



**TOWN OF ROCKY HILL
BOARD OF EDUCATION SPECIAL MEETING
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	June 10, 2009 (Revised June 12, 2009)
LOCATION	Training/Conference Room
DATE OF MEETING	June 15, 2009
TIME MEETING STARTED	6:34 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. Charles McMonigle
5. Maria Mennella	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 Rene (Skip) Rivard, seconded by Nadine Bell, to authorize the Superintendent to draft a letter to the Town Manager requesting that any unexpended Board of Education funds for the 2008-2009 school year be appropriated to the Capital Improvements Account to specifically be used to address Fire Marshal recommendations. (Raffaella Calciano-Coler and Frank Morse were absent.)

**FAVOR: ALL
MOTION CARRIED**

2nd MOTION Passed Failed Tabled

Moved by Charles Wisnioski, seconded by Maria Mennella, that the Board of Education give Central Office Administrators approval to make these line items (with regards to the end of year expenditures list that has been provided to the Board of Education members), subject to a minimum amount of investigation as to alternate sources of funding (i.e. defibrillator). (Raffaella Calciano-Coler and Frank Morse were absent.)

**FAVOR: ALL
MOTION CARRIED**

3rd MOTION Passed Failed Tabled

Moved by Catherine Vargas, seconded by Rene (Skip) Rivard, to adjourn the meeting at 8:56 p.m. (Raffaella Calciano-Coler and Frank Morse were absent.)

**FAVOR: ALL
MOTION CARRIED**

LINK TO WORKING NOTES (will be attached if available)

ACTION

CORRECTION(S) (will be attached if available)

TIME MEETING ADJOURNED: 8:56 p.m.

TIME DELIVERED TO TOWN CLERK: _____.

**TOWN OF ROCKY HILL
BOARD OF EDUCATION
SPECIAL MEETING OF JUNE 15, 2009**

Members Present: William MacDonald (Chairman)
Rene (Skip) Rivard (Vice Chairman)
Nadine Bell
Charles McMonigle
Maria Mennella
Catherine Vargas
Charles Wisnioski

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

Members Absent: Raffaella Calciano-Coler
Frank Morse

A special meeting of the Board of Education was held on Monday, June 15, 2009 in the Training/Conference Room. Chairman William MacDonald called the meeting to order at 6:34 p.m.

1. End of the 2008-2009 Budget

Superintendent Dr. Villar told the Board of Education members that he and Finance Director Connolly were prepared to talk to them about the documents that were in their packets for the Board of Education meeting. Superintendent Dr. Villar said the solutions to the problems they are facing over time and for several years involve ARRA monies, end of the year expenditures along with some pre-spending for next year. Superintendent Dr. Villar asked Finance Director Connolly to walk everyone through this process so they can understand how all of these are interrelated. Superintendent Dr. Villar said they can then talk about some of the specifics that were mentioned in the end of the year list and some of the recommended reductions because they are components of the overall solution.

Finance Director Connolly referred to his cover memo that went out. He said this was his first year working on this Board of Education's end of the year cash flow and there are so many variables in it. They still have \$500,000.00 of open purchase orders out. On June 1, 2009, they cut off any new purchase orders at the school level. Everything is being handled now through the Central Office. The schools have been asked to close out these \$500,000.00 worth of purchase orders and all of this is being tracked now.

When he worked on this, Finance Director Connolly came to the conclusion that he thinks the end of the year fund balance is going to be in the range of approximately \$155,000.00. This can vary but this is the estimate that he is working with right now.

When he and Superintendent Dr. Villar sat down with this, they started looking at the different variables that affect the budget.

Chairman MacDonald asked Finance Director Connolly if he could give him a little “flavor” of what drove the surplus of \$155,000.00. Finance Director Connolly said the primary surplus is in the salaried accounts and in the health insurance accounts. The “lion’s share” of this is in the 111 and 112 accounts. He is estimating that there is going to be at least \$155,000.00, maybe more, between these two accounts. He said they don’t want to bring the health insurance account in too tight and he explained a little more.

Mr. McMonigle referred to the \$155,000.00 and he asked how much of this is salary and how much is health insurance. Mrs. Bell said she was assuming the salary portion is in teacher turnover. Finance Director Connolly said this is a combination of the 111 account and the 112 account. For the last four months, he has been tracking the salaried accounts. There has been some deviation back and forth depending on sicknesses, etc. Mrs. Bell asked if teachers are being hired at a lower cost when other teachers leave. Superintendent Dr. Villar said this is what happens generally. Mrs. Bell thinks it would be the same explanation whether someone is certified or non-certified. Superintendent Dr. Villar said yes and he gave more detail.

Finance Director Connolly gave an amount of approximately \$60,000.00 in the certified salaries for the surplus and the amount of approximately \$87,000.00 in the non-certified salaries. Mrs. Bell asked how they ended up with \$87,000.000 in non-certified salaries. Finance Director Connolly said this is what the numbers are showing and he has been tracking this every month. Mrs. Bell referred to the \$87,000.00 out of a budget of \$3,000,000.00 and she asked if there are positions in here that don’t have to be filled for the upcoming school year because this is a significant amount. Superintendent Dr. Villar said when they created line items in the current budget proposals, they matched names with salaries. Finance Director Connolly told the Board of Education members that he could show them every person’s name in every position for the next school year.

Mr. McMonigle asked if they have \$8,000.00 in health insurance savings. Finance Director Connolly said they have \$92,000.00 in health insurance savings. He told the members of the Board of Education that he has been flagging the deficits for them each month and there are substantial deficits coming in. For professional services, he is estimating approximately \$51,000.00. He said this information is in the monthly reports that he has been giving them. The surpluses and deficits are being flagged. He said he is in the \$155,000.00 range when all of the numbers are added together. This could swing when the purchase orders are closed out. He told them when they look at the health insurance spreadsheet that they are going to see changes in health insurance. This has dropped down from where they originally had estimated based on information they have from their Agent of Record.

Finance Director Connolly said there is a strong relationship between end of the year expenditures as well as when they look at next year and a cut of \$300,000.00 that is relating back to the graph the Board of Education members had as well as the ARRA funds. They want to build a three year budget to look at the impact of the ARRA funds.

He then referred to the Capital Improvements Plan and he said all of these documents link together.

Finance Director Connolly went over the Proposed BOE End of Fiscal Year 2008-2009 Expenditures. He referred to the Central Office personnel locking fireproof files. He has been doing personnel work for thirty years. This is the first time he has come across personnel/medical files that are not in fireproof cabinets and they should be in those. He referred to the automated time card system integrated time and attendance records. He told the Board of Education members that he sent out to them a memo with regards to this per their request. A cost benefit analysis was done of this. He sent time lost attachments also from ADP on the impact of having a time card system that is not so manually dependent. He said it is incredible with regards to the manual labor that goes into this and it is very inefficient as well as prone to error.

Finance Director Connolly referred to the defibrillators at Stevens School. A defibrillator has been asked for there because there is a specific child who has a condition. He referred to the recommendations and he told everyone that they are just trying to look at ways to do the job better and more efficient. Vice Chairman Rivard asked if there are people who are trained on the defibrillator. Finance Director Connolly said there are some nurses at Stevens School who are trained on this and he has asked the principal to give him a list of the people who are trained in CPR. He mentioned they had CPR training in Stonington, CT which had been offered for free before they had put defibrillators in all of their schools. The custodians and the secretaries had taken that but the teachers didn't.

Chairman MacDonald asked if all of the Rocky Hill schools have defibrillators. Superintendent Dr. Villar said these are at all of the secondary schools. West Hill School, Stevens School and Moser School don't have them. Chairman MacDonald said this should be the same in all of the schools. Mr. Wisnioski asked who had given defibrillators to this school system as gifts and he asked if they can give more. He referred to the child who Finance Director Connolly had spoken about. Mr. Wisnioski said he didn't want to know about the nature of the child but he said that sometimes there are foundations that provide these kinds of accoutrements. He asked if the defibrillator is being obtained for this child and not for the whole school. Finance Director Connolly said this is what precipitated this. He didn't check each school to see what they have in each of them but he will check on this. Mr. Wisnioski referred to the Special Education sources. Finance Director Connolly said this is not Special Education and it could be Special Services. He said this specific child has a health problem and this child may not be a Special Education child necessarily. Superintendent Dr. Villar told Mr. Wisnioski that some of the ARRA funding could be used to purchase this defibrillator.

Finance Director Connolly referred to the CAFE dues and he said this is a direct savings in next year's budget. This money is built into next year's budget. He mentioned that he highlighted this and the final payment on the copier lease. He said \$36,600.00 is a direct savings in next year's budget and it is built into next year's budget. This amount is not on their cut list. Mrs. Bell asked if this is because they are prepaying this. Finance Director Connolly said he is creating a surplus in next year's budget. Mrs. Bell said they are buying this, this year so that they don't have to buy it next year so they are prepaying.

Finance Director Connolly said that is correct. Chairman MacDonald said the funding is still in next year's budget and by right that they could reduce next year's budget as part of the \$300,000.00 debt by \$36,600.00. Finance Director Connolly said that was correct. Mr. Wisnioski asked what the date of maturity is for the copier lease. Finance Director Connolly said it is mid-September and he has the bill. Mr. Wisnioski asked if they have to prepay for next year. Finance Director Connolly said it will be whatever arrangements he sets up. They have met with a couple of vendors looking at the whole process going through on the copiers. There are ways of handling the payment schedules.

Mr. Wisnioski asked if the current vendor is on the state bid list of vendors. Finance Director Connolly said no and he said they aren't interviewing the current vendor because they find their service to be totally unsatisfactory.

Finance Director Connolly referred to the language arts expansion of K-2 to K-5. He told the Board of Education members that they did include money for K-2 when they had adopted their budget. He told Superintendent Dr. Villar that he would let him talk about this seeing it is curriculum related. Superintendent Dr. Villar said they are looking to adopt K-5 if possible. Assistant Superintendent Hourigan and Mrs. Brown (Coordinator of Language Arts) have worked to arrange training and professional development. The language arts curriculum is different from what the children experience in *Trailblazers*. It is not necessary for a child to experience this instruction in an integral way. By going with K-5, he thinks this will move them along faster at the end of the day and it will make it a lot easier for the elementary teachers.

Assistant Superintendent Hourigan told them that they also have to think about the state moving in a different way to identify Special Needs students. One of the requirements under SRBI (Scientifically Research Based Intervention) is they have to have a core program in place. A more effective response will be gotten to this if they do K-5. She referred to the discrepancy between Stevens School and West Hill School and she said a core program that everybody is using across the grades will help. Mr. McMonigle referred to the amount of \$58,000.00 for this and he asked if this is just to purchase the supplies and materials. He asked what the effect of this will be on future budgets. Superintendent Dr. Villar said the \$58,000.00 is for all of the necessary components of Grade Three, Grade Four and Grade Five. With regards to the impact on next year's budget, this allows them to move the base of this budget forward. There is \$112,000.00 currently in the textbook account that could be allocated to other needs in the school district. The base of the budget will stay the same so they are not reducing their textbook expenditures and they aren't going to need to expend \$60,000 in language arts next year. If there is another series of books identified, they might be able to afford to do this so they will be able to move forward quicker. This gives them an opportunity to expand other programs next year.

Mr. McMonigle asked if there is no programmatic cost associated with this implementation. Mrs. Vargas said there are no consumables with this like there are for *Trailblazers*. Mr. McMonigle said if they do nothing else next year then the \$58,500.00 would theoretically disappear from the base. Superintendent Dr. Villar said this was right and he said the base that will be there is the \$112,000.00 that is currently there.

Mr. Wisnioski asked what the method is to convey this to the elementary school teachers and he asked if training is involved in the \$58,000.00. Assistant Superintendent Hourigan said there is professional development which is ongoing.

Mr. Wisnioski asked what is going to happen after the textbooks have been distributed to the classrooms. Assistant Superintendent Hourigan said the professional development can actually start before school ends if this is approved and goes through. The representatives are willing to come in next week. There is also an online component. The teachers can start to get familiar with this over the summer. They can open up the school year with professional development so the teachers will already have training on two occasions before school starts. She said her thought is that they are going to be using professional development on language arts and reading throughout next year for the elementary schools. The representatives are willing to come in through the year to meet with grade levels to see how they are progressing and not only on the professional development days. They will get heavy duty professional development. Mr. Wisnioski asked how many cubic feet there are in each of the classrooms where these materials are going to be put. Assistant Superintendent Hourigan said they are going to need to go around to the schools to see. She is sure there are some things that the teachers don't need. Teachers will have to take some things out because this is the core program and it is priority. Mr. Wisnioski asked who owns what the teachers are going to be told to take out because many teachers purchase their own materials. He said some teachers might want to keep their books. He would hate to take the approach that they only have space for the core program and that everything else must go. He told them to let the teacher make the decision. He also encouraged them to buy this program.

Mrs. Vargas thought the reason they are buying this program is so that everyone will get taught the same thing. She thought the reason for doing this is to get rid of the inconsistency. Mr. Wisnioski said yes but he hopes the children aren't homogenized in a way in which they can only have so much knowledge until other children catch up. Assistant Superintendent Hourigan said this core program provides for differentiation and it is a very strong program. Mr. Wisnioski said not every program is going to be as perfect as they think it is and he explained more. Superintendent Dr. Villar said teachers do spend their own money and anything the district buys is stamped "Property of Rocky Hill Public Schools". If there is no room, the teacher has to make a decision about what they are moving and where they are putting it. He said they don't micromanage everything in a classroom setup. Mr. Wisnioski said some policy ought to exist for classroom management because some teachers have difficulty with this. Superintendent Dr. Villar said they will have the core program in place and this is what the instructional program is going to be based on but trade books and chapter books fit right in so these aren't a bad investment.

Mrs. Vargas referred to the number of \$58,500.00 and she told Finance Director Connolly that he had given them a larger number at the last Curriculum Committee meeting they had. Mrs. Vargas asked if this amount is net of the savings of what the actual cost of the K-2 program is. Finance Director Connolly said yes and he said they netted out. Assistant Superintendent Hourigan referred to the core program and she said they really bargained with those people to get them down to the lowest price they could.

Mr. McMonigle asked if "the trick to this game" is to spend the \$58,500.00 before June 30, 2009. He asked if this means that all of the professional development has to take place before June 30, 2009 and if so, how they will get the teachers to do this and who compensates the teachers for what is going to be extra time. Assistant Superintendent Hourigan said this won't be extra time.

The teachers are willing to come in next Tuesday and they will have substitute coverage. A grade level will be released at a time to come for one hour to one and a half hours to go through the program online. The company is willing to give a representative for each of the schools. She and Mrs. Brown will be at either one of the schools during the professional development to watch this. Mr. Wisnioski asked if this will be done in a computer lab. Assistant Superintendent Hourigan said this will be done in conference rooms.

Mr. Wisnioski asked Mr. McMonigle if the K-2 isn't going to be in next year's budget. Mr. McMonigle said yes and he said this is just a three year differential. His understanding is that the \$155,000.00 is money that needs to be expended by the end of this month. They are limited to what they can buy to hard goods, etc. and certain prepayments. Assistant Superintendent Hourigan explained that the professional development is free. Mr. McMonigle said this is free from the vendor but they will have the time cost associated with the substitutes and they are dependent on the goodwill of the teachers to get up to speed during their own time in the summer. Assistant Superintendent Hourigan said professional development will be done again in August when the teachers come back to school. The vendors are very interested in having business.

Mrs. Vargas asked if they have to wait until next year to buy the materials for K-2. Superintendent Dr. Villar said they have to wait until July 1, 2009.

Finance Director Connolly referred to the items that had six little asterisks next to them. These items are not in next year's budget but they see them coming at some point in the future. One of these items is Alert Now which will be a districtwide notification system and it is a very important item. Superintendent Dr. Villar gave an example. He authored a letter which will be going out tomorrow from some schools with regards to there being confirmed cases of the Swine Flu in this district and this will remind people what they need to do. With the Alert Now system, a message can be created and mailed immediately to e-mail addresses that parents have given the district and that are on file. All of the dialing for this will be done offsite. It is a great communication system to get a message out easily. Mrs. Bell asked if they will be doing tardies and absences with this like at the high school. Superintendent Dr. Villar said Rocky Hill High School alerted them to Alert Now. Principal Mario Almeida is the champion of this idea. He is concerned at the high school level that there is too much lag time with regards to communication as to when students are tardy or not coming to school. This Alert Now can be configured to automatically pull attendance data from PowerSchool. A notice can then be sent out to the parents to let them know that their child is not at school. This system is very helpful with regards to any kind of mass communication (i.e. school closings or delays). He said this district is behind on this. Chairman MacDonald said Glastonbury and Wethersfield have had this for years. Superintendent Dr. Villar said he gets this in Manchester. Mrs. Bell said this is as good as the PowerSchool data but they still haven't worked out the absences in PowerSchool. Superintendent Dr. Villar said there is a function of not homeroom but classroom attendance with labs, etc. Mrs. Bell told Superintendent Dr. Villar that this is bigger than that but they can talk about it offline. Finance Director Connolly said when they started working on the Alert Now that he had \$7,000.00 for this line item. They just got a memo from Principal Almeida indicating that the senior class is donating \$4,500.00 to the high school. For \$2,500.00, this gift can be piggybacked on and Alert Now can be gotten districtwide.

Mr. Wisnioski asked where the students got this money. Superintendent Dr. Villar explained where. Mr. Wisnioski asked when they will be getting an accounting for the student activity funds. Finance Director Connolly said he has each of the schools filing their monthly bank statements with reconciliation every single month now with him. Mr. Wisnioski asked whose money this is. Finance Director Connolly said it is the students' money that is handled by the school and this is not comingled with the Board of Education money. This is audited separately. Mr. Wisnioski asked if there are subaccounts of great number. Finance Director Connolly said they have to track what the money comes in for. Mrs. Bell asked what happens to the surplus in the account (i.e. senior class account). Finance Director Connolly said they gave a whole list of what they want to buy. Mrs. Bell said parents are writing out the checks for a lot of these things. Superintendent Dr. Villar said once money is donated to the student activity account that it can't be given back. Mr. Wisnioski said he would like to see what the nature of the subaccount is at some point. He explained about the matching program that there used to be years ago with the company that Mr. Vargas works for as well as other different places. Mr. Wisnioski asked if there is an accounting to all of this and if there is an investment of those funds. Finance Director Connolly said they can have money in CDs. Mr. Wisnioski asked what percentage this is. Chairman MacDonald told him this is a good question and he said maybe they can add this to a future Board of Education meeting. There is some discussion around town that there are some past classes that still have money that they haven't cleared out. Mrs. Vargas asked if they keep this money for their class reunion, etc.

Finance Director Connolly referred to the CABA Policy Manual. He suggested to the Board of Education members that if they haven't had a chance to look at their manual for them to go through it to look at the age of it and some of the wording in it. This is a great project and he told them they get the "whole enchilada" for \$10,000.00. This is going to be a big time involvement on behalf of the Board of Education. They will be able to work on this over the next year or two. Mrs. Vargas asked if they going to write a check out for \$10,000.00 to CABA. Superintendent Dr. Villar said this will pay for the whole "kit and caboodle". They will end up with an updated policy manual online. Mrs. Vargas thought they already had some money for this in the budget for this year or for next year. Finance Director Connolly said that money was for the dues and not for the policy manual. Mrs. Vargas said there was something else. Finance Director Connolly said he didn't see money for the policy manual. Mrs. Vargas said there wasn't money for the whole thing but she thought they were going to do this piecemeal. Finance Director Connolly said he couldn't find this, not even in the adjustments they did to the budget.

Mrs. Vargas referred to the items that had the asterisks and she said these will impact future budgets. She asked if it means these items won't be there because they will be paying for these now. Finance Director Connolly said this is correct. Superintendent Dr. Villar said this means they won't have to budget for the CABA review next year, etc. Mrs. Vargas referred to Alert Now and she asked if there is a cost to maintain it. Superintendent Dr. Villar said there is an annual fee per student. Mrs. Vargas asked if this is part of the \$7,000.00 and the gift of the \$2,500.00 for the first year. Superintendent Dr. Villar said this is the first year that will be paid for. Mrs. Vargas asked if there is software for this. Superintendent Dr. Villar said no. Finance Director Connolly said this is web based. Mr. McMonigle asked if this is \$7,000.00 per year and Finance Director Connolly said no.

Mrs. Vargas referred to the impact for future budgets and she said this item will have a future dollar amount but the other two items that have asterisks won't. Finance Director Connolly said that was correct.

Finance Director Connolly referred to Blue Ribbon Benchmark Testing. Superintendent Dr. Villar told the Board of Education members that they might recall this school district's attempt to use the state's beta version of their online testing which allowed them to give benchmark testing to the students in Grades Three through Eight using computers. The idea is to get results back in a timely manner so that they can use this information to help the teachers see if they are on target for grade level expectations. A great effort was made to try to use this system which is new and is under construction. There are some validity concerns and issues. Blue Ribbon Benchmark Testing is a package has been in Connecticut for at least ten years. Their services provide online testing aligned with the grade level expectations of the CMTs. This is a teacher friendly and student friendly format. Benchmark testing will be able to be done on the students and the data will be gotten back nearly instantly. This will be recorded into PowerSchool and Inform. This data will be able to be used in a more timely fashion for the teachers and the students as their performance is being analyzed. This will give them a benchmark as to where they are throughout the year. This is for all students up to Grade Eight. This also allows for the custom manufacture of different assessments, etc. It is a flexible package.

Assistant Superintendent Hourigan said they will have a pre and post test next year for reading and math in Grade Two through Grade Eight. This will be able to show growth for the children in math and in reading. This also prints out where the children are weak and the areas that they need help in. This allows always people to go in and find materials that will supplement these weak areas. Superintendent Dr. Villar said this also gives the baseline data that they can begin to use for the response intervention protocols.

Mr. Wisnioski asked what they are buying for Blue Ribbon. Superintendent Dr. Villar said this is an online assessment system that is aligned with the CMTs. Mr. Wisnioski asked if the teachers will take the students to a lab where there are carts full of laptops, connect them and tell them to take a test. Superintendent Dr. Villar said that is correct or the students can do this with a pencil. Mr. Wisnioski asked if the results will come back in a format that is done by Blue Ribbon. Superintendent Dr. Villar said this gives results, etc. Mr. Wisnioski asked why the students would use a pencil. Superintendent Dr. Villar said this would be used only if there aren't enough computers in the lab. Mr. Wisnioski asked what the likelihood is of this option. Assistant Superintendent Hourigan said the pencil would be used by Special Education students and she mentioned how some students have difficulty with computers. Superintendent Dr. Villar said this district has been relatively successful using online. There are enough labs so this hasn't been a problem.

Mr. Wisnioski asked if this is an annual fee and Superintendent Dr. Villar said there is an annual cost attached to this. Assistant Superintendent Hourigan said this is a per pupil cost. Mr. Wisnioski asked if this is intending to take care of their entire population of K-8. Assistant Superintendent Hourigan said this is for Grade Two through Grade Eight. Mr. Wisnioski asked if it is anticipated that they will use this and that the curriculum and the professional development as of September is now part of the standardization of teaching and testing. He asked if this is all being planned for. Assistant Superintendent Hourigan said yes.

Mr. Wisnioski asked what grades were piloted this year. Assistant Superintendent Hourigan said Grade Three through Grade Five were piloted this year. Mr. Wisnioski asked if the middle school educators and administrators are on board with this. Assistant Superintendent Hourigan said they are and they are looking forward to this.

Mr. Wisnioski asked what the outcome is that they expect to gain from this. Assistant Superintendent Hourigan said they will be able to see how the students are progressing throughout the school year. If children are not making the standards long before the CMTs then they go in and remediate. Mr. Wisnioski said this is already being done three times through a different system for reading. Assistant Superintendent Hourigan said this is being done in Grade Three through Grade Five. Mr. Wisnioski said there has been a September reading test, a January reading test and a March reading test. He asked if they are still going to do this. Assistant Superintendent Hourigan said they are going to have to pare down. Mr. Wisnioski asked what the burden is on the teachers with all of this.

Assistant Superintendent Hourigan said teachers have already been doing this in Grade Three through Grade Five and she hasn't found that this is a burden for them. She thinks the teachers are happy. She thinks they will like Blue Ribbon because the data comes back really quick and it points them in the direction of remedial materials in the areas where the children are weak. Mr. Wisnioski asked if they can do this student specific. Assistant Superintendent Hourigan said they can or this can do class trends too. Mr. Wisnioski asked if there are teachers today using the pilot program where it is student specific and Superintendent Dr. Villar said yes. Mr. Wisnioski asked how administrators are going to judge if the teachers are using this. Superintendent Dr. Villar said they have created a video. They are watching and recording team meetings and giving feedback.

After a grade or school takes these tests and gets the data back from Blue Ribbon, Mr. Wisnioski asked if someone has to look at this as part of their job description and say that across the board cumulatively they did better or less in this area. The teacher can then individually differentiate with students to say that a test showed a lack of something and they need to do more of something with certain students. He asked if this is actually going to be used. Assistant Superintendent Hourigan thinks the teachers need this. She said when they sit through data team meetings, they need to have some common assessment that they are looking at and discussing to talk about how the children are scoring and how they can do things differently to improve the children's performance. They look at this data already as a district now. This will be a much easier way to look at this and to understand it. There are a lot of people looking at the data to see where the children are. The idea is to get this down to the individual child. Mr. Wisnioski asked if the CMT now involves some science. Assistant Superintendent Hourigan said yes. Mr. Wisnioski asked if this will be across all curriculum areas and not just reading and math. He asked if this will have writing. Assistant Superintendent Hourigan said they have editing and revising right now. For Grade Five and for Grade Eight, there is a science test which is included.

Finance Director Connolly said once again that his total amount is \$155,100.00 and he told the Board of Education members to look at the bottom note on the Proposed BOE End of Fiscal Year 2008-09 Expenditures. He referred to the note about seeing the application of \$140,000.00 ARRA funds in the 2009-10 budget. He told the Board of Education members that he was going to show them the slide with regards to this so that they can see the interrelationships of the different parts.

He showed them a slide of budgetary impact for three fiscal years and explained that this is color coded. Green is an active program and it doesn't have a negative future impact. These are real program reductions and they carry through going forward.

Finance Director Connolly said ARRA funds are broken down into two parts. MOE (Maintenance of Effort) is one part. With regards to the money that is in Special Education, they will be able to use \$60,000.00 of ARRA funds next year and \$60,000.00 again for the second year. ARRA stops in the third year of the budget and there is a built in definite deficit. The other part of ARRA is what is built into the budget (New Program). They have budgeted two new students for Special Education. It is not known if these students are coming. If they come, \$80,000.00 will be used next year and then \$80,000.00 will be used again in the second year. There is a possibility they can have a deficit in the third year when the ARRA money dries up. ARRA money is allowed to be spent over a two year fiscal period. He told the Board of Education members that on their agenda for this Thursday night's Board of Education meeting, they will see the memo from Superintendent Dr. Villar with regards to permission to apply for the ARRA funds. This is in the amount of approximately \$507,275.00 that will be applied for. The Special Education Director is in the process now of spending a lot of time and trying to figure out the grant and items to apply for. A lot of strings are attached to the ARRA funds. Finance Director Connolly said he and Superintendent Dr. Villar came up with this modified version of a definite \$60,000.00 in next year's budget with the possibility of another \$80,000.00. Finance Director Connolly mentioned how \$300,000.00 has to be cut from next year's budget. This is what the Town Council had adopted. He mentioned how this was broken into three parts. The first part is true program reductions. A one time \$60,000.00 revenue was built into the budget as well as a potential \$80,000.00 hole in future years.

Mrs. Bell asked Finance Director Connolly to give her an example of what ARRA MOE flexibility is for \$60,000.00. Finance Director Connolly said they had to take the IDEA Grant for the next two fiscal years and they had to add in the ARRA funds to it. They had to then divide this by two and multiply this by fifty percent. Mrs. Bell said she was talking about a sentence in words with regards to what is going to be bought for \$60,000.00. Superintendent Dr. Villar said this is offsetting Special Education funds. Mrs. Vargas asked if the Board of Education's Special Education dollars are going to be reduced by \$60,000.00 and Finance Director Connolly said exactly. Mrs. Vargas said this would actually be reduced by \$140,000.00 because \$80,000.00 is also going to be taken out. Finance Director Connolly said if two students show up then it could be \$140,000.00. Mrs. Bell said she understands the \$60,000.00 because this is real Special Education money that is being spent but they may or may not spend the \$80,000.00. If that funding is not needed, then they still have \$80,000.00 of the \$300,000.00 that is just shifted over from the Board of Education budget to the ARRA. Superintendent Dr. Villar said this is a good problem to have. Mrs. Bell said this is a built in extra surplus in the budget. Finance Director Connolly said if they don't get these students in then they aren't going to be able to spend the money and the \$80,000.00 will roll to the second year because it is a two year grant.

Mr. McMonigle asked if the \$80,000.00 replaces the placeholder they presently have and Finance Director Connolly said it does. Mr. McMonigle asked if they can't come up with \$80,000.00 worth of something that they know they have to spend it on rather than gamble that they don't need the \$80,000.00 and miss the opportunity to spend this on something else.

Superintendent Dr. Villar said there isn't a missed opportunity because these funds can be applied to something else at the end of the year or in year two. Mrs. Bell said it sounds to her like a placeholder is being traded for a placeholder. Chairman MacDonald said the source is different. Superintendent Dr. Villar said they are trying to make sure that they don't overexpend the budget and this gives plenty of flexibility. He explained what the whole purpose of ARRA is.

Mr. McMonigle asked what kinds of things this money can be used for next year that it can't be used for this year and he asked if it has to be \$80,000.00. Finance Director Connolly said this was a judgment call and that he could have used \$100,000.00. He said \$80,000.00 ties exactly into the budget. Superintendent Dr. Villar explained what the logic is here. Mrs. Bell said she understands the whole placeholder concept but she said that Special Education can change from day to day so this really can't be carried out. Superintendent Dr. Villar said this is true but he said they are okay by having this money in the budget and it is less catastrophic if someone moves into town. He would rather have the problem of trying to figure out how to spend \$80,000.00 instead of being short \$80,000.00.

Mrs. Vargas referred to the amount of \$36,600.00 and she asked where this comes into play. Superintendent Dr. Villar said this is surplus. Mrs. Vargas asked why this wasn't figured in and Finance Director Connolly said this was a judgment call. Finance Director Connolly explained that the \$36,600.00 is a definite surplus and the \$80,000.00 could or could not be.

Mr. McMonigle asked again what the other things are that the \$80,000.00 could be spent on next year if they didn't leave this for the possibility of two new students. Superintendent Dr. Villar said this could be spent on anything that is Special Education right now. Finance Director Connolly said they have \$507,275.00 to be spent and if he takes the \$80,000.00 out then they are down to \$427,275 and they will be under spending the grant so they would have to figure out how to spend \$80,000.00. A brief discussion took place.

Mr. Wisnioski confirmed that ARRA is federal money that is a grant that can carry forward from year one to year two. He asked if what this can be spent on has been boiled down to what is the optimum use of the funds within the constraints of all of the other complications that were in the cover memo. Finance Director Connolly said the answer is yes on a three year basis. Superintendent Dr. Villar said there is still \$227,000.00 that Dr. Riggs has to work out a plan for as to how this is going to be expended for Special Education on top of the operating budget for next year.

Mr. Wisnioski asked what ARRA stands for. He then asked Finance Director Connolly if this is a placeholder of a placeholder of a placeholder. He was told that it is. Mr. McMonigle asked if they can't get rid of the \$80,000.00 as a placeholder and then use this to pay for something that is already in the budget so this becomes \$160,000.00 in fact. Superintendent Dr. Villar said they can. Mr. McMonigle said they can preserve some of the programming up top and Superintendent Dr. Villar said they can. Finance Director Connolly made some adjustments. He said they would be up to \$200,000.00 and in next year's budget, they created an \$80,000.00 hole in it. They could have a \$140,000.00 hole in the third year if they carry this over. Mrs. Bell said in her way of thinking, that \$80,000.00 of services was provided to some child this year and if this has to be cut next year then it has to be but at least they will have it this year.

Superintendent Dr. Villar said on top of what they are cutting this year that they will likely have to cut more next year.

Finance Director Connolly said Special Education budgets generally go up a little every year and he hasn't seen them going down. Mr. McMonigle said they have always managed to handle this every year. It doesn't make any sense to him to build in the \$80,000.00 on a maybe spend when there are other programmatic needs staring him in the face. Finance Director Connolly thinks if they put \$140,000.00 on the revenue side that they are creating holes next year. He told the members of the Board of Education if this is what they want to do then this is fine but he thinks they are creating a problem because there will be this hole and other expenses will be increasing next year too. Superintendent Dr. Villar believes if the Board of Education members desired that they could immediately find a way to offset more of the expenses off top. They could create a larger use of the MOE flexibility and this just projects the bigger cliff when ARRA goes away. A common theme being discussed across this state is how to deal with an ARRA cliff. He and Finance Director Connolly philosophically agree to be conservative in this approach to end up without a major cliff.

Mrs. Vargas said early retirement is coming off in another year or two which may counteract this cliff. She said the total picture has to be looked at. Finance Director Connolly told Mrs. Vargas that she is right and he said there are some early retirements dropping off. They will go from \$203,000.00 to \$155,000.00 from 2009-10 to 2010-11. A \$58,000.00 drop will be picked up in the early retirement program. There will be an increase in contractual teacher salaries and he doesn't know where health insurance is going. Superintendent Dr. Villar said the Board of Education members can direct them to do what they want but he will be shocked if they get an increase next year. He thinks they will be cut again and he doesn't think it will be a better financial year next year.

Mrs. Vargas said if they put the \$80,000.00 back then they still go back to the \$36,600.00. This is half of the Alternative Education Program. She asked if the \$36,600.00 could pay for the small number of children who are doing this. She said she wanted to talk philosophically about them eliminating this program totally. Mrs. Bell asked how many children are in this program now. Superintendent Dr. Villar said there are ten children in it and there is a waiting list. There will be seven that graduate out. Chairman MacDonald confirmed that seven of these are seniors out of the ten and Superintendent Dr. Villar said yes. Superintendent Dr. Villar explained what the \$36,600.00 could go for. Mrs. Bell referred to the children who are on the waiting list and she asked what year they are. Superintendent Dr. Villar said he would have to look but he would assume they are probably sophomores and juniors. Mr. McMonigle said they have never had any problem filling this so he is assuming they will be able to fill the seven slots if they should continue with the program. Superintendent Dr. Villar said there is no doubt. Chairman MacDonald asked why this was put on the cut list. Superintendent Dr. Villar said the view they were taking when they put together this recommendation was to look at programmatic reduction so the base of the budget is smaller as they move forward to next year. They asked what can be taken out that is not at the core of the Mission of the Rocky Hill Public Schools. Superintendent Dr. Villar said he started looking at peripheral programs and he mentioned what these are. This particular reduction being spoken about now wouldn't reduce any employees but it would reduce quite a bit of stipends.

Chairman MacDonald asked how much in stipends and Superintendent Dr. Villar said maybe \$25,000.00. Mrs. Vargas asked what will be done for the three children who will be displaced. Superintendent Dr. Villar said these will have to be programmed for at Rocky Hill High School immediately. Mrs. Vargas asked how much this is going to cost. Superintendent Dr. Villar said these aren't Special Education students so it doesn't necessarily cost anything. More discussion took place with regards to the Alternative Education Program and what could be done with these students. Mr. Wisnioski confirmed which program was being spoken about, and the students for this, etc.

Chairman MacDonald asked if it is common practice at all high schools to have a special program for three to ten children. Superintendent Dr. Villar said no and he said usually larger districts will have an alternate school which is usually for expelled children, etc. He mentioned that East Hartford has a great school that makes a million dollars in tuition. This is an expensive idea but it is a good one.

Mrs. Bell said she was troubled by seeing this cut but she didn't want to just come into this meeting saying not to cut this because she understands the financial dilemma and she knows they need to make up the funds somewhere. She started going through the budget book and she firmly believes in adhering to class sizes and she doesn't budge from this position. At Moser School in the kindergarten class, there are 13.5 students in the average class size. The average class size for first grade is 13.5 students and the average class size for second grade is 12.5 students. She asked why they aren't thinking of moving a couple of these children from each of these grades over to Stevens School and having the class sizes so they are more equitable with West Hill School. They could pick up some salary that could offset this without changing any programming or class size. Superintendent Dr. Villar said the only way they can save money by teachers is to eliminate positions. Mrs. Bell asked if they aren't heading towards this anyway if they have this big cliff. She asked if they can justify 12.5 students in a classroom in this economic climate. Superintendent Dr. Villar said he was certain that he could find elementary teacher positions if it is the Board of Education's desire to balance the budget by cutting teaching positions. Mrs. Bell said she was just throwing this out for discussion. She said there is a big discrepancy between Moser School and West Hill School. Chairman MacDonald told Mrs. Bell that she has a good point and he said there is a bigger picture when they look at the cost of running a third elementary school. Mrs. Bell said she didn't disagree. Chairman MacDonald thinks if this is going to be addressed that they need to address the whole footprint but he didn't think they would get there this evening or before June 30, 2009. He said he wouldn't support any teacher eliminations unless it is absolutely necessary. He is hearing from the people who are running the schools that this is not absolutely necessary and that they have other alternatives that impact the least amount of children. Mrs. Bell said she doesn't take this lightly but she asked how they justify class sizes of 12.5 students at one school and 18 students at another. Chairman MacDonald told Mrs. Bell that she is justifying a class that could have three students or even ten students for \$70,000.00.

Mrs. Vargas asked if they could throw out the Virtual High School. She said this hasn't even been brought to policy and it hasn't been approved by the Board of Education. They have money in the budget for something that doesn't even exist. She thinks they should think about having this put off for another year and then they will have some extra money in there. Superintendent Dr. Villar said this doesn't need to go to policy.

Mrs. Vargas thought they had to bring this to policy. Superintendent Dr. Villar said if they take a look at the policy that the high school graduation requirements are set by the high school principal. He said Virtual High School has been discussed with the full Board of Education and at Curriculum Committee meetings. He said this is the first time he is aware of anyone saying that they shouldn't move forward with it. It is a Board of Education decision as to what is cut. He said he is just going to make recommendations and he told the Board of Education members that they can propose different recommendations if they don't like them. The budget base hasn't been reduced long range and this creates a potential fiscal problem.

Mrs. Bell said she thinks they are just trying to have some discussion on some of these points. Mrs. Vargas asked how many children they are talking about for Virtual High School. She said she is not against this and this is a really nice thing to have but this is for children who aren't going to drop out of school. This is a "nice to have" and it would add to the children's educational experience. She mentioned that she is concerned about the children who are at risk for dropping out. Superintendent Dr. Villar said these are just recommendations and there is a myriad of opportunities.

Vice Chairman Rivard asked what the criteria are that determine if a child has to go to the alternate program. Superintendent Dr. Villar said guidance generally makes the determination working with Principal Mario Almeida who runs the program. He guaranteed that if there were twenty slots for this that they could fill those. Vice Chairman Rivard said if they have a need for twenty students and they are filling this with ten students then it seems they are doing well for the other ten students who aren't getting in this. Mr. McMonigle said it doesn't mean they are necessarily doing well and he said the children may just walk away. Mrs. Bell said there had been a discussion about how there was a number of children who had dropped out this year and the question would be if they would have. Superintendent Dr. Villar said Mrs. Vargas' point was well taken and every child who goes to school is important. Superintendent Dr. Villar said these are really difficult decisions with regards to trying to figure out how to move things forward. The only way to make these decisions unfortunately is to be impersonal about it.

Mrs. Bell told Superintendent Dr. Villar that she doesn't want to lay off teachers but she is trying to look at some equitable way to reduce this budget. She referred to the \$87,000.00 surplus in non-certified salaries. She asked if non-certified personnel aren't paid so much per hour and she wanted to know where they are getting the \$87,000.00 other than the hours aren't needed. She questioned if the hours aren't needed in 2008-09 then why this can't be cut in 2009-10 which would be another way of paying for some of the things they programmed. Superintendent Dr. Villar said this is a great question. Mrs. Bell said this number is really troubling to her. She is trying to look at some ways and this is one that would help with the cliff problem.

Finance Director Connolly said Account 112 for non-certified is not all salaries. Mrs. Bell asked what this is then. Finance Director Connolly said this is for substitute secretaries, substitute nurses and substitute paraprofessionals unsettled contracts. Mrs. Bell asked Finance Director Connolly if he doesn't know what the \$87,000.00 is. Finance Director Connolly said he knows what this is from the point of view that they took all of the contracts that have been settled and they adjusted for all of the contracts. They looked at the absentee rates they have as well as the substitutes who are coming in for the paraprofessionals, nurses and secretaries.

They plugged all of this in and they ran out all of the payrolls they see coming to June 30, 2009. This is the number they came up with. Mrs. Bell asked why they wouldn't expect to be in this position next year. Finance Director Connolly said this line item is going up 1.59% next year. Mr. McMonigle said this doesn't make sense. Finance Director Connolly said he could show every single body that is in this account and he can document where all of this money is for next year. Mrs. Vargas said this had to have been for the substitutes because they are variable. Mr. McMonigle said part of this is that the contracts came in a little lower than they had been budgeted for.

Mrs. Bell asked if some of this can be used to offset and Superintendent Dr. Villar told her that they know they have \$36,000.00 built in that can be allocated any way they see fit to change this formula. Finance Director Connolly said the \$36,000.00 is not a program reduction. There will be CAFE dues the following year and there will be leasing costs going on. Mrs. Bell said it will be another year on getting a handle on what the impact is and then the "plug could be pulled". Mr. McMonigle said if they can reserve this for one year and have a year's worth of good discussions on where it should or shouldn't go then they can make a proper decision at the end.

Mrs. Bell said she knew the schedules aren't out in the high school yet and she knows there are quite a number of electives that the children aren't getting. Superintendent Dr. Villar said he is not sure of this. He said the two issues that Principal Almeida had spoken about with him this morning were computer essentials and gym. Superintendent Dr. Villar said the tradition is to have the schedule done before school gets out. Once this happens, they will know where they are as far as electives are concerned.

Mrs. Bell asked if there are any classes that are in the program of studies that aren't being held at all. Superintendent Dr. Villar was certain there are. He mentioned psychology and he said this is normal because the offerings have been reduced due to the shift in FTEs. Mrs. Bell asked why they kept this in the program of studies if they didn't have the staff to do this and Superintendent Dr. Villar explained why. He proposed what he wants to do over the course of this year with regards to the program of studies. He said it is the purview of the Board of Education with regards to what courses are offered. He couldn't think of other courses besides psychology and Mrs. Bell said she thought she heard that human development was one. Mrs. Bell didn't know if sections of this aren't running or if it isn't running. Superintendent Dr. Villar said it would be sections but he believed it is running. Mrs. Bell asked if these children are being fit into other classes and Superintendent Dr. Villar said yes. Mrs. Bell asked Superintendent Dr. Villar if he is comfortable with this. Superintendent Dr. Villar said he is not aware of any problem and he doesn't have the data as to where they are. He can't give a number as to how many children got one course instead of another one until the schedule is run. Mrs. Bell asked if they don't know how many children are waiving requirements or are going to potentially have to waive them. Superintendent Dr. Villar said Principal Almeida doesn't seem to be too concerned about this other than the computer essentials. Superintendent Dr. Villar said he is being cautious and he won't be able to say anything until there is a final printout. After they run the schedule, they are going to have to make some kind of a shift in staffing if it comes to his attention that there are a group of children whose graduation is impacted because they can't get into a course that they need. The projections don't show this but it doesn't mean that it can't happen. Mrs. Bell confirmed that this will happen after the budget is set and Superintendent Dr. Villar said most likely.

He said there is the same kind of issue with enrollment. Sometimes they project enrollment in first grade to "X" and then they have to add a teacher. If this does happen, he will bring this to the Board of Education's attention and it will have to be addressed.

Superintendent Dr. Villar said if the \$36,000.00 is inserted into the alternate program then it is half funded. The question would be if they want to try to find a way to use ARRA money to do this. Mr. McMonigle said they are talking about reducing the base budget from a programmatic point of view but they are adding \$25,000 for the Virtual High School which is a mixed message. Superintendent Dr. Villar said the ongoing costs for the Virtual High School are a lot less than \$25,000.00. Finance Director Connolly said this is grant money and Superintendent Dr. Villar said there is a recurring cost.

Finance Director Connolly referred to the Alternative Education Program and he asked Superintendent Dr. Villar if he would like to touch on the location for the two year outlook for this. Superintendent Dr. Villar said he has a letter indicating their lease is extended for a year at the Student Loan Foundation building. The validity of this letter and how long this all lasts is another problem. There is a big chunk of money that could come out of the budget with the elimination of the Alternative Education Program. Nobody would be laid off. Mrs. Bell referred back to the \$87,000.00 in the non-certified salaries and she said this doesn't affect staffing at all. Superintendent Dr. Villar said Finance Director Connolly was trying to explain that there is a much more conservative number that is produced for this in the budget creation for next year.

Mr. McMonigle asked what the total budget is for 112 for next year. Finance Director Connolly said the amount is \$3,143,922.00. Superintendent Dr. Villar said there isn't much excess in this account. Vice Chairman Rivard questioned if there won't be a \$87,000.00 excess next year by increasing the amount in this account. Mrs. Bell said this is exactly what she is hung up on. Finance Director Connolly said if there are a couple of teachers who go out on maternity leave or if there is a teacher who goes out for a long term illness for a long period of time then the full salary is paid along with the paying for the long term substitutes. Mrs. Vargas asked if the teacher substitutes aren't in the certified salaries account. Finance Director Connolly said the teacher substitutes are in Account 111 (Certified Salaries). Mrs. Vargas said the substitutes in Account 112 are substitute nurses and she asked how many of these they have in the district. Superintendent Dr. Villar said there is one at each school. Mrs. Vargas asked what other substitutes are in Account 112. Finance Director Connolly said this would be for all of the non-certified personnel (nurses, paraprofessionals, secretaries and unsettled contracts).

Mrs. Vargas asked what they are doing with the \$36,600.00. Superintendent Dr. Villar said what he is hearing and that he doesn't disagree with is that a lot of people would like to save the Alternative Education Program. The question is how they can do this and the issue becomes if they are willing to deal with the hole because this is still going to create a hole. He said a suggestion came to his mind during this meeting. This money could be moved out of the Special Education budget if the ARRA MOE can be increased. This would offset the needed reductions in the Alternative Education Program. Mrs. Vargas said they had one or two placeholders in the past when they didn't have the ARRA money. A placeholder would be cut and they just assumed they were taking a risk. They went overboard and they would have to go back to the Town Council because they cut themselves short.

She said this hasn't been done in this budget. Superintendent Dr. Villar said this is really conservative and they are trying hard so they don't go back to the Town Council. Mrs. Vargas said a program reduction would be cutting one of the \$40,000.00's assuming this wouldn't be filled with any kind of money. Superintendent Dr. Villar said they could do this.

Finance Director Connolly went over what they just did. He said they shifted the ARRA funded programs into the MOE. There is a formula they have to watch so they don't want to go too much higher than this. He plugged in \$36,600.00 (end of the year) and this reduced the Alternative Education Program down to \$33,872.00. Superintendent Dr. Villar mentioned the increasing of the MOE flexibility by \$40,000.00 and taking the Alternative Education Program out (of the cuts). He said there is a \$7,000.00 surplus. Mrs. Bell asked if \$7,000.00 could be added back into the ARRA. Superintendent Dr. Villar said this could be done. Finance Director Connolly then went from \$85,000.000 to \$90,000.00 on the health insurance.

Chairman MacDonald asked Superintendent Dr. Villar if he will be comfortable if they have ten students in the Alternative Education Program. Superintendent Dr. Villar said they can fill the program. Mrs. Bell said she wouldn't do this program for three students. Superintendent Dr. Villar said the Alternative Education Program is a \$70,000.00 expenditure on top of what they pay per pupil for those children. He said money would be saved if this \$70,000.00 was eliminated out of the budget and these children were absorbed back into the school. Chairman MacDonald asked if the cost is still \$70,000.00 if there are eight or ten children and Superintendent Dr. Villar said yes. Mr. Wisnioski explained the way he understood this program and he told them to tell him if he was wrong. He said if this issue is going to go forward to this Thursday's Board of Education meeting then there is some duty for someone to explain this from an education standpoint. He thinks the public should understand this. Superintendent Dr. Villar said they aren't going to be eliminating this program if this goes forward in a way they have just been talking about. Mr. Wisnioski said they hadn't talked about the late bus, etc. but he asked if these are just means to fuel a number gap out of the whole budget document. Superintendent Dr. Villar said this is correct.

Chairman MacDonald asked Superintendent Dr. Villar if they will have a motion on Thursday night. Superintendent Dr. Villar said what they will do is that Finance Director Connolly is going to work really hard over the next couple of days and take what they decide on this evening to create a new updated budget document and that document will be adopted by the Board of Education. Chairman MacDonald confirmed that the document will have the three components that they have been talking about and Superintendent Dr. Villar said that was right. Superintendent Dr. Villar said this will reflect the expenditures they have discussed. Mr. Wisnioski asked if these will have to be discussed in detail and Superintendent Dr. Villar said they don't have to. Mrs. Vargas asked if they are talking about the \$155,000.00. Superintendent Dr. Villar said they will talk about the total budget and they will distribute a copy of the updated global page.

Mrs. Vargas confirmed this is for next year's budget. Superintendent Dr. Villar said that is right. Mrs. Vargas thought they have to have some wording in a motion that if there is any money left that it is going to the town and she said they haven't even talked about this. Superintendent Dr. Villar said this is correct.

There are two pieces. The first is the actual budget adoption motion that will go forward on Thursday. The other piece is the concept that as a Board of Education, some ideas were presented as to how to expend excess funds. Finance Director Connolly had talked about this at a Finance Committee meeting. Superintendent Dr. Villar explained more about this and what to do if there are excess funds over and beyond what has been agreed upon for the end of the year expenditures. A discussion took place with regards to this.

Mr. Wisnioski said they were fifteen days away from the end of the year and he asked what the number is as of now. Chairman MacDonald said it is \$155,000.00. Mr. Wisnioski asked if they aren't planning on spending this and Mrs. Vargas said they are planning on spending this. Mr. Wisnioski said he was confused. Mrs. Bell told Mr. Wisnioski that they are talking about if they have more than the \$155,000.00. Chairman MacDonald said the likelihood of a larger amount than this is probably slim. Finance Director Connolly explained again that he has \$500,000.00 worth of purchase orders out there as of now. He has asked schools to close these out and they are reviewing them. Mr. Wisnioski said those are funds that are committed towards a specific use. Finance Director Connolly said yes but they may not all be used. Mrs. Vargas asked if these aren't encumbered funds and Finance Director Connolly said they are. Mr. Wisnioski went over what is going to be done if there is \$10,000.00 left over for example. Finance Director Connolly explained what happened the first year that he was in Stonington after he came from the town side. He told the Board of Education members that he wants some direction if this amount goes over the \$155,000.00.

2. Update on 2009-10 Budget

Finance Director Connolly passed out a copy of the draft of the Preliminary CIP 2009-10 through 2013-14 to everyone. He said based on the last meeting that they sat with the Fire Marshal and got his list of items that need to be addressed. Finance Director Connolly also got the list of what has already been addressed that Rich Cooke has been doing.

Finance Director Connolly referred to the first four items on this document and he said these are based on what the Fire Marshal said with regards to money needing to be spent at Moser School. Finance Director Connolly said the Fire Marshal has recommended that the wooden doors at Stevens School be replaced with fire rated doors and the cost for this is \$25,000.00. The wooden lockers in the hallways at West Hill School have to be replaced. The Fire Marshal has recommended putting zones in the high school and they see this as being spread out over several years. Finance Director Connolly labeled the minor repairs to the entrance way in the high school as interim work. He said the metal lockers in the pool area are a disaster. They don't have a price on this yet.

Finance Director Connolly said they had discussed the other items on this document. He drew everyone's attention to the bottom of this document. He said these are items in the Capital and Non-Recurring Account which already exists and has money in it. Some of the items were put into this after they were moved out of the Capital Improvements. One item is to replace the intercom and telephone system at the high school and this costs \$25,000.00. Another item is a new telephone system with voice mail at West Hill School which costs \$20,000.00 and the last item is the replacing of the cover of the greenhouse at the high school which costs \$5,000.00. Finance Director Connolly said these items got moved here because he wanted to get the Fire Marshal's recommendations up top.

He told the Board of Education members that they could pick out \$100,000.00 worth of items from this list to request if money is left over. He will know what is left over in two weeks. He will run an open purchase order after June 30, 2009 and he won't spend money. He will run a financial report. After June 30, 2009, no purchase orders are written. He gave a figure of \$100,000.00 and he told the Board of Education members if they can at least give him some ideas of some of the things they would like to see in the Capital and Non-Recurring Account. In July and August, they can revise the Capital Improvements because it is easy enough to do.

Mr. Wisnioski referred to the first group on this document and Finance Director Connelly said this is the Capital Improvements Plan. Mr. Wisnioski said how it states Board of Education Proposed in the far left five columns and he asked who proposed this. Finance Director Connelly said this is what the Board of Education members are going to decide upon.

Chairman MacDonald asked if a motion would be acceptable to say that any funds left over should be directed to addressing the Fire Marshal related items. Finance Director Connolly said this would be perfect. Mrs. Vargas said she agreed with this but she thought the town should be paying for the Fire Marshal items. She said the town is responsible and it should be paying for any Fire Marshal items. Chairman MacDonald said this is going to be coming out of the budget which will be \$229,000.00 next year. He referred to the extra layer they are going to throw in and he asked why they can't just address that right to Fire Marshal issues. There is nothing more of a priority to him than Fire Marshal recommendations. Mrs. Vargas said she agreed but she was thinking this is the town's ultimate responsibility.

Mr. McMonigle asked if the \$229,000.00 is definitely going to be spent and he asked if this is going to be based upon what the Board of Education tells the town or if it is their discretion. Mrs. Vargas said Town Manager Barbara Gilbert had told them that this will be frozen as of July 1, 2009. Mrs. Bell said if the budget is frozen then the Board of Education's priority has to be the Fire Marshal items. A brief discussion followed with regards to this. Mrs. Bell asked Superintendent Dr. Villar and Finance Director Connolly if they are in receipt of the Fire Marshal Plan. She wanted to make sure they had it. Superintendent Dr. Villar said they personally met with the Fire Marshal. He didn't have the newest copy yet but he said Town Manager Gilbert said she would give it to him.

Vice Chairman Rivard said one thing that is important here is the Fire Marshal recommendation. The Fire Marshal went through the schools and he declared that the schools are safe. Vice Chairman Rivard said these are recommendations and they are not violations. Mrs. Bell asked Superintendent Dr. Villar and Finance Director Connolly if this is their understanding or if they think these are violations. Superintendent Dr. Villar understands that this will bring them up to modern code.

Moved by Rene (Skip) Rivard, seconded by Nadine Bell, to authorize the Superintendent to draft a letter to the Town Manager requesting that any unexpended Board of Education funds for the 2008-2009 school year be appropriated to the Capital Improvements Account to specifically be used to address Fire Marshal recommendations. (Raffaella Calciano-Coler and Frank Morse were absent.)

**FAVOR: ALL
MOTION CARRIED**

Before this motion was voted on, Mr. Wisnioski said he would use some lawyer language that doesn't highlight fire code violations in red with flames. He explained more. Finance Director Connolly asked if he could hear the motion again. Superintendent Dr. Villar repeated the motion.

At this point, this motion was voted on.

Chairman MacDonald asked Superintendent Dr. Villar if there was anything else. Vice Chairman Rivard asked if they have any handle on the deficits of what the magnet school tuitions might be that are going to impact the budget. Superintendent Dr. Villar said a couple of things are going on. They are budgeting for the magnet schools. Unfortunately, CREC used to run the magnet school lotteries but there is an office in the Hartford area that has now taken over all magnet school lotteries. This office has had significant problems running the lotteries. Mistakes have been made and timelines are way off. This district hasn't been notified about students who have been admitted to the magnet schools. CREC had done a super job doing this. Mr. McMonigle said this is probably coming back to CREC next year because the state has realized the problem.

Mr. McMonigle said he was thinking of a game plan for the Finance Committee for next year. They had gotten into a lot of late discussion on the Virtual High School and it would have been nice to have had it sooner. He was wondering if they could set somewhere on the Finance Committee agenda next year for them to systematically look at all of the peripheral kinds of programs (i.e. student activity accounts, sports accounts, etc.). By this time next year, they will have a good handle on all of the extra things when they contemplate cuts. Superintendent Dr. Villar said this is a good idea. He asked Finance Director Connolly to make note of this and he said he did.

Mrs. Vargas told Finance Director Connolly if he will let them know where they are with the \$155,000.00 as he gets closer to June 30, 2009. Superintendent Dr. Villar said the magnet school tuition bill for the Hartford area is \$115,000.00. There is legislation still alive with the regards to the state maybe paying for all of that. He also said that most districts in the Hartford area are flatly refusing to pay this tuition. This might be another finance issue where this district states it is not to going to pay this but he is not going to do this without a Board of Education vote.

Superintendent Dr. Villar asked the Board of Education members if they have consensus around the end of the year expenditures. He thinks they will need some direction to move forward on spending the \$155,000.00. Chairman MacDonald asked Superintendent Dr. Villar if he needed this before Thursday and if he wanted them to take a vote now. Superintendent Dr. Villar said it would probably be better if they could do this now so they can get this rolling.

Mrs. Vargas asked if they have to approve moving money between things. Finance Director Connolly said no and they just need a motion to approve the list. Chairman MacDonald said they need to have a motion to approve the list that has been provided to the Board of Education members. Superintendent Dr. Villar said Finance Director Connolly has the authorization necessary to make the line item shifts.

Mr. Wisnioski said they want a consensus but he asked if the actual Board of Education action would take place on Thursday. Chairman MacDonald said they could act on this now.

Moved by Charles Wisnioski, seconded by Maria Mennella, that the Board of Education give Central Office Administrators approval to make these line items (with regards to the end of year expenditures list that has been provided to the Board of Education members), subject to a minimum amount of investigation as to alternate sources of funding (i.e. defibrillator). (Raffaella Calciano-Coler and Frank Morse were absent.)

**FAVOR: ALL
MOTION CARRIED**

Before this motion was voted on, Mrs. Bell asked if the CAFE policy could be double checked. She explained more.

Mrs. Vargas told Superintendent Dr. Villar that they are approving for him to spend \$155,000.00 in these areas and she asked him if the Board of Education members are going to know if they are going to be over the \$155,000.00 as they get closer to June 30, 2009 so they will have an idea of how much is being thought of to be sent to the town.

Finance Director Connolly told the Board of Education members that he will let all of them know on July 1, 2009 where they are. Mr. Wisnioski asked what day of the week June 30, 2009 is and he was told it is on Tuesday. He asked how many hours beforehand they have to have announcements by the Board of Education rules. He was told this is twenty-four hours. He said a special Board of Education meeting should be called if there is \$500,000.00 for example all of a sudden. Mr. McMonigle said they don't want any June 30, 2009 surprises. Mrs. Vargas said \$10,000.00 to \$20,000.00 more is reasonable. Mr. Wisnioski referred to the Board of Education meeting for this Thursday and he asked what percentage of unknown there will be by then. Finance Director Connolly said that is only three days away and he mentioned how he runs financials every day.

At this point, this motion was voted on.

Moved by Catherine Vargas, seconded by Rene (Skip) Rivard, to adjourn the meeting at 8:56 p.m. (Raffaella Calciano-Coler and Frank Morse were absent.)

**FAVOR: ALL
MOTION CARRIED**

Respectfully submitted,

Jo-Anne Booth
Recording Secretary

Accepted by: _____ Date: _____