thinks they are getting some good benefits from that. Mr. Kravitz went into Mr. George Kisluk's student leadership class the other day and on his own time, he talked to the students about Athletic Training as a career. Mr. Kravitz wants to work on something for next year for any seniors wanting to get into the field he is in. He would have these students shadow him during the day.

At this point, the motion was voted on.

12. Lunch Program

- a. Healthy Food Certification**
- b. Rates for 2009-2010**

Finance Director Connolly told the Board of Education members that they had a memo in their packets that deals with two items on the food services program. The first item is the Healthy Food Certification and the second item are the rates for 2009-2010. This district does participate in the National School Lunch Program. This district has to submit a Healthy Food Certification to the State Department of Education by July 1, 2009.

This certifies that all of the food items sold to students separately from reimbursable meals will meet the Connecticut Nutritional Standards. He told the Board of Education members that they had a copy of this certification.

Finance Director Connolly introduced Mr. David Mensher, who is the District Director of Food Services for Sodexo. Mr. Mensher is responsible for the food services program in Rocky Hill. Finance Director Connolly asked Mr. Mensher to explain what the Healthy Food Certification Statement is in laymen's terms.

Mr. Mensher said he has been with Sodexo for approximately fifteen years and this is his first year in Rocky Hill. He thanked the Board of Education members for renewing their contract a year ago in the spring. He said it has been a pleasure working with Finance Director Connolly.

Mr. Mensher said the Healthy Food Certificate has had a tremendous impact and this is something the Board of Education members had approved this past year. This brought significant revenue back into the program. It is a win-win situation because they are receiving ten cents a meal for reimbursement and healthy snacks are being served to the children. This is bringing approximately \$15,000 back into this program. They are having no issues with the children. This is due for a renewal on July 1, 2009 and Mr. Mensher told the Board of Education members that he hoped they would consider this.

Mr. Mensher said the other issue was the lunch prices. He researched this and it has been about four years since a meal price was increased in this district. Wholesale pricing is going up considerably between groceries and dairy and he had recommended to Finance Director Connolly that lunch prices be raised at least twenty-five cents in each school. Mr. Mensher thinks this is fair and sufficient. He had done a comparison with all of the surrounding school districts and he told the Board of Education members that they have this documentation. Rocky Hill is the lowest for primary and secondary meals out of the school districts in the surrounding area.

Mr. Mensher had left a snack for each of the Board of Education members. He asked them if he could answer any questions. Mr. Wisnioski referred to the District Contract Information Sheet and he asked why Question Number 5 wasn't answered. Finance Director Connolly said when they had been working on this, they didn't have an answer on that question and that was one they had to check with the state on. Mr. Wisnioski was told that the form should state "yes".

Mr. Wisnioski asked why the prices weren't raised in the past. Mr. Mensher said he couldn't answer this because this is his first full season in this district in this position. His company had told him last year that there had been a renewal in the contract and it had been recommended that they should stay away from the price increase. He had been told that they were going to bypass this.

Mr. Wisnioski asked what the elasticity of demand is. Mr. Mensher said participation has been great. The children are spending extra money on a la carte items in the secondary level. Mr. Wisnioski asked the Board of Education members why they didn't want the prices to go up last year. Mrs. Vargas didn't think that they even talked about this.

Mr. Mensher thought that Sodexo and former Finance Director Greg Turansky had decided they weren't going to raise prices. Mr. Wisnioski asked Mr. Mensher if the contract states that he gets paid a minimum or if it he gets paid a certain margin. Mr. Mensher explained that this is broken out to a per meal cents charge (i.e. three cents per meal is currently in the contract). Mr. Wisnioski told Mr. Mensher that there must be some minimum he would get paid just to show up even if nobody buys a meal. Mr. Mensher didn't think so but he would check.

Mr. Wisnioski asked Mr. Mensher if he gets the risk of loss just by the raising of the price but if the Board of Education gets to approve if the prices go up. Mr. Mensher said it is under the Board of Education's jurisdiction to approve this. Mr. Wisnioski asked if they don't lose anything if the price goes up. Mr. Mensher didn't think so.

Superintendent Dr. Villar said the cost of running the program in addition to appliances and hardware, etc. is helped by the funding that is generated by this program. Finance Director Connolly said this is supposed to be a self-sustaining program. His analysis of the cash flow over the last twelve months though indicates they don't have sufficient cash in the account. At the end of last year, there was a deficit in the account. Mr. Wisnioski asked how raising prices would impact this issue. Finance Director Connolly said his experience has been that when prices have gone up, additional revenue has been generated for the program. Mr. Wisnioski asked Finance Director Connolly if this helps him to pay the bills and he said yes. Mr. Wisnioski asked if this was a formal request to raise prices and Finance Director Connolly said yes.

Mrs. Vargas thought there were two motions with regards to this. Finance Director Connolly said there were two suggested motions for the Board of Education's consideration in the memo that the Board of Education members had.

Moved by Catherine Vargas, seconded by Frank Morse, that the Rocky Hill Board of Education hereby authorizes Superintendent Dr. Jeffrey Villar to sign the 2009-2010 Health Food Certification, as amended, on behalf of the Rocky Hill Board of Education. (Raffaella Calciano-Coler and Charles McMonigle were absent.)

**FAVOR: ALL
MOTION CARRIED**

Chairman MacDonald asked Finance Director Connolly if the increase that is being recommended would make them break even. Finance Director Connolly anticipates that this will make them break even and his goal is to make this truly self-sustaining in the next year. He couldn't say with 100% certainty that this will happen because there could be a slight drop off in the meals but he does anticipate more cash coming back into this program.

Mrs. Vargas remembered that Sodexo had been running at a deficit for quite a few years when this district started with the contract. She thought Sodexo was willing to absorb some of the loss because Rocky Hill had a good working relationship with them and because they wanted to maintain the business. Mr. Mensher said they guaranteed this district \$22,000 at the end of the year last year when the last contract had been renewed.

They are at this goal now. Mrs. Vargas said they technically aren't losing any money and Mr. Mensher said they aren't with the guarantee. Mrs. Vargas referred to the price increase. Mr. Mensher said their prices are going up due to the fuel charges and to the service, etc. Mrs. Vargas said another issue is trying to make the district whole. She confirmed that there wouldn't be a loss to Rocky Hill. Mr. Mensher said this couldn't be determined yet and they could be in a deficit if they don't get the price increase.

Finance Director Connolly said he doesn't have the cash to pay the bills in a timely fashion and this is the problem he has been having. Mrs. Vargas said Sodexo is guaranteeing this district but Finance Director Connolly said this district has to make cash payments when Sodexo submits the bills. Finance Director Connolly said he has to delay this until the next month's receipts in order to make more payments. Mrs. Vargas said this is more the timing of cash flow versus the total cash. Finance Director Connolly said it is both and when he looked at the audit results for last year, it showed a deficit that had increased from the prior fiscal year in this account. Mrs. Vargas thought it had been said that Sodexo was picking up the deficit because it wants to maintain the business. She said this is how it was in the past. Mr. Mensher said there is a \$22,000 guarantee for this current year and the current contract. He said they are getting there slowly and they should be able to hit it. He was concerned about the dairy prices and the prices for the secondary meals. He said there is less and less being distributed each year to every district for the U.S.D.A. federal commodities they receive and work off of. A good portion of their business is worked off of this and they need more of this. On this end, they aren't getting funded by the federal and this is another concern which is going to affect pricing.

Mr. Morse understands the economy of the time and he told Mr. Mensher that he understands exactly where they are.

Moved by Frank Morse, seconded by Maria Mennella, resolved, that the Board of Education hereby approves of a new rate schedule for the School Lunch Program for 2009-2010 as follows:

\$2.25 Elementary

\$2.50 Middle School

\$2.50 High School

\$3.15 Adult

\$.50 Milk

\$2.75 Premium Deli Meal

(Raffaella Calciano-Coler and Charles McMonigle were absent.)

**FAVOR: ALL
MOTION CARRIED**

Before this motion was voted on, Mr. Wisnioski referred to the grid for the lunch price comparison and he asked Finance Director Connolly if he was the author of that. Finance Director Connolly said that Mr. Mensher had done the research on the lunch price comparisons. Mr. Wisnioski referred to the five Towns listed on this and he asked Mr. Mensher if he knew those numbers because Sodexo has contracts with them. Mr. Mensher said he didn't. He said there was a state survey and his company had done a market research on all of the towns. Mr. Mensher told Mr. Wisnioski that he broke out this district's area. Mr. Wisnioski said there may be other aspects of the contracts that exist between the school districts and whoever the food provider is. He wanted it noted as to who the source is. He didn't have a problem with raising the prices to be consistent but for the record, he wanted the source of the information they had accurately described and what it is.

Mrs. Bell agreed with raising the prices. She was confused though about them being guaranteed \$22,000 yet they are not able to pay their bills because they are losing money.

Mr. Mensher said the program is generating approximately \$650,000 per year. Sodexo and this Board of Education had agreed that Sodexo would guarantee \$22,000 of this which is a small entity. He explained more. Mrs. Bell told Mr. Mensher that she understood his need from the business point of view. Mrs. Bell asked how this district can be losing money if it is getting the guaranteed \$22,000.

Finance Director Connolly referred again to the results of the audit from last year, etc. He also said he looked at having cash on hand to pay the bills. There was ample money in reserves to pay the monthly bills in a previous cafeteria program but this doesn't exist in Rocky Hill. Superintendent Dr. Villar confirmed that being self-sustaining means that the food funding is not commingled with the Board of Education budget. Finance Director Connolly said this is a correct. This is a separate entity by itself.

Mr. Wisnioski said there is a periodic problem where an expense is incurred and the revenue lags but eventually there is sufficient cash to meet all of the obligations. He mentioned how a new cycle would be started then and he asked if this is correct. Finance Director Connolly said this wasn't correct. The June bills aren't paid until school starts in September and he gets cash coming in, in September, in order to pay the prior fiscal year's bills. Mr. Wisnioski asked what the magnitude of the difference is. Finance Director Connolly said on a monthly basis, he is probably short \$20,000 to \$25,000. When the bill comes in from Sodexo, he doesn't want to pay half of the bill but he wants to pay the bill as a bill. He said this varies by month. He said he could show them how much was held over until the September revenues had started coming in. Mr. Wisnioski said this is all very complex and he wasn't understanding that there was a shortfall or the \$22,000 aspect. He concurred with Mr. Morse's motion with regards to raising the prices and he asked if they have the right to reduce these. Finance Director Connolly said the Board of Education sets the rates. Mr. Wisnioski told the Board of Education members that they could vote for this tonight if they feel like it but they always have the right to review this and to alter it. Chairman MacDonald said exactly.

Chairman MacDonald asked the Board of Education members if they had any other comments or questions. None of the members had any comments or questions.

At this point, the motion was voted on.

13. Special Education Status Report

Superintendent Dr. Villar said he asked Dr. Cathy Riggs to report to the Board of Education this evening on the status with this district's Special Education. Dr. Riggs told the Board of Education members that she needs to report to them each year on the progress on the Annual Performance Report for Special Education. Dr. Riggs told the Board of Education members that they had two documents in their packets. There was an Annual Performance Report on Connecticut State Performance Plan for Rocky Hill which the district received in April. There was also a spreadsheet that compares the three years that this indicator has been in place.

Dr. Riggs told the Board of Education members that she had shown a lengthy PowerPoint presentation to them last year with regards to the Annual Performance Report. She decided to just share the spreadsheet with them this year. The federal government devised the State Performance Plan System three years ago. This measures each state's progress on specific Special Education Standards.

In Connecticut, there are twenty performance indicators that this district is measured against for Special Education. Each district submits its data to the state through a variety of reports in order to show the progress on the indicators. This data is compiled and it becomes the Annual Performance Report. A district can be determined to “meet requirements”, “need assistance”, “need improvement” or “need substantial improvement”. Rocky Hill met requirements this year.

Dr. Riggs went over the variety of sources that the data comes from that this district submits. She told the Board of Education members to look at their spreadsheets. Each of the data from the past three years is divided into two columns. One of these columns shows the statewide target (in Connecticut this is called the measurable and rigorous target) and the other column shows the district data. For evaluation purposes this year, only Indicators #9, #10, #11, #12, #13, #15 and #20 were used.

Dr. Riggs started with Indicator # 9. This district has no disproportionality with the minority students. They are in proportion in Special Education in the same proportion they are in general education. One area being watched is the percentage of Hispanic students who are identified as speech and language disabled so that they don't over identify in this one category.

Indicator #11 is “Determine Eligibility in Accordance With State Established Timelines”. There are forty-five school days or sixty calendar days from the date of a referral PPT until an IEP must be in place for a student who qualifies for Special Education. The time varies upon the time of the year and summer vacation. Gains have been made in this area. This year, 97.7% of students whose IEP was placed in a timely fashion, represents all but one student whose parent cancelled meetings several times so this couldn't be gotten in within the timeframe. Dr. Riggs has cautioned the School Psychologist to be sure to complete testing enough in advance so that PPTs are able to be held within the time period and this includes the ones that need to be rescheduled.

Indicator # 12 is Transition: IEPs by Age 3. This district is one hundred percent. All of the eligible three year olds had IEPs in place by their third birthday upon entering the preschool Special Education Program.

Indicator #13 is Develop Goals & Transition Services. One hundred percent of this district's students who are sixteen years old and over have transition goals and services built into their IEPs. The state is expanding this area every year.

Indicator #15 is General Supervision: A. Noncompliance corrected with 1 year; B. Significant Disproportionality (15%). Dr. Riggs said this is a management indicator. This district had no outstanding issues of non-compliance.

Indicator #20 is Timely and Accurate Reporting. This is a new indicator this year. Rocky Hill submitted one hundred percent of its data in an accurate and in a timely manner. The success of this has to do with the diligent work of Ms. Vasquez who is in Dr. Riggs' office.

Dr. Riggs said the rest of the Indicators weren't used to determine this district's status as meeting requirements but this district collects the data and new indicators are added each year. Indicator #1 is Increase Graduation Rate with a Standard High School Diploma.

Some students with disabilities complete high school with a Certificate of Completion rather than a diploma. Rocky Hill is well above the state target in this area and it is improving. Dr. Riggs said she is working with the staff from the Guidance Department at the high school and the staff from Special Education, in consultation with other districts, to increase this percentage and they are aiming at one hundred percent.

Indicator #2 is Decrease High School Dropout Rate. This is for students with disabilities and in Rocky Hill this is less than ten students so it is not a recorded piece of data other than this being less than ten students.

Indicator #3 is Improve Participation and Performance on Statewide Assessments (A. Met Adequate Yearly Progress for Students w/Disabilities; B. Participation Rate; C. Proficiency Rate-Adjusted AYP Calculation). The state has not decided yet as to when they are going to use this as criteria for meeting requirements. This is a difficult category. In the earlier two years of this report, Rocky Hill had achieved Safe Harbor for its students with disabilities on statewide assessments. In 2007-2008, this district did not achieve adequate yearly progress for students with disabilities on the state testing. Only the students who took the CMTs in Grade Three through Grade Eight are reflected in this. CAPT data is not recorded. The participation rate of this district is fine. One hundred percent of the students with disabilities participate in the testing program but the results are somewhat disappointing. The math is fairly flat across all three years while slight gains are shown in the reading area. With the new methods of instruction that have been put into place this year, they are hoping some improvements will be seen in this area. This year, they also had participated in the modified testing for the CMTs for students with significant disabilities.

Indicator #4 is Decrease 10+ Days Out-of-School Suspension & Expulsion Rate. This district experienced a slight increase but when a total student population as small as Rocky Hill's is being dealt with then an individual student may throw this number off. This district's high school is focusing on in-school suspension rather than out-of-school suspension like all high schools are unless it is a case of extreme violence, weapons or drugs.

Indicator #5 is Increase Placement & Time with Nondisabled Peers (TWNDP) (A. Increase Regular Class Placement; B. Decrease Separate Class Placement; C. Decrease Placements in Separate Schools, Residential or Other Settings). This ties in with the PJ category which is the inclusion of students with intellectual disabilities. This district is back in line with PJ and it received a nice letter from the Commissioner. This indicator is for all students with disabilities though and the time they spend with non-disabled peers. Regular class placement means that the student spends eighty percent or more of their time with non-disabled peers. This district made a substantial gain in this area from 2006-2007 to 2007-2008. A separate class means a student who spends less than forty percent of their time with non-disabled peers. This is the area that this district has shown the most improvement in. Only one student was placed out-of-District this year during the year but the numbers were impacted by three students. She explained more about this.

Dr. Riggs referred to the last indicator which was the preschool data and this was on a separate page. The preschool teachers are required to administer a test to all preschool students when they enter the program and when they exit for kindergarten. The data is collected and input through the computer.

The state then collects this. The state has not declared any targets yet and these will be available next spring.

Dr. Riggs said the next project they are in the midst of is comparing Rocky Hill's data to all of the school systems in its DIRG so they can determine if the data looks good compared to other districts of the same size and socioeconomic status. Dr. Riggs said they are working on all of the indicators. She was pleased to say that they met all of the requirements across the board.

Dr. Riggs asked the Board of Education members if they had any questions. Vice Chairman Rivard referred to Indicator #1 and said there is 94.4% that meet the requirements. He asked how many bodies this is. He then asked how many bodies didn't meet the requirements. Dr. Riggs said there are two hundred and ninety-seven students in Special Education. Vice Chairman Rivard said this gives him an idea and he can figure this out from there. Dr. Riggs said she also has to look at high school students and how many of them graduate in that year. She told Vice Chairman Rivard that this probably reflects students who took a Certificate of Completion and never received a traditional diploma. She would like to see all of the students complete academic modified courses so that they could receive a full diploma at some point.

Mrs. Mennella told Dr. Riggs that she would be interested in the statewide target next spring for the SSP Indicator for early childhood outcome. Mrs. Mennella said her son had been in this year's group and she would be interested to see how he rated. She said Bright Beginnings is an excellent program. Dr. Riggs agreed. She is required to present every year on their performance so she said she will be sure to come back to tell them how they did on the early childhood outcome.

Mr. Wisnioski thought when Dr. Riggs had been present last year that the Board of Education had been made aware that some State Department of Education personnel were staying in some of the elementary schools to observe. Dr. Riggs said this had to do with the PJ issues. Dr. Riggs explained what this is. The PJ Court Order Decree brought the eighty percent standard for children with intellectual disabilities. They should start to be included with typical same age peers eighty percent of their school day. Each district is measured on their compliance with PJ and this ties into Indicator #5. This district has approximately nine students who just have intellectual disabilities.

Mr. Wisnioski thought there had been an issue with regards to the timeliness of this district's responses to individual programs or requests. He believes that modifications were made in the Central Office. Superintendent Dr. Villar told Mr. Wisnioski that he thought he was referring to the citation for this district not reporting the data on time. Superintendent Dr. Villar said there had been part time secretarial help added to Central Office prior to his coming to this district. The data systems have also been updated. The report indicated that the district was acceptable this year. Mr. Wisnioski confirmed that a structural change has been added. Superintendent Dr. Villar said that was correct and that has improved things for them.

Mr. Wisnioski confirmed that there are no longer PJ personnel in the schools and Dr. Riggs said there aren't. Dr. Riggs said a nice letter had been received from the Commissioner stating that they have made substantial improvements in their inclusion of students with intellectual disabilities. They have actually made improvements with the inclusion of all students. Dr. Riggs said this is a goal of hers and of her whole department.

14. Assessments Update (formerly CMT/CAPT Update)

Assistant Superintendent Hourigan told the Board of Education members that she had already presented a report on the SATs. Some questions had been raised about the ACT test as compared to the SATs with regards to how participation on that test might be impacting the number of children who take the SATs. She did some research on that topic.

There had been some questions as to the difference between the SAT and the ACT. The ACT test is a little less expensive. It costs \$31 to take and the SAT costs \$45. For the ACT, the testing time is a little less and it takes two hours and fifty-five minutes compared to taking the SAT which takes three hours and forty-five minutes. The test composition is different. There are four equally weighted subtests (English, reading, math and science) on the ACT. There are three equally weighted subtests (critical reading, writing and math) on the SAT. The test popularity has to do with where people are located in the United States. The ACT is much more popular in the south and in the Midwest. More people take the SAT in the northeast and on the coast. The focus on the ACT is curriculum and on the SAT, the focus is more on problem solving and critical thinking. There is an increasing number of colleges that accept the ACT including all Ivy League schools. There are more than fifty percent of high school graduates who take the ACT in twenty-six states. The majority of schools take the SAT. The ACT test contains science which is not included in the SAT. There is trigonometry in the math section of the ACT. The SAT tests more vocabulary. The ACT test is multiple choice and there are four answer choices. The SAT has five answer choices and it is not entirely multiple choice. On the ACT, there is no guessing penalty but there is one on the SAT. The SAT doesn't test English grammar but the ACT does. It is said that stronger science and math students will score better on the ACT. Stronger English students tend to score better on the SAT.

In Rocky Hill, there were one hundred and ten seniors and nine juniors who had taken the SAT. This was based on the SAT report that encompassed the testing from March 2008 to March 2009. For the ACT report that encompassed July 7, 2008 through April 24, 2009 there were eleven seniors and seven juniors who had taken the ACT. There were only ten seniors who had taken both tests.

Thirty-six is the highest score that someone can get on the ACT. One out of three thousand and three hundred students gets this. The highest score a student from Rocky Hill had for this was a thirty-one. The average ACT score in Rocky Hill was a twenty-five and the national average is a twenty-one. This is based on 1.4 million students. It doesn't look like a significant number of students are taking the ACT as opposed to the SAT at this point. Assistant Superintendent Hourigan said there was actually just one student who only took the ACT.

Chairman MacDonald thanked Assistant Superintendent Hourigan and he said this was very helpful.

15. Director of Finance & Operation's Report

a. Monthly Financial Report

Finance Director Connolly told the Board of Education members that the monthly financial report they have for the month ending in April completes ten months of the fiscal year. He sees the Board of Education's budget finishing the year with a surplus at this point.

The expenditure rate is less than last year's. He outlined in his memo the specific line items where they see the deficits occurring. He explained more and told the Board of Education members where they could find this information. He said this all comes back to the major control which is the cover page that the Board of Education members have been provided with. This control page compares the expenditures in each of the accounts to the expenditures in the exact same line item, the same time last year. This compares year-to-date of the old fiscal year to year-to-date of the current fiscal year. All of the schools have been notified that the expenditures are to be stopped by June 1, 2009. There will be no more purchase orders coming out of the schools unless these pertain to a June expenditure. This helps them to start to get a better handle as to what is taking place in all of the accounts. They are preparing a list of recommendations for end of the year expenditures depending on where the surplus winds up.

Mr. Wisnioski referred to Mr. Mensher who had been present earlier this evening with regards to the food service and he asked Finance Director Connolly if that information is entirely off of the financial report. Finance Director Connolly said it is. Mr. Wisnioski asked Finance Director Connolly if the Board of Education members will get a report of non Board of Education budget items where money flows through and he asked if there are others in addition to the lunch program. Finance Director Connolly said yes. There is a student activity fund at each school. He has each of the schools filing their student activity fund and their reconciliation on a monthly basis. He reviews this and signs off on it. Everything is in order on these accounts when the auditors come in.

Mr. Wisnioski asked if there is a transportation dollar amount that is not on the financial report. Finance Director Connolly asked Mr. Wisnioski if he is referring to the federal and state grants that come in. Mr. Wisnioski told Finance Director Connolly that this was the one he had been concerned about earlier in the year with regards to the using of funds during the current year and leading to a time lag issue. Finance Director Connolly said these are the excess cost funds. He said he mentioned this in his cover memo in the second to last bullet. Currently, there is a deficit in the Special Education account but this will decrease when the district gets the second payment from the state for the excess cost reimbursement. Normally this comes in at the end of May. The reimbursement will then be applied against the expenditures so this will help reduce the deficit in this account. Mr. Wisnioski referred to the source of those funds which is not the Board of Education budget. He asked Finance Director Connolly if he is getting them from somewhere and if he is going to resolve something that is a deficit. Finance Director Connolly said they spend local tax dollars and the state holds them harmless once they meet the threshold which is four and a half times the cost of a student. He explained more and he said this is called the excess cost reimbursement. The district puts the money out and then the Special Education Department, through Dr. Riggs, files twice a year to get reimbursement for the high cost students. Finance Director Connolly told the Board of Education members that the report they are seeing is based on tax dollars that they have actually spent. When he gets the excess cost check in this month, this will be applied against the financial report in order to reduce the deficit.

Mr. Wisnioski referred to when Finance Director Connolly had said that the Board of Education budget may have a surplus at the end of June 30, 2009 and he asked him if he will still have a surplus of excess cost reimbursement in a separate fund to carry forward for future use. Finance Director Connolly said yes. Mr. Wisnioski asked Finance Director Connolly if this amount is going to be what he thought it was before. Finance Director Connolly said he didn't know yet. He explained more.

Mr. Wisnioski referred to when the Board of Education has an audit done. He asked if it presents the budget and also addresses the additional items. Finance Director Connolly said they look at series of accounts but he hasn't been through an audit yet with the firm. Mr. Wisnioski said this is fund accounting. He asked if funds are identified for a specific use and if this will show revenues in, revenues out as well as a balance at some point in time. Finance Director Connolly told Mr. Wisnioski that what he is saying is correct in the excess cost fund. That money can only be used on the excess cost reimbursement. The money that comes in this year from this year's expenses will be applied to this year's budget.

Mr. Wisnioski assumed that administration is looking to zero out the use of the funds in order to avoid giving money back to the town like last year. Superintendent Dr. Villar said a list of recommendations is being made as to how those funds can be expended. This will be brought to the full Board of Education for discussion and the suggested guidance of the Board of Education will be followed. The Board of Education will make the ultimate decision. Chairman MacDonald thought the key is prior to June 30, 2009. Superintendent Dr. Villar said this is correct and they are anticipating a June 15, 2009 work session meeting.

b. Health Insurance Positive Enrollment Program

Finance Director Connolly said they are running a positive enrollment. They notified all of the employees that they have to sign up again for the health insurance if they wish to continue having their health insurance. This is a good way of cleaning up the records. There have been several changes in the health laws as to what has to be done. Seven separate afterschool meetings have been held. The new health HSA program that the Board of Education has adopted has been gone over and there have been meetings just for going over how the forms need to be filled out. It has been explained as to what the coverages are. There is a fifty-three percent return from all of the employees as of today. A notice via e-mail was sent out to all of the employees again today reminding them of the June 1, 2009 deadline. He cancelled a vacation that had been scheduled for one of his staff members for the last week in May because he expected a number of last minute phone calls coming into the office. The staff member was very accommodating.

c. Copier Update

Finance Director Connolly said the copier lease is coming to an end and this had been discussed during the budget process. It had been a five year lease. The copiers aren't doing well. There are a couple of options, one of which is going out to bid. He has been through the process of going out to bid and it is a very lengthy and difficult process to do this. The other alternative is that the State of Connecticut has gone out to bid for copiers. There are state contracts that allow Boards of Education and municipalities to piggyback on the bids that they have. This district has done a complete inventory of all of its copiers and the number of copies on each copier in all of the schools. They have also done a complete inventory of all of the printers in all of the schools by working with the IT Director. The printers are high cost machines. Copies can be made for a penny per copy and each copy costs seven, eight or nine cents on the printer. They are looking at a complete overhaul of copier replacement. They are removing printers from numerous places. There are quite a number of printers throughout the district. This school system has ninety printers and each takes its own type of cartridge.

They are looking at a comprehensive change in how they do copying and they are looking at getting low cost copiers to have more distributed in the school system with direct tie-ins to the computers so that copies can be made from the various computers. They are looking to dramatically reduce the number of printers in the school system.

Two vendors have been met with. One of these has the state contract. Another competitor that has been met with has the CREC contract. Both of the vendors are local ones. One of them is out of Newington and one is out of Middletown. They have been given this school system's complete inventory. Finance Director Connolly said that he, Mr. Fred Ames (the IT Director) and one of the ladies on his staff have met with these vendors. The vendors have been asked to look at what proposals they can come up with for new copiers. The specifications are fairly stringent and this is one of the advantages of dealing with the CREC contract and with the state contract. One example is that there is a four hour maximum response time. The procedure for service has also been reviewed with these vendors. In the past, machines have been down for weeks on end. The two vendors are guaranteeing in writing to this district that the technicians who show up will carry an inventory on their vehicles they show up with. Service will be done within the four hour window.

Finance Director Connolly said there is a print shop at the high school that does a lot of high volume and high speed copying. They are looking at a special machine for the high school so that more copying and printing can be done in-house on a timely basis.

Finance Director Connolly hopes to have everything in place and have new machines in before school starts. They want the machines to come in, in the month of August. There will be training for non-certified as well as for certified staff so that they will be "good to go" when school opens up.

Chairman MacDonald asked the Board of Education members if they had any comments or questions. Mr. Wisnioski asked Finance Director Connolly if they are not going out to bid. Finance Director Connolly said that is correct. Mr. Wisnioski asked how this meets their policies and how it meets the Town Charter. Finance Director Connolly said it meets it because they are allowed to piggyback on the state contract. It has been done before and the town does this. Mr. Wisnioski asked if the two vendors are approved contractors under the state bid overview. Finance Director Connolly said they are and they meet the Town Charter.

Mr. Wisnioski believes that there is a faculty member with regards to the print shop and this person has chosen to print high school things. Finance Director Connolly said yes. Mr. Wisnioski said the elementary schools and the middle school seek another source to have their items printed. He asked if some sort of change in an extra duty position is being talked about or he asked if the print shop is separate from the labor that is done there. He said the extra duty job description must specifically state something and he asked if they are intending on changing this. Superintendent Dr. Villar said there is a stipend that is listed and paid to the individual in question for the printing services. Finance Director Connolly has looked to maximize the efficiency of this by bringing in equipment. By using in-house services with updated equipment, they are hoping to lower costs. Mr. Wisnioski said in budget deliberations two years ago, the Board of Education had discussed this and it had been stated that the extra duty position has two parts. One of these parts had to do with printing during the academic year and one had to do with printing during the summer. The individual had chosen not to do one of these.

Mr. Wisnioski said one school was doing one thing and another school was doing another thing. He hoped that Superintendent Dr. Villar and Finance Director Connolly address this in some sort of efficiency coordination.

Mr. Wisnioski referred to the machines being spoken about and he asked if they will be used for academic purposes or solely by the district to meet its printing needs. He asked if the printing of these items will be incorporated into a class. Superintendent Dr. Villar said he would like to research what Mr. Wisnioski was bringing up to make sure that he has factual information to present to the Board of Education. Superintendent Dr. Villar said he will have additional conversations with Finance Director Connolly over the actual equipment and they will report on the integration with class if it will occur. Mr. Wisnioski asked if the intent is that equipment will be purchased and that they are going to self-print as opposed to using outside sources. Finance Director Connolly said a lot of outside sources are not being used now. Their overall position on this is that by distributing more copiers throughout the schools, the schools will be able to handle their regular activity. If there is a very large run though, arrangements can be made to have this brought over to the print shop to have it run off over there. A little of this is being done now but an old mimeograph machine is being used to do the large runs. Mr. Wisnioski referred to an offset printer that is on the Silas Deane Highway. He did business with this company which was very inexpensive relative to other sources. This company didn't understand why the town didn't come to them. The responsiveness of this company was great and the quality was excellent. He thinks they should look at using some Rocky Hill vendors or other vendors before they buy equipment, house it in the high school and depend upon a faculty member who is under an extra duty stipend to be responsive. He said all printing avenues should be considered. He referred to the packets that the Board of Education members receive and questioned why these should be printed out when these should be available as a PDF online. He thought they were looking for a newer and approved technology that Superintendent Dr. Villar has background in. Mr. Wisnioski hopes they can do better.

16. Superintendent's Report

Superintendent Dr. Villar said the close of school is coming. He has attended several concerts, dinners at the Aqua Turf and the junior prom, etc. He congratulated Principal Almeida and the staff at the high school. Superintendent Dr. Villar said he had given them a call a week prior to Tuesday telling them they had an opportunity to put on a meaningful and interesting event on safe driving for the students. This brought this school system statewide attention. They helped the Department of Motor Vehicles put on a good demonstration while educating students. This was able to be organized within a week's time due to the hard work of the high school faculty and the administration in particular. Superintendent Dr. Villar said he was able to attend this along with many Board of Education members. He was able to participate by being in a car with a student and distracting that student who was driving through the obstacle course. The students walked away from this with an understanding that it is dangerous to drive while being distracted. Since this event, Superintendent Dr. Villar said he has noticed people who are distracted while driving. He thinks this event brought a high level of educational value to this district as well as good press for Rocky Hill High School. He thanked the high school for this. He is looking forward to the senior prom next week and graduation on June 25, 2009.

17. Board Chair's Report

Chairman MacDonald told everyone they can go onto www.wfsb.com or www.wtnh.com. These have really good clips with regards to what happened at the high school for the teenage driving. He asked if there was a way that they could get permission to link this on their website so that people can click on this. Rocky Hill High School is one of forty-two high schools in the nation that had the opportunity to have this expo. State Representative Tony Guerrera put this on with Allstate and the Teenage Driving Task Force.

Moved by Catherine Vargas, seconded by Maria Mennella, to adjourn the meeting at 8:30 p.m. (Raffaella Calciano-Coler and Charles McMonigle were absent.)

**FAVOR: ALL
MOTION CARRIED**

Respectfully submitted,

Jo-Anne Booth
Recording Secretary

Accepted by: _____ Date: _____