

**SPECIAL MEETING
EAST HARTFORD BOARD OF EDUCATION**

**WEDNESDAY,
APRIL 25, 2007**

A Special Meeting of the East Hartford Board of Education was held on Wednesday, April 25, 2007, at the Administration Building, 1110 Main Street, East Hartford, CT. The meeting was called to order at 6:06 P.M. by Chairperson Hilde Mayranen-O'Brien.

PRESENT Chairperson Hilde Mayranen-O'Brien, Robert Damaschi,
Cynthia Reik, Ram Aberasturia,
Karen Howe, Dorese Roberts, Prescille Yamamoto,
Marcus Oladell, IV

ALSO PRESENT Dr. Marion H. Martinez, Superintendent of Schools
Debbie Kaprove, Assistant Superintendent of Schools
Christopher Wethje, Director of Human Resources
Attorney David Monastersky

ABSENT Hank Pawlowski, Jr.

MOTION By Robert Damaschi
Seconded by Cynthia Reik
To adjourn to Executive Session (6:08 P.M.) for discussion regarding
Pending claims and litigation.
Motion unanimously carried.

Recorded by:
Christopher Wethje

The Special Board meeting reconvened at 6:46 P.M.

PRESENT Chairperson Hilde Mayranen-O'Brien, Robert Damaschi,
Ram Aberasturia, Prescille Yamamoto, Marcus Oladell, IV,
Dorese Roberts, Cynthia Reik, Karen Howe

ALSO PRESENT Dr. Marion H. Martinez, Superintendent of Schools
Debbie Kaprove, Assistant Superintendent of Schools
Paul Mainuli, Director of Business Services
Jody Lefkowitz, Director of Pupil Personnel
Al Costa, Director of Facilities
Chris Wethje, Director of Human Resources

ABSENT Hank Pawlowski, Jr.

APPROVAL OF MINUTES

MOTION By Prescille Yamamoto
Seconded by Cynthia Reik
To approve the Minutes of the Special Meeting of
March 27, 2007
Motion carried. Nay: Ram Aberasturia
Abstain: Dorese Roberts

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MOTION By Robert Damaschi
Seconded by Prescille Yamamoto
To approve the Minutes of the Special Meeting of
March 27, 2007
Motion carried: Nay: Ram Aberasturia
Abstain: Dorese Roberts, Cynthia Reik

MOTION By Robert Damaschi
Seconded by Prescille Yamamoto
To approve the Minutes of the Special Meeting of
March 29, 2007
Motion carried. Abstain: Dorese Roberts

MOTION By Robert Damaschi
Seconded by Prescille Yamamoto
To approve the Minutes of the Regular Meeting of
April 2, 2007
Motion carried. Abstain: Dorese Roberts, Cynthia Reik

MOTION By Robert Damaschi
Seconded by Prescille Yamamoto
To approve the Minutes of the Special Meeting of
April 4, 2007
Motion carried. Nay: Ram Aberasturia
Abstain: Dorese Roberts

MOTION By Robert Damaschi
Seconded by Prescille Yamamoto
To approve the Minutes of the Special Meeting of
April 4, 2007
Motion carried. Nay: Ram Aberasturia
Abstain: Dorese Roberts

WRITTEN COMMUNICATIONS TO THE BOARD

- April 29th – 7:00 P.M. – Honor Society will be inducting new members;
- April 26th – 5:30 P.M. – Invitation from EHHS Art Department to attend the EHHS Empty Bowls Soup Supper – proceeds benefit the East Hartford Friendship Center Soup Supper.

STUDENT REPRESENTATIVES REPORT - None
Matthew Larson and Kelly Rivera

PUBLIC PARTICIPATION - None

INFORMATIONAL REPORTS

Human Resources/Appointments/No Action Required

Mr. Wethje noted we have hired one paraprofessional and two tutors.

**Presentation on New Student Information System
eSchoolPLUS/IEP Plus**

(Guy Collins, Supervisor, Information Systems)

(Paul Mainuli, Director of Business Services)

(Frank Brown, Paul Paoella, Jay Reed Sungard Pentamation)

Mr. Mainuli noted the Sungard Pentamation process has been in effect for the past twelve months. A very detailed RFP was sent out. We had over ten respondents. eSchoolPLUS offers all the functions we are looking for.

Mr. Collins noted, in particular, the Special Education module is a web-based system. Use of the system is very easy for teachers and administrators to develop IEP's, track student records and maintain historical information. Currently, we do not have an automated system to address IEP's. eSchoolPlus also includes a data warehouse that would allow teachers to compare scores, track discipline/attendance, etc.

Mr. Mainuli noted eSchoolPlus is the very latest technology in the industry. Mr. Damaschi asked for a "guarantee". Mr. Mainuli stated we cannot afford not to have this system work. Further, we will have 50 days of training for staff provided by Sungard Pentamation. This is part of a lease/finance/purchase agreement with Bank of America. The dollars are in tact. Mr. Mainuli noted this system will not be ready for use by teachers at the elementary schools. It will happen, but not immediately. Elementary schools will have availability to the program later on in the system implementation.

Mr. Collins noted we will have on-site training and support, which is very important.

Representatives of Sungard Pentamation provided a PowerPoint presentation of the IEPPlus module for the Special Education Department. The system ensures data will be correct and updated upon entry. Ms. Lefkowitz has viewed the system in the Manchester school district and is in favor of purchasing it. She noted the system will also expedite revenue collection.

Mr. Damaschi asked if we will need to hire additional people. Mr. Mainuli stated we will not have to hire additional people.

Mr. Aberasturia expressed concern regarding teacher's inputting data. When will they have time. Also, he is concerned that this will take away from classroom instruction. Mr. Collins stated this will actually save teachers time. Karen O'Connell stated she is impressed with the system, but when will the teachers have time to input data. Ms. Kaprove noted this system would be instantaneous – less time will be required. Mr. Collins noted nothing changes with teachers currently using grade books. Mr. Mainuli talked with Karen O'Connell regarding adding the Home Access Center Module of the system.

Ms. Roberts asked if this information can be accessible from home by teachers. Mr. Mainuli stated it can be through the Home Access Center Module.

Dr. Martinez stated the pros of the new system. Dr. Martinez does not see this as extra work for teachers, but to the contrary, it will ultimately save time by streamlining systems.

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Report on The Teachers College Reading and Writing Project: 72nd Saturday Reunion

(Pat Muggleston, Literacy Coordinator)

(Deb Drew, Early Literacy Consultant)

(Stefanie Donahue, Silver Lane)

(Rosalie Breiding, Paraprofessional)

Ms. Muggleston gave an in-depth report on the Teachers College Reading and Writing Project. She noted many teachers attended Saturday reunions. Several well known authors gave presentations. Conferences and workshops are free. She noted Dr. Martinez arranged to have bus transportation provided.

Ms. Muggleston hopes transportation funding will be available for future trips. Several books were distributed during the Board meeting for members' perusal.

Dr. Martinez thanked Stephanie Donahue for her contributions. Chairperson Mayranen-O'Brien thanked Ms. Muggleston.

Mr. Aberasturia asked what we are doing for ESL students for reading and writing.

Audits and Reimbursements

(Paul Mainuli, Director of Business Services)

Mr. Mainuli noted State and Federal auditors were here last week to audit Sodexo/School District food operations. Further, he noted the audit was intense, and the State was being audited by the Federal government as well. Sodexo and the school district received the highest marks for their continued performance.

Ms. Marci Nogueira, the new General Manager of the East Hartford School Lunch Program, was present. Many new ideas were discussed to bring to the schools; i.e., home grown foods, concern with obesity, cultural offerings for meals, etc. The State may give us reimbursement for participating in offering organic foods. Sodexo is very committed to the nutritional needs of all children.

Mr. Aberasturia asked how many students receive free and reduced lunch. Mr. Mainuli responded approximately 55-60% of the student population. Mr. Mainuli will provide Mr. Aberasturia with firm numbers.

Ms. Yamamoto asked if we can incorporate new ideas such as what Hockanum is doing with their vegetable garden. Ms. Yamamoto thanked Sodexo for all they do in our district and the area in general.

COMMITTEE REPORTS

Chairperson Hilde Mayranen-O'Brien noted the following:

- Attended the parent leadership training sponsored by ChildPlan;
- Attended the Quest brunch.

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Superintendent Marion H. Martinez noted the following:

- Attended Bob Kenary's retirement dinner. Superintendent Martinez expressed thanks to Commander Kenary for the high quality in-service program he presented to all staff on child abuse and sexual predators;
- Visited Mayberry School this afternoon;
- Attended the Senior Citizens Prom.

SPECIAL COMMITTEE REPORTS

Policy & Audit – Prescille Yamamoto –meeting scheduled for May 15th, 5:00 P.M.;

Curriculum – Cynthia Reik – meeting scheduled for May 1st, 5:30 P.M.

Facilities –Hank Pawlowski, Jr. –meeting to be scheduled in early May;

Finance & Audit – Robert Damaschi – meeting scheduled for May 2, 7:00 P.M.

Future Planning – Karen Howe – no meeting scheduled.

Mr. Aberasturia shared a memo with the Board regarding a recent trip the Cooperative Work Experience class took to the Connecticut Department of Labor. It was a very informative and educational experience. Mr. Genga thanked Mr. Aberasturia as well as the students who attended.

Update on Superintendent's Goals

(Dr. Marion H. Martinez, Superintendent)

Dr. Martinez reviewed the 2006-2007 Superintendent's Goals with the Board. Many of the goals are a continuing process.

PERSONNEL

MOTION

By Robert Damaschi

Seconded by Prescille Yamamoto

To approve the following two **Retirements**:

1. Gary LeBeau, Teacher, effective 6/29/07;
2. Lorraine Wolk, Para, effective 6/29/07;

To approve the following four **Resignations**:

1. Helena Bras, Tutor, effective 3/30/07;
2. Justin Tacchi, Tutor, effective 4/10/07;
3. Lisa Fredrickson, Teacher, effective 6/29/07;
4. Patricia Chamberland, Secretary, effective 7/13/07

Motion unanimously carried.

OLD AND UNFINISHED BUSINESS – None

NEW BUSINESS

Approve Purchase of eSchoolPLUS/IEP Plus

(Guy Collins, Supervisor, Information Systems)

(Paul Mainuli, Director of Business Services)

MOTION

By Prescille Yamamoto

Seconded by Dorese Roberts

To approve purchase of eSchool PLUS/IEP Plus

Motion unanimously carried.

Approve Department of Public Utility Control (DPUC) Capital Grant Award for Tri-Generation Plant – Required Affidavits for Release of Grant

(Al Costa, Director of Facilities)

MOTION

By Prescille Yamamoto

Seconded by Cynthia Reik

To approve Department of Public Utility Control (DPUC) Capital Grant Award for Tri-Generation Plant – Required Affidavits for Release of Grant

Motion unanimously carried.

Approve Bid 1571-07 Purchase of Truck/Plow and Sander

(Al Costa, Director of Facilities)

MOTION

By Robert Damaschi

Seconded by Marcus Oladell, IV

To approve Bid 1571-07 Purchase of Truck/Plow and Sander and award to Interstate Ford for \$55,789

Motion carried. Abstain: Dorese Roberts

Approve Application for Grants under the Magnet Schools Assistance Program Under the U.S. Department of Education’s Office of Innovation & Improvement – CBIA Number 84.165A

(Art Arpin, Principal, CIBA)

(Dr. Lisa Low, Principal, Lisa Low & Associates)

MOTION

By Robert Damaschi

Seconded by Prescille Yamamoto

To approve application for grants under the Magnet Schools Assistant Program under the U.S. Department of Education’s Office of Innovation & Improvement – CBIA Number 84.165A)

Motion unanimously carried.

This application for a grant in the amount of \$1,781,909 is to replace technology at CIBA and to afford the opportunity to hire a network technician. Ms. Low noted there will be several applicants. Hopefully, East Hartford will receive this grant. Ms. Low noted Petee Thompson has been very helpful in gathering information for this grant application.

Approve State Technology Infrastructure Grant

(Guy Collins, Supervisor, Information Systems)

(Ken Sayers, Network Administrator)

MOTION

By Prescille Yamamoto

Seconded by Dorese Roberts

To approve State Technology Infrastructure Grant

Motion unanimously carried.

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Approve Revised 2007-08 Board of Education Business Calendar

(Dr. Marion H. Martinez, Superintendent)

MOTION By Ram Aberasturia
Seconded by Robert Damaschi
To **table** revised 2007-08 Board of Education
Business Calendar
Motion unanimously carried.

The following Policies are for tabling for first read. If anyone has questions, please contact Policy & Audit by May 15, 2007:

MOTION By Prescille Yamamoto
Seconded by Ram Aberasturia
To **table** for first read the following policies (g thru ss) as noted:
Motion unanimously carried.

Table for First Read Policy 3000 – Concept and Roles in Business and Non-Instructional Operations

(Prescille Yamamoto, Chair, Policy & Audit Committee)

Table for First Read Policy 3010 – Goals and Objectives

(Prescille Yamamoto, Chair, Policy & Audit Committee)

Table for First Read Policy 3111 – Fiscal Year

(Prescille Yamamoto, Chair, Policy & Audit Committee)

Table for First Read Policy 3113 – Setting Budget Priorities

(Prescille Yamamoto, Chair, Policy & Audit Committee)

Table for First Read Policy 3120 – Preparation of Budget Document

(Prescille Yamamoto, Chair, Policy & Audit Committee)

Table for first Read Policy 3130 – Publication

(Prescille Yamamoto, Chair, Policy & Audit Committee)

Table for First Read Policy 3150 – Adoption of Budget

(Prescille Yamamoto, Chair, Policy & Audit Committee)

Table for First Read Policy 3152- Spending Public Funds for Advocacy

(Prescille Yamamoto, Chair, Policy & Audit Committee)

Table for First Read Policy 3171 – Supplemental Appropriations

(Prescille Yamamoto, Chair, Policy & Audit Committee)

Table for First Read Policy 3220 – State/Federal Funds

(Prescille Yamamoto, Chair, Policy & Audit Committee)

Table for First Read Policy 3281.1 – Business/Industry/Corporate Involvement in Education

(Prescille Yamamoto, Chair, Policy & Audit Committee)

Table for First Read Policy 3293 – Depository

(Prescille Yamamoto, Chair, Policy & Audit Committee)

Table for First Read Policy 3293.1 – Authorization of Signature

(Prescille Yamamoto, Chair, Policy & Audit Committee)

Table for First Read Policy 3313 – Relations with Vendors

(Prescille Yamamoto, Chair, Policy & Audit Committee)

Table for First Read Policy 3313.2 – Access of Vendors to Teachers

(Prescille Yamamoto, Chair, Policy & Audit Committee)

Table for First Read Policy 3320 – Purchasing Procedures

(Prescille Yamamoto, Chair, Policy & Audit Committee)

Table for First Read Policy 3323 – Soliciting Prices

(Prescille Yamamoto, Chair, Policy & Audit Committee)

Table for First Read Policy 3326 – Paying for Goods and Services

(Prescille Yamamoto, Chair, Policy & Audit Committee)

Table for First Read Policy 3326.1 – Payroll Procedures and Authorized Signatures

(Prescille Yamamoto, Chair, Policy & Audit Committee)

Table for First Read Policy 3410 – System of Accounts

(Prescille Yamamoto, Chair, Policy & Audit Committee)

Table for First Read Policy 3420 – Classification of Expenditures

(Prescille Yamamoto, Chair, Policy & Audit Committee)

Table for First Read Policy 3440 – Inventories

(Prescille Yamamoto, Chair, Policy & Audit Committee)

Table for First Read Policy 3451 – Petty Cash Funds

(Prescille Yamamoto, Chair, Policy & Audit Committee)

Table for First Read Policy 3453 – School Activity Funds

(Prescille Yamamoto, Chair, Policy & Audit Committee)

Table for First Read Policy 3454 – Use of Receipts from Extracurricular Activities – Gate Receipts

(Prescille Yamamoto, Chair, Policy & Audit Committee)

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Table for First Read Policy 3510 – Operation and Maintenance of Plant
(Prescille Yamamoto, Chair, Policy & Audit Committee)

Table for First Read Policy 3511 – Compliance with 504 Regulations
(Prescille Yamamoto, Chair, Policy & Audit Committee)

Table for First Read Policy 3515 – Community Use of School Facilities
(Prescille Yamamoto, Chair, Policy & Audit Committee)

Table for First Read Policy 3516.11 – Hazardous Materials Communication
Prescille Yamamoto, Chair, Policy & Audit Committee)

Table for First Read Policy 3516.3 – Accident Prevention and Reporting
(Prescille Yamamoto, Chair, Policy & Audit Committee)

Table for First Read Policy 3523.1- Acquisition and Updating of Technology
(Prescille Yamamoto, Chair, Policy & Audit Committee)

Table for First Read Policy 3541.35 – Bus Driver Safety
(Prescille Yamamoto, Chair, Policy & Audit Committee)

Table for First Read Policy 3541.7 – Rules for Passengers
(Prescille Yamamoto, Chair, Policy & Audit Committee)

Table for First Read Policy 3542 – Food Service
(Prescille Yamamoto, Chair, Policy & Audit Committee)

Table for First Read Policy 3542.34 – Nutrition Program
(Prescille Yamamoto, Chair, Policy & Audit Committee)

Table for First Read Policy 3542.45 – Vending Machines
(Prescille Yamamoto, Chair, Policy & Audit Committee)

Table for First Read Policy 3543.11 – Printing and Duplicating Copyrighted Material
(Prescille Yamamoto, Chair, Policy & Audit Committee)

Table for First Read Policy 3560 – Capital Improvements Budget
(Prescille Yamamoto, Chair, Policy & Audit Committee)

Table for First Read Policy 6141.323 – Internet Acceptable Use: Filtering
(Prescille Yamamoto, Chair, Policy & Audit Committee)

INTERNAL BOARD BUSINESS

Representative Reports

Willowbrook Early Childhood Programs – Ms. Yamamoto attended the Early Childhood Program Parent Meeting at Willowbrook School.

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PUBLIC PARTICIPATION

1. Ginny Lynch – re: Teachers’ Retirement Dinner – very disappointed that this event cannot be funded by the Board.

QUESTIONS/CONCERNS BY BOARD MEMBERS

Chairperson Mayranen-O’Brien - re: funding of Teachers’ Retirement Dinner – asked Mr. Mainuli to see if the Board can find dollars to fund this dinner. Mr. Mainuli will address this at the next Finance & Audit Committee meeting.

Ram Aberasturia – (1)re: how many expulsion hearings have taken place. It was noted that 38 have taken place, with four from Hartford; (2) would like to see a replacement plan for books and technology. Dr. Martinez stated we will send the technology plan out again. Regarding math, language/arts – replacement texts are planned for next year. Dr. Martinez noted the big issue is lost text books.

TOPICS FOR FUTURE AGENDAS

- Technology Workshop – Mr. Mainuli will get dates for this workshop;
- Read “thank you” letter at next Board meeting.

MOTION

By Robert Damaschi

Seconded by Marcus Oladell, IV

To recess to Executive Session (9:45 P.M.) to discuss the following:

1. Discussion with possible action regarding 2006-2009 Para Contract;
2. Discussion with possible action regarding advance use of 2007-2008 sick leave for non-certified staff member;
3. Discussion with possible action regarding request for leave of absence for a paraprofessional.

Motion unanimously carried.

Recorded by:
Donna Fitzgerald

PRESENT

Chairperson Hilde Mayranen-O’Brien, Robert Damaschi,
Ram Aberasturia, Dorese Roberts, Prescille Yamamoto,
Marcus Oladell, IV

ALSO PRESENT

Dr. Marion H. Martinez, Superintendent of Schools
Debbie Kaprove, Assistant Superintendent of Schools
Christopher Wethje, Director of Human Resources

ABSENT

Hank Pawlowski, Jr., Karen Howe, Cynthia Reik

MOTION

By Robert Damaschi

Seconded by Prescille Yamamoto

To **table** approval of 2006-2009 Para contract.

Motion unanimously carried.

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MOTION By Prescille Yamamoto
Seconded by Marcus Oladell IV
To approve the advance use of 2007-2008 sick leave for a non-certified staff member, Donna Fitzgerald.
Motion unanimously carried.

MOTION By Prescille Yamamoto
Seconded by Ram Aberasturia
To approve the request for leave of absence for a paraprofessional, Irene Lavoie.
Motion unanimously carried.

MOTION By Prescille Yamamoto
Seconded by Marcus Oladell
To adjourn the Special Meeting at 9:51 P.M.
Motion unanimously carried.

Recorded by:
Christopher Wethje