



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

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 24 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	August 20, 2008
LOCATION	Rocky Hill Town Hall Council Chambers
DATE OF MEETING	August 21, 2008
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. Nadine Bell
3. Charles McMonigle	4. Frank Morse
5. Rene (Skip) Rivard	6. Catherine Vargas
7. Charles Wisnioski	8.

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 Charles McMonigle, to approve the minutes as amended, of the June 19, 2008 Board of Education meeting, the July 9, 2008 Board of Education special meeting, the July 16, 2008 Facilities Committee meeting, the July 18, 2008 Facilities Committee meeting, the July 30, 2008 Facilities Committee meeting, the August 14, 2008 Facilities Committee meeting and the August 14, 2008 Finance Committee meeting.

**FAVOR: ALL
MOTION CARRIED**

2nd MOTION Passed Failed Tabled

Moved by Frank Morse, seconded by Charles McMonigle, to remove the Fiscal Year 2007-2008 Close-Out off of the Consent Calendar on this evening's agenda and to place this instead in conjunction with this evening's Finance Committee Report.

**FAVOR: ALL
MOTION CARRIED**

3rd MOTION Passed Failed Tabled

Moved by Rene (Skip) Rivard, seconded by Catherine Vargas, to accept the Consent Calendar of August 21, 2008.

**FAVOR: ALL
MOTION CARRIED**

4th MOTION Passed Failed Tabled

Moved by Charles McMonigle, seconded by Frank Morse, to accept Mr. Turansky's Fiscal Year 2007-2008 Close-Out Report.

**FAVOR: ALL
MOTION CARRIED**

5th MOTION Passed Failed Tabled

Moved by Catherine Vargas, seconded by Rene (Skip) Rivard, to support Superintendent Dr. Villar's recommendation of appointing Darlene Costello to the position of Coordinator of Language Arts.

**FAVOR: ALL
MOTION CARRIED**

6th MOTION Passed Failed Tabled

Moved by Catherine Vargas, seconded by Rene (Skip) Rivard, to accept the contract of Athletic Trainer Solutions, LLC for the Athletic Trainer.

**FAVOR: ALL
MOTION CARRIED**

7th MOTION Passed Failed Tabled

Moved by Catherine Vargas, seconded by Charles Wisnioski, to adjourn the meeting at 8:40 p.m.

**FAVOR: ALL
MOTION CARRIED**

LINK TO WORKING NOTES (will be attached if available)

TIME MEETING ADJOURNED: 8:40 p.m.

TIME DELIVERED TO TOWN CLERK: _____.

**TOWN OF ROCKY HILL
BOARD OF EDUCATION
MEETING OF AUGUST 21, 2008**

Members Present: William MacDonald (Chairman)
Nadine Bell
Charles McMonigle
Frank Morse
Rene (Skip) Rivard
Catherine Vargas
Charles Wisnioski

Members Absent: Raffaella Calciano-Coler
Maria Mennella

A meeting of the Board of Education was held on Thursday, August 21, 2008 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 Charles McMonigle, to approve the minutes as amended, of the June 19, 2008 Board of Education meeting, the July 9, 2008 Board of Education special meeting, the July 16, 2008 Facilities Committee meeting, the July 18, 2008 Facilities Committee meeting, the July 30, 2008 Facilities Committee meeting, the August 14, 2008 Facilities Committee meeting and the August 14, 2008 Finance Committee meeting.

**FAVOR: ALL
MOTION CARRIED**

CORRESPONDENCE

Superintendent Dr. Villar said thank you notes were received from Cindy Rischall, Alida Brawley and Ellie Vancisin. These were sent to the Board of Education thanking it for various actions over a period of time. Superintendent Dr. Villar told the Board of Education members that they have copies of these thank you notes in their packets.

AUDIENCE PARTICIPATION

Chairman MacDonald asked if there was anyone from the audience who would like to speak on any item. Mr. Bill Pentland, 325 Old Main Street, R.H. spoke on behalf of Rocky Hill High School's Marching Band which is in the middle of its band camp. This year's theme is James Bond. The band show will be held on September 27, 2008 with the starting time still to be determined. This year will be the tenth year anniversary and the UCONN Marching Band will be opening the show. He told the Board of Education members that if anyone would like to volunteer to help out at this event that they would be more than happy to have people. He will give his contact information to Superintendent Dr. Villar's secretary. He told the audience and Band Backer Alumnae especially, that they would love to have them join them and they can contact Mr. Burgess at Rocky Hill High School with their phone numbers. Mr. Pentland personally thanked Superintendent Dr. Villar, the Board of Education members and the staff for all of their hard work on the school projects. The most important thing Mr. Pentland has seen from all of this is the cooperation between the Board of Education, the town and the town staff as well as seeing something getting done. They should all be very proud that this has been moved so far forward in such a short period of time whether this passes or not. He thanked them as a Town resident and as a taxpayer. Mr. Wisnioski asked Mr. Pentland if there will be Police and barricades, etc. for the band show. Mr. Pentland said this town is so great. He has already met with Mrs. Lisa Zerio (Director of Parks and Recreation), Mr. Walt Sykes (Parks and Recreation Department) and Police Chief Michael Custer who have been super. These people are there to help and do whatever needs to be done. People in other towns don't get what the people in this town do and he is very proud to be a Rocky Hill resident. Chairman MacDonald told Mr. Pentland that he now has Mr. Tom McCabe, Director of Athletics and Student Activities, to use as a resource.

Mr. Pentland mentioned also how the band is planning on doing a lot more with the football games this year. Mr. Wisnioski asked Mr. Pentland to please come back to the next Board of Education meeting which is scheduled for September 16, 2008 so that he can give the finalized details to everyone with regards to the September 27, 2008 band show. Mr. Pentland said he will do this and he mentioned how he will also go to the Town Council meetings.

1. Consent Calendar

Superintendent Dr. Villar said on the Consent Calendar there are resignations, retirements, childbearing leaves, FMLA leaves as well as information on the fiscal year close out which Mr. Rivard will give a report about later on.

Moved by Frank Morse, seconded by Charles McMonigle, to remove the Fiscal Year 2007-2008 Close-Out off of the Consent Calendar on this evening's agenda and to place this instead in conjunction with this evening's Finance Committee Report.

**FAVOR: ALL
MOTION CARRIED**

COMMITTEE REPORTS

2. Personnel and Negotiations

No report was given.

3. Policy

No report was given.

4. Finance

Mr. Rivard said the Finance Committee held a meeting on August 14, 2008 for the purposes of reviewing the status of the 2007-2008 school budget as well as for reviewing the RFP (Request for Proposals) for the school Athletic Trainer. Mr. Turansky had reviewed the budget by object at that meeting and he concluded by indicating that approximately one-tenth of one percent of the budget or \$27,471.32 was not expended. This money was returned to the town. The reason the RFP for the Athletic Trainer had been discussed by this Committee was because it would require Superintendent Dr. Villar to overextend the budgeted amount of this service by approximately \$20,000. The Committee moved to bring this item to the full Board of Education for approval this evening.

Mr. Morse referred to the \$27,471.32 and he asked what is going to be done with this amount (i.e. getting an upgrade for a facility or if it is being returned to the Town Council). Superintendent Dr. Villar explained the process and he said if monies are not expended by June 30th of a fiscal year then they are automatically moved into the General Fund of the town's side. He explained some more about this. Mr. Morse asked if this money is set aside for the school use or if the town can use it for anything. Superintendent Dr. Villar believed this money could only be used for schools in an emergency scenario.

Mr. McMonigle said normally in the past when it was known that a surplus was being developed, the Finance Committee or the Board of Education would discuss whether or not alternative uses wanted to be found (i.e. textbooks, technology, etc.). Earlier on, there had been discussion that everyone thought there was going to be a surplus (2007-2008 Fiscal Year) and part of that was going to be used to purchase new software for the schools. He understood that \$15,000 is still due for that project and that it will be paid out of this year's budget. In years where money has been given back to the town, arrangements were made with the town or there were suggested expenditures. It seemed to him that this year where \$600,000 + was cut from the Board of Education budget, there should have done a better job managing this \$27,471.32.

Chairman MacDonald told Mr. McMonigle that he has been on the Board of Education for seven years and he knows how the Town Charter works. Chairman MacDonald said when they knew about this on August 6, 2008, they had no opportunity to do anything about this. Unfortunately the Finance Director provided an updated list to Superintendent Dr. Villar on August 6, 2008 and because of this there was no opportunity to have the Town Council or the Town earmark this for

anything with the Board of Education. Chairman MacDonald told the Finance Committee that he sent out a revised analytical spreadsheet today because from the Board of Education perspective in the past, he didn't think that it has been provided enough analytical data with variance analysis and commentary as to where it is. He explained some more and he said it is what it is. The timing they were provided unfortunately precludes them from doing anything else. Chairman MacDonald said this is the Town Charter and they can't change it.

Mr. McMonigle said he understood the Town Charter but this is the first time in his seven years that they have had to wait to have a handle on a number. Chairman MacDonald said Finance Director Turansky, who is on vacation now, did not provide the Board of Education with any more detail that would have allowed it to do anything prior to that. He didn't think Superintendent Dr. Villar can purchase anything "on a whim" if they don't have the facts. Chairman MacDonald referred to the PowerSchool (software) and he said he didn't have any memos where the Board of Education had any indication where they were going to have additional funds beyond what this was going to cost. There is an issue that will be dealt with on a process that will hopefully be resolved going forward. He thought Superintendent Dr. Villar did what he did best and that he worked in the best interest of the Board of Education and of the town with regards to what he did. Chairman MacDonald supported Superintendent Dr. Villar 100% in what he did. Mr. McMonigle agreed it is what it is but it didn't dissuade him from thinking that this was mismanaged and that it should have been handled in a better way. Chairman MacDonald told Mr. McMonigle if had anything that he knows about in the future to please let him know ahead of time.

Superintendent Dr. Villar expressed regret that everyone was in this situation and it wants to be made sure that all bases are covered at all times. He explained about the funding for Power School. He also reminded the Board of Education that the contract of the Finance Manager was being negotiated during this same time period that is being spoken about now. Superintendent Dr. Villar said it was unfortunate that this situation happened and he regrets it. He will take action to prevent this from ever happening again and next year there will be a Finance Committee meeting in May which is something that didn't take place this year. Chairman MacDonald said the Board of Education will also be getting more concrete commentary based variance analysis on an ongoing basis compared to a document that is thirty pages long.

Mrs. Vargas referred to an e-mail that she had sent to Superintendent Dr. Villar, Chairman MacDonald and Mr. Rivard early in July in which she requested a meeting. Mrs. Vargas said she is a member of the Finance Committee. She got a response back from Superintendent Dr. Villar which stated that they were waiting for invoices to settle and to go forward from there. Mrs. Vargas mentioned how Chairman MacDonald had stated that was a good plan. Mrs. Vargas explained what has happened with the Finance Committee in prior years with regards to meeting, etc. She gave a little more detail and then she said as a member of the Finance Committee that she did try to have a meeting earlier. Chairman MacDonald told Mrs. Vargas that her memo she was referring to was dated July 9, 2008 and at that point there was no other solid or concrete information from the Finance Director. Chairman MacDonald thought there has to be some discussions with the Finance Director as to how he can be more proactive in providing the Board of Education information on a more timely basis.

Mr. Wisnioski referred to the Town Charter and what it states about funds that aren't expended by any department. He explained that there wasn't a prior arrangement here because Superintendent Dr. Villar who started on March 28, 2008 was involved with a lot of things (i.e. a huge change in personnel). Mr. Wisnioski didn't think it was a mistake to return \$27,000 to the taxpayers and he thought it was time to move on.

At this point, it was realized that the Consent Calendar was never voted on. Chairman MacDonald asked the members if they wished to discuss anything further with regards to the Fiscal Year 2007-2008 Close-Out Report and no one wished to.

Moved by Rene (Skip) Rivard, seconded by Catherine Vargas, to accept the Consent Calendar of August 21, 2008.

**FAVOR: ALL
MOTION CARRIED**

Mrs. Vargas asked if Mr. Turansky's Report needed to be accepted because of the fact that it had been pulled off of the Consent Calendar.

Moved by Charles McMonigle, seconded by Frank Morse, to accept Mr. Turansky's Fiscal Year 2007-2008 Close-Out Report.

**FAVOR: ALL
MOTION CARRIED**

Before this motion was voted on, Mrs. Vargas referred to a comment in Mr. Turansky's Report where it stated that the money will be returned to the town and she didn't know if this is semantics. Superintendent Dr. Villar said this would be semantics.

At this point, the motion was voted on.

5. Curriculum

No report was given.

6. Professional Development

No report was given.

7. Facilities

No report was given.

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. Appointment of Coordinator of Language Arts

Superintendent Dr. Villar said he was recommending to the Board of Education this evening an outstanding candidate for the Coordinator of Language Arts position. Darlene Costello has an extensive history experience in training of Language Arts and writing curriculum in Language Arts as well as participating in Language Arts instruction as a classroom teacher. She also has experience as a building administrator serving as an assistant principal in a high performing elementary school. She also has a wonderful personality and an unbelievable work ethic which he has personally witnessed. He knew that she is going to give 150% of her effort. Ms. Costello is thrilled at the opportunity of helping everyone to continue moving Rocky Hill's school system forward. Superintendent Dr. Villar asked the Board of Education to support his recommendation and to affirm Ms. Costello as Rocky Hill's first Coordinator of Language Arts.

Moved by Catherine Vargas, seconded by Rene (Skip) Rivard, to support Superintendent Dr. Villar's recommendation of appointing Darlene Costello to the position of Coordinator of Language Arts.

**FAVOR: ALL
MOTION CARRIED**

Before this motion was voted on, Chairman MacDonald said he was very pleased in interviewing Darlene Costello. He thought when Ms. Costello joins the team that Rocky Hill will be very well served. He was very excited to vote in the affirmative this evening for Ms. Costello to join what is developing to be a very talented and strong team for the school system.

At this point, this motion was voted on.

12. Recognition of Marian Hourigan and Thomas McCabe

Superintendent Dr. Villar explained that the Board of Education had already formally voted and welcomed Ms. Hourigan (newly appointed Assistant Superintendent) and Mr. McCabe (newly appointed Director of Athletics and Student Activities) on board and they have been busy working since day one. Superintendent Dr. Villar said they thought it would be important to incorporate and include them in welcoming them to this town in a more formal, and more public non-special meeting. He was thrilled to have Ms. Hourigan on board and they have already made unbelievable progress in a very short period of time. He gave some examples of what they have done so far. He said Ms. Hourigan will be his “go to person”. He welcomed Ms. Hourigan and thanked the Board of Education in their support for voting for her and for selecting her.

Superintendent Dr. Villar said Mr. McCabe was an outstanding candidate who rose to the top immediately in the pool of candidates. The synergy can already be seen at work between Mr. McCabe and Rocky Hill High School Principal Mario Almeida who are both new to this district. Superintendent Dr. Villar said it was a phenomenal day today at Rocky Hill High School at the first ever back to school freshmen orientation/luncheon. There was a great turnout at this and he saw Mr. McCabe’s efforts involved in all of this. Superintendent Dr. Villar knew that Mr. McCabe has already “hit the ground running”. Mr. McCabe has already gotten all of the important things underway for athletics (i.e. first aid training and certifications, etc.). He has also been helpful with regards to the RFP for Athletic Trainers. His wealth of experience is welcome. Superintendent Dr. Villar appreciates him joining the team and he thanked the Board of Education for supporting him as a candidate.

13. Discussion of RFP for Athletic Trainer

Superintendent Dr. Villar said this item had been brought to the Finance Committee recently. There had been a sole respondent to the recent RFP for Athletic Trainer and that respondent was significantly higher in rate than what Rocky Hill has historically paid. Superintendent Dr. Villar did enter into a temporary agreement with the sole bidder of the RFP as an interim solution because athletics began on August 18, 2008 and they will provide Athletic Trainer services for thirty days. If this hadn’t been done, then the town would be in a serious liability scenario. It was essential this evening for the Board of Education to take action on this bid for Athletic Trainer services. He told the members that they had information with regards to this in their packets. He gave a brief historical synopsis as to how they got to where they are and why they are where they are. Principal Almeida and Mr. McCabe did reference checks on this sole bidder and they were favorable. The Board of Education needed to make a determination that this bid would be accepted. Superintendent Dr. Villar said it was his recommendation that the Board of Education did so and he explained why. He suggested if the Board of Education voted to accept this bid that this situation be monitored very closely and in the spring with Mr. McCabe’s experience, a RFP could be fashioned that perhaps will attract more respondents. There is the possibility also that everyone will be very satisfied with the current RFP and they will elect to continue to work with this vendor. It would be a good place to be in to have quite a few choices.

Superintendent Dr. Villar explained that Mr. McCabe, who was present, could answer specific questions that the Board of Education might have about Athletic Trainers. Mrs. Vargas referred to the RFP and where it stated there would be approximately \$13,500 per sport, per season and she assumed this would be monitored. She said the whole total with the fees for the broker is \$41,000 and she would hate for most of this to be spent in the first two seasons. Mr. McCabe said this will be monitored by season. Mrs. Vargas asked if the Board of Education could get a report after each season in order to build some history for next year and Mr. McCabe said yes. Mrs. Vargas referred to this town looking for Athletic Trainers for next year and she suggested working with one of the surrounding colleges because there are a lot of students who are becoming Athletic Trainers. She mentioned how this town has had great success in working with Central Connecticut State University in getting student teachers in the past. Mr. McCabe told Mrs. Vargas that she was right where he was on this and they will have time this year to look at other possible solutions that are out there. Mr. McCabe said they are going to look to the future to see what can be done and they are always looking to do better. Mrs. Vargas wants the best for the children but she wants to make sure that it is financially sound as well.

Mrs. Bell asked Mr. McCabe if he has gotten any sense of direction from the Athletic Trainers as to the continuity factor. Mr. McCabe said there will be two people: Ed or Jonathan. Mr. McCabe said he and Principal Almeida want consistency. This will be monitored. Mrs. Bell referred to the coach meetings that will take place throughout the different seasons and she asked if some protocol can be set up to make sure that all sports teams have an understanding as to when they can see the Athletic Trainer. Mr. McCabe said efficient protocol will be set up and he gave some more detail with regards to this. There will also be an Emergency Action Plan.

Mr. McMonigle referred to the cost differential between what was paid last year and what is being paid this year. He asked if this is due strictly to a function of rate or he asked if this town is getting more services. Mr. McCabe said there had been an Athletic Trainer but the coaches felt that this was inconsistent. There had been student athletes who couldn't participate in games because they couldn't get taped which is an issue and this disturbed him. He said this is more or less the cost but people get what they pay for. The football coach had told Mr. McCabe that they were ecstatic because they never had an Athletic Trainer on the field the first day of practice. Mr. McCabe said this gives validity to the program and to the children. More money is going to be paid this year for this, but the town needs the coverage and this is a liability. Mr. McMonigle felt more comfortable spending the money knowing that the town will be getting more service as well as better service.

Mr. Rivard clarified that this contract is with Athletic Trainer Solutions, LLC. He asked who the Athletic Trainers are employed by. Mr. McCabe said Mr. Ed Kravitz is the owner and he contracts Athletic Trainers to work underneath him. Mr. Rivard said Mr. Kravitz is the sole employer of Athletic Trainer Solutions, LLC and he asked if the liability insurance extends to his contracted people. Mr. McCabe said yes but he will check on this to be sure. Mr. Rivard asked what happens if the Athletic Trainers "walk".

Superintendent Dr. Villar said if this town was to lose an Athletic Trainer that Athletic Trainer Solutions, LLC would be responsible for finding another Athletic Trainer. Mr. Rivard wanted to

be sure that there was an umbrella policy and that it extends to the sub-contractees. Superintendent Dr. Villar had asked Mr. Turansky if they were insured and Mr. Turansky said yes.

Mr. Wisnioski was more interested in coverage versus continuity. He understood that this company is going to provide a service for approximately twenty-five hours per week and he referred to the athletic schedule. He said the greatest benefit is to have the Athletic Trainer available for the maximum number of sports and maximum number of days. Mr. McCabe agreed. Mr. Wisnioski asked if practices are going to be maximized or if the competition contests are going to be maximized. Mr. McCabe explained that the Athletic Trainer will be scheduled from 2:00 p.m. to 6:00 p.m., Monday through Friday. The Athletic Trainer will be available to cover the contact sports first which will be a priority as well as being available at football games on Saturdays. Mr. McCabe said everything depends on how the schedule goes week to week and he gave more detail.

Mr. Wisnioski asked if there is an Athletic Trainers' room and Mr. McCabe said there is. Mr. Wisnioski asked if all of the coaches and teams know when the Athletic Trainer is available and what he can do, etc. All of the teams are going to be come in this Saturday and Mr. McCabe said that he and the Athletic Trainer are going to spend ten minutes with each team. Mr. McCabe is hoping to have a large meeting with the parents and the players in the winter and in the spring. Mr. Wisnioski asked what obligations there are to send an Athletic Trainer with a team for an away competition. Mr. McCabe said the Athletic Trainer will be sent if it is a contact sport and for some of the other sports, this town will rely on the other teams' Athletic Trainers to treat Rocky Hill student athletes. Mr. Wisnioski asked what the contact sports are. Mr. McCabe said these are hockey and football, which are high risk sports for injuries. Mr. Wisnioski asked about soccer. Mr. McCabe said the hours have to be looked at to see what can be done with that. Mr. Wisnioski asked if a cell phone will be provided to the Athletic Trainer and if he is going to stay in the training room from 2:00 p.m. to 6:00 p.m. Mr. McCabe said the Athletic Trainer will be in the training room for as long as he needs to be to treat the student athletes from 2:00 p.m. on and then he will be out on the field with the golf cart going to each practice and checking with the coaches. Mr. Wisnioski asked if the coaches are going to have a standard program presented to them with regards to hydration, etc. Mr. McCabe said he spoke to Ms. Lori Atkins, school nurse, and she is putting together a packet that will be given to the coaches. The Athletic Handbook has just been redone. Mr. McCabe said this will become more in depth the longer he is here. Plans are in place to do more formalized and larger things down the road. Mr. Wisnioski referred to the concern last year about the athletes getting the MRSA infection and there had been some initiative to help reduce this. He asked if this is going to be continued this year. Mr. McCabe said this is where an Athletic Trainer is going to work out. Mr. Wisnioski asked if a steam hose is taken to the football locker room every now and then. Mr. McCabe said this will be looked into.

Chairman MacDonald referred to ambulances being present for football games for freshmen, JV, and Varsity. Mr. McCabe said they have not been and Chairman MacDonald asked if he would take care of this, this year. Mr. McCabe said yes and he said a doctor will also be available. Chairman MacDonald spoke about the donated golf cart and he thought this would also help the Athletic Trainer. He told Mr. McCabe that he thought the Board of Education would

unanimously give them whatever supplies or tools he or the Athletic Trainer needs in order to make sure that the children are safe.

Mr. Wisnioski asked if the Athletic Trainer will coordinate the medical cases that each team will have. Mr. McCabe has already sat down with him and he has put together a list of supplies.

Mr. McMonigle referred to the first RFP that they got and he understood that it came in for a lesser dollar amount and it was rejected. He asked who rejected it and why it didn't go to Finance. Superintendent Dr. Villar said Mr. Turansky had brought this to his attention and had asked him if they were going to move forward with a sole bid. Superintendent Dr. Villar thought everyone would be better off if multiple bids were attracted and this is why a second RFP was sent out. They didn't anticipate the first company withdrawing. He explained that this wasn't rejected but that they just wanted to broaden the pool which didn't happen. Mr. McMonigle said in essence that this was rejected and his suggestion was for the bids that come in for RFPs to go through the Finance Committee for determination as to what the next step should be.

Superintendent Dr. Villar said he will take this direction if it is the Board of Education's intent. Chairman MacDonald said there was a problem with the first bidding process and he explained what it was. He said overall the process was not of a sound nature. He thought Superintendent Dr. Villar explained exactly what happened and the school system is ending up with an excellent Athletic Trainer that will help the children in the schools.

Moved by Catherine Vargas, seconded by Rene (Skip) Rivard, to accept the contract of Athletic Trainer Solutions, LLC for the Athletic Trainer.

**FAVOR: ALL
MOTION CARRIED**

14. Status of School Opening – 2008-09/Superintendent's Report

Superintendent Dr. Villar went over what has been completed over the course of the summer and this included the following: the search for the Assistant Superintendent was conducted and concluded; the enrollment projections that were brought forth were completed; they are in the process of reviewing the district procedures of notification of issues such as Bloodborne Pathogens and other mandated reporting issues for the state; a very large packet was received by the new Attorneys and this is being processed and incorporated into the organization; the reorganization of the technology department has been completed and one of the two new technicians has recently been hired so now they are both on board; all new technology will be rolled out for the beginning of the school year and Mr. Ames has responded well to his new responsibilities; the search for the Coordinator of Language Arts has been concluded this evening; they are in the process of reviewing all of their human resources and hiring procedures; they are in the process of working on the educational specifications for the building project; the district technology plan is currently being refined and redefined; the core sizes at Rocky Hill High School are being examined; an organizational chart of the school system is being developed; they are working on the school building referendum and they will be participating in the public hearing that will be held on August 27, 2008; a new student information management system is being implemented and along with this system a system

called Inform is being installed; contracts for the teachers, nurses, secretaries and paraprofessionals are being negotiated; and the opening of school is being planned for.

Superintendent Dr. Villar gave an opening of school report. He spoke about each school individually. As part of his report he mentioned how there had been a very successful day today at Rocky Hill High School for the freshmen and he was very happy and very proud of this initiative of Principal Almeida. Currently, there are 769 students enrolled in Rocky Hill High School and there are 605 students at Griswold Middle School. Superintendent Dr. Villar told the Board of Education members that there is a list of the new staff that was hired over the summer in their packets. All of the positions, except for one, have been filled.

Mrs. Vargas asked Superintendent Dr. Villar if he had the number of students for Stevens School, Moser School and for West Hill School. Superintendent Dr. Villar said there are 514 students at Stevens School, 81 students at Moser School and he believed there are 640 students at West Hill School.

Mr. McMonigle asked what the total districtwide enrollment numbers are entering this school year versus what they were at the end of the last school year. Superintendent Dr. Villar said he didn't do the comparison for last year to this year but he said on October 1, 2008 there will be the final numbers that will be sent on to the state. It appears that this town is on track with its projected enrollment but he hasn't done a thorough study so he would like to do this.

Mr. Wisnioski said there was a discussion at the public hearing the other evening with regards to the safety of the schools and the Fire Marshal's position. He asked Superintendent Dr. Villar to please discuss this. Superintendent Dr. Villar had met with Town Manager Gilbert, Rich Cooke (Director of Facilities) and Police Chief Custer to ensure the safety of the schools. They are going to continue to plan for lockdown drills, etc. School safety and security have been discussed. Superintendent Dr. Villar feels confident and said they are in a good position and collaborating very well with the town. He also called Rocky Hill Fire Headquarters and spoke with John Francolini (Fire Inspector) who assured him that the individual school buildings are absolutely safe. Minor repairs have had to be made to systems over time. The school buildings are in good shape for the opening of school.

Mr. Wisnioski said for the next Board of Education meeting in September that he would like the enrollment broken down in the following way so that the Board of Education will have an understanding of where its students are going: how many are attending Rocky Hill High School all day; how many are attending the two programs on Brook Street; how many, if any, are in the agricultural program; out-of-district how many are at the tech school in Middletown; how many are going to GHAMAS and the art school; and how many are being sent to the middle school. Mr. Wisnioski spoke to Principal Almeida and he said children trying to get into classes they want is not easy often. Mr. Wisnioski hoped that the availability of guidance counselors is able somehow to be maximized. He asked if there are two new guidance counselors and he was told there are. He spoke a little more and he said he would like to know how everything is going in September without having to wait for October. He knew that historically teachers have welcomed the opportunity to tie into the school's computers and historically SNET has been a

problem. He asked Principal Almeida if he can get back to the Board of Education to let them know that there aren't any more problems. Superintendent Dr. Villar said the initial time that there was a problem was because of an issue with a firewall and there is a new system that has been put in place where teachers can access their e-mail by the worldwide web. If a new condition has cropped up with a firewall then it will be addressed again.

15. Board Chairman's Report

Chairman MacDonald said a short time ago that he and Superintendent Dr. Villar sent out a notice to all of the parents of the Rocky Hill students informing them of the dates for the two public hearings which the Town Council is in the process of holding on the school system improvement plan. The Board of Education had unanimously adopted a K-12 Plan and they had submitted this to the Town Council. The first public hearing was held on August 18, 2008 and the next one will be held on August 27, 2008. He encouraged everyone to attend this in order to provide input to the Town Council who will then decide on August 27, 2008 which item will be placed on the ballot.

Chairman MacDonald referred to the freshmen orientation that was held today. He said the critical point was how excited the parents and teachers were. The teachers are excited about the upcoming school year and they are happy about the leadership team that is now at the high school. He thought there was a great team at the high school and he is looking toward a great year in all of the schools and especially the high school.

Chairman MacDonald said once the Town Council decides on what the question will be on the ballot, the Board of Education will be actively looking at several Committees (Curriculum, Policy, Finance, Technology). He encouraged everyone to attend these meetings as well.

Chairman MacDonald said there is an Annual Erica Garrett Memorial Golf Tournament which will take place on September 6, 2008. He hopes that this information will be on the electronic signboards in town soon and this will have the contact information for Pete Egan listed.

16. Education Specifications

Superintendent Dr. Villar said the education specifications were developed and brought forth to the Facilities Committee. The Facilities Committee had made a motion to bring these to the full Board of Education at this time.

Mr. Wisnioski, who is Chairman of the Facilities Committee, didn't recommend that any action be taken on these yet because he didn't think there has been sufficient time for the Facilities Committee members and other members of the Board of Education to go through this. He thought there needed to be further opportunity to sit with representatives of Friar Associates to go through this. In each Board of Education member's packet, there were three sets of elementary education specifications.

Mr. Wisnioski asked Mr. Mike Sorano (Friar Associates) if he could explain what “Renovate as New” is and what the education specifications are. Mr. Wisnioski said Mr. Sorano has spent a lot of time with the staff and Superintendent Dr. Villar. The physical specifications are a logical progression from the education specifications in terms of program. Mr. Sorano explained what the concept of “Renovate as New” is, which is a legal term used by the State Department of Education.

Mr. Wisnioski asked Mr. Sorano to explain about the passage of time that must take place for an existing structure to qualify as “Renovate as New” and he asked what the reimbursement rate would be for “Renovate as New” compared to new construction or alteration. Mr. Sorano said a building has to thirty years old to qualify. Mr. Wisnioski asked if the reimbursement would be the same as if it was new construction and Mr. Sorano said that was correct. Mr. Sorano said with regards to reimbursement that there are items that are considered eligible, limited eligible and ineligible. He explained if the reimbursement rate is 50% then the town would get 50% of the money from the state for all eligible items. Ineligible items would be for things that are considered maintenance. Limited eligible items would be things that are commonly used for both educational purposes and for public gathering purposes.

Mr. Wisnioski referred to the education specifications for West Hill School and for Stevens School and he asked what the approximate breakdown was of eligible, limited eligible and ineligible reimbursement. Mr. Wisnioski believed that these education specifications are part of Resolution II. Mr. Sorano said they are part of Resolutions I and II. Mr. Wisnioski said these specifications once approved by the Board of Education would be used eventually to go forward to the State of Connecticut if approved at referendum. He asked what date this would have to be done by. Mr. Sorano said this would have to be done by June 30, 2009 which is the cutoff date for which the application for the grant has to be in. Mr. Wisnioski confirmed that the Board of Education’s review of the education specifications is not likely to change any of the content of the proposed referendum of November 4, 2008. Mr. Sorano said that was correct as long as scope is not expanded. If the education specification was changed to state that 30,000 square feet have been added then it would affect it.

Mr. Wisnioski referred to the draft of the education specifications and how they include items such as complete air conditioning of the building for example. He thought the Board of Education has the ability to continue to discuss this and this has the ability to change. Mr. Sorano said they have this luxury because of the status of “Renovate as New”.

Mr. Wisnioski said one thing that was not clear at the first public hearing that was just held was with regards to the bond data that was shown on the four display boards that were in the lobby of the Town Hall. He said these didn’t include some issues. The Board of Education approved an Elementary School Plan that includes all day kindergarten and Pre-K in each of the three schools. The numbers that had been developed by O & G Industries, Inc. didn’t consider the present practice of the State Department of Education to provide a premium to add all day kindergarten and Pre-K. Mr. Sorano said this was correct and that this is not recognized in the cost estimate. He referred everyone to Page 38 of the Moser School Education Specifications and a list entitled “Construction Bonus Requests”. He explained this. Mr. Wisnioski asked if Choice is something

that this town participates in. Superintendent Dr. Villar said yes and he said there are potential changes around this that could become more advantageous which he gave more detail on.

Mr. Sorano explained that letters have to be written to the State Department of Education and approved by them stating that this town is going to be including full day kindergarten and this program will be used for ten years. If there is full day kindergarten for five years only then the state will come back and take its money back at a proration. He explained that this is additional money the state gives on top of the grant.

Mr. Wisnioski said potentially there is reduction in overall capital expenditure from the town's obligation and the town's payment of the initial statutory part which could change. He said the numbers tend to be highly conservative by not including the extra incentives created by the state to have towns include all day kindergarten, etc. Basically, this would be a lower number to the taxpayers. Mr. Sorano said yes and he said the town's share will be a little less with the inclusion of these programs.

Mr. Wisnioski referred to what Superintendent Dr. Villar had just spoken about with regards to Choice and he asked when this change by the state would likely impact the project approved by the taxpayers. Superintendent Dr. Villar that would be difficult to answer and he went into a little more detail. It is anticipated by November that the state will be able to tell the town what they believe this town's excess capacity is. The state will be communicating the number of seats they believe this town has to accept students from the Hartford district in a Choice type of program. This seems to be the number one priority of the Commissioner's Office.

Mr. Wisnioski asked Mr. Sorano if the voters of the town reject whatever resolution the Town Council picks, if it would be likely that the Board of Education will sit down with these education specifications to figure out how costs can be reduced. Mr. Sorano said yes and this would be one of the three ways to approach this. One way would be to reduce the scope of the work, another way would be to reduce the quality of the work and the other way would be the complexity of the project.

Mrs. Bell supported the decision to wait and to bring the education specifications back to the Facilities Committee to spend more time on some of these issues. There were issues and concerns that came out of the public hearing. She is certain there will be additional ones on August 27, 2008 also. She requested that the Board of Education has the opportunity to sit down with the Town Council, even if it is immediately following the public hearing, before it decides which question/questions will go to the voters in November. Mr. Wisnioski concurred with this but said he didn't have the authority to enforce this. Chairman MacDonald asked Superintendent Dr. Villar if he could communicate the Board of Education's desire to meet with the Town Council after the public hearing is closed prior to their decision on which of the options to choose if possible.

Mrs. Bell asked when the next Facilities Committee meeting will be held and she asked if this would be before August 27, 2008. Mr. Wisnioski asked for which purpose. Mrs. Bell said for the purpose of continuing on and with regards to dialogue there has been on operational costs and if this was to have a significant impact on the decision the Town Council would make. Mr.

Wisnioski said he is open to meet at any time but he wasn't sure if this is a Facilities Committee issue. Mrs. Bell said it may not be and she was not sure where this would be addressed. Mr. Wisnioski said the obvious missing parts are the middle school education specifications and the high school specifications. There is a lot to be done not just by the Facilities Committee but also by the Curriculum Committee. He suggested that the Finance Committee have a discussion. He mentioned how Mr. Sorano's plans have been forwarded to Professor Bill Leahy, from Eastern Connecticut State University, with regards to the issue of high performance schools. Mr. Wisnioski asked if this would be an important part for the Facilities Committee meeting. Superintendent Dr. Villar heard that Professor Leahy is currently reviewing twenty or thirty school projects and he doesn't know his timeframe and response. Superintendent Dr. Villar didn't know when this town will get this information back and he mentioned how there is a lot to tackle even without this report.

Mrs. Bell said this is out of the Board of Education's purview but it appears that there will be some unanswered questions prior to the Town Council making a decision as to what question to put on the ballot. She is uncomfortable with this. There should be a discussion perhaps with regards to whether the November 4, 2008 timeframe is realistic given some of the issues that have come up in the last two weeks even. Mr. Wisnioski said this is a valid concern and on some aspects he agrees with Mrs. Bell. Mr. Wisnioski mentioned how these aren't final plans and how there are more unknowns with the high school but he thought they need to do as much as they can. He told Mrs. Bell that he would follow her lead on setting a date for a Facilities Committee meeting on whatever aspect she wants. He thought they need to do as much as they can to try to put as much information as they can in front of the public. He acknowledged that this was not complete.

Mrs. Bell asked if the operational costs go to Finance. Chairman MacDonald said he would say so.

Mr. McMonigle asked Mr. Sorano if the town is subject to an inspection from the state post completion of the project a couple of years out with regards to "Renovate as New" and maintaining it as such for twenty years after. Mr. Sorano said not necessarily and he said it is just being certified that the building is going to be used for twenty years. He thought there were annual or biannual applications on the full day kindergarten. He mentioned that if a school was going to be closed down or if a facility was to be turned over then the state would look at the occupancy, etc.

Mr. Morse agreed that they should "sit" on the education specifications a little. He saw small mistakes through them. He wants them to be top notch when they go out. He told Mr. Sorano that in his plans it should be Myrtle H. Stevens and not Myrtle K. Stevens. This was also mentioned for the referendum.

Mr. Wisnioski said Mr. Sorano has been extremely flexible with his time and he has been very patient. Mr. Wisnioski looks forward to continuing to work with Mr. Sorano and his firm.

Moved by Catherine Vargas, seconded by Charles Wisnioski, to adjourn the meeting at 8:40 p.m.

**FAVOR: ALL
MOTION CARRIED**

Respectfully submitted,

Jo-Anne Booth
Recording Secretary

Accepted by: _____ Date: _____