

**REGULAR MEETING
EAST HARTFORD BOARD OF EDUCATION**

**MONDAY,
MAY 7, 2007**

A Regular Meeting of the East Hartford Board of Education was held on Monday, May 7, 2007, at the Connecticut International Baccalaureate Academy, 857 Forbes Street, East Hartford, CT. The meeting was called to order at 7:00 P.M. by Chairperson Hilde Mayranen-O'Brien.

PRESENT Chairperson Hilde Mayranen-O'Brien, Hank Pawlowski, Jr., 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
Matthew Larson, Student Representative
Kelly Rivera, Student Representative

Chairperson Mayranen-O'Brien called for a moment of silence for the loss of student Ashley Gilbert.

APPROVAL OF MINUTES

MOTION By Prescille Yamamoto
Seconded by Robert Damaschi
To approve the Minutes of the Special Meeting of April 9, 2007
Motion unanimously carried.

MOTION By Robert Damaschi
Seconded by Marcus Oladell, IV
To approve the Minutes of the Special Meeting of April 23, 2007
Motion carried. Nay: Ram Aberasturia

MOTION By Prescille Yamamoto
Seconded by Robert Damaschi
To approve the Minutes of the Special Meeting of April 25, 2007
Motion unanimously carried.

WRITTEN COMMUNICATIONS TO THE BOARD

- Thank you from Henry Genga and students for arranging a trip to the State of CT Labor Department. A thank you also to Ram Aberasturia;
- Invitation from Exchange Club to attend Top 20 dinner honoring top 20 seniors, May 22nd, 6:30 P.M. Call the Superintendent's Office by May 11th;

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- “e-mail” to the Board from a parent requesting that the top 20 seniors come before the Board to be honored;
- Letter from Senator Christopher Dodd to Mr. Arpin congratulating him for CIBA receiving the 2007 Blue Ribbon Award;
- Letter to Chuck Nystrom congratulating him and the Robotics Team for their performance throughout the year;
- Angela Silva, EHHS student, was honored at the John Larson Arts Competition;

STUDENT REPRESENTATIVES REPORT

Matthew Larson and Kelly Rivera

- Junior Prom will be held on Friday, May 11th;
- Senior Prom will be held on Friday, June 1st;
- AP exams begin this week;
- Student Council met April 9th – annual elections were held for the Executive Board;
- National Honor Society will induct 68 new members on April 29th;

PUBLIC PARTICIPATION

1. Ginny Lynch, 77 Chapel St. – re: (1) wording in the April 25th Minutes regarding the retirement/25+ years of service – should have stated this is a district-wide event; (2) congratulated Emil Kopcha and art teachers;
2. Christine Kurt – thank you to Mr. Ryan and the Board for the prom tickets;
3. Katherine St. John and daughter Caitlyn, Stanley St. –re: would like EHHS students to wear uniforms – seems students are being called constantly due to, what has been said, improper dress code.

INFORMATIONAL REPORTS

Human Resources/Appointments/No Action Required

Mr. Wethje noted we have made a new appointment as a result of a resignation – Lesley A. Morgan-Thompson, Supervisor of Elementary Curriculum and Assessment. We have also hired one custodian, two paraprofessionals, a tutor and a security officer.

Introduction of New Supervisor of Elementary Instruction

Lesley Morgan-Thompson

(Dr. Marion H. Martinez, Superintendent)

Dr. Martinez introduced Lesley Morgan-Thompson to the Board as well as the East Hartford community. We wish her well in the East Hartford school district.

Update on Nursing Services and Protocol

(Jody Lefkowitz, Director of Pupil Personnel, in the absence of Jenn Daley)

Ms. Lefkowitz acknowledged the school nurses for their dedication. She also acknowledged Dr. Anne Milanese in her role as Medical Advisor. Some of the accomplishments of our Nursing Department follow:

- OSHA training provided to staff;
- Developed guidelines for the treatment of lice and scabies;

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- Developed guidelines for food allergies;
- Developed school nurse coverage backup
- Worked on interface with Central Registration with monitoring immunizations;
- Developed medical plans for each school;
- Identify and work with children with medical challenges;
- Continue to interface with parents;
- Se. 504 of the Federal law states that children with physical and mental handicaps must have plans developed or forfeit funding; medical reimbursement will be made only if special education student.

Mr. Pawlowski requested that an updated presentation be made available at a future Board meeting.

**Report on Teacher in Residence (TIR)
Connecticut State Department of Education School Improvement Unit
(Desi Nesmith, TIR, Mayberry Elementary)**

Mr. Nesmith thanked the Board, Dr. Martinez and Jenny Correa for allowing him to have such an incredible experience in East Hartford. He noted he has been here since 1999. When asked what was one of the highlights he experienced, he replied he was able to be a part of the Effective Teaching Strategy training.

Dr. Martinez thanked Mr. Nesmith, who is always advocating for East Hartford. Dorese Roberts referred to an article from the Gazette that recognized Desi Nesmith.

**Report on District Security
(Joseph Sikora, Director of Security)**

Mr. Sikora commended the Security Staff for the work they do on a daily basis. He reviewed an in-depth Security update from September 2006 to May 2007.

Mr. Sikora noted Stevens is the only school not having a critical incident box. This will be in place in the near future

Mr. Sikora outlined many security projects that have taken place and others that are ongoing. He has been very busy attending meetings and working with police officials. He has been very proactive in his role as Director of Security.

**Report on Mid-Year Teaching Literacy Competencies Program
(Pat Muggleston, Literacy Coordinator)
(Deb Drew, Early Literacy Consultant)**

Ms. Drew gave a detailed mid-year report. Some of the highlights were that children read three books daily and one they take home and read that night.

Mr. Aberasturia stated that ELL students receive 45 minutes of instruction. He asked what percentage of children took the State test. Dr. Martinez explained that the "e-School Plus"

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program will allow us to give this data. She further noted there are other intervention programs throughout our district.

Dr. Martinez noted four years ago the TLC program wasn't being applied appropriately. Ms. Drew has worked very hard to develop consistency in the programs across the district. Ms. Lefkowitz explained the process of identifying children in need of intervention.

Ms. Yamamoto requested a copy of the slides shown this evening. Mr. Aberasturia would like to see the data next year to see that the program was successful.

COMMITTEE REPORTS

Chairperson/Superintendent's Reports

Dr. Martinez:

- At this time, Dr. Martinez acknowledged Craig Jordan and Principal Matt Ryan. Mr. Ryan stated he and Craig Jordan were on hand to help students and staff deal with the grief of losing Ashley Gilbert, a student at EHHS; the crisis team met at 6:15 A.M. Students were very respectful. Dr. Martinez and the entire Board thanked Craig Jordan and Principal Matt Ryan;
- District Data Fair was held and was very successful. Dr. Martinez commended the principals who participated. She noted our data boards were the best in the State Fair;
- Dr. Martinez thanked the Beautification Committee for the Arbor Day ceremony;
- Dr. Martinez thanked the Rotary Club for sponsoring the Senior Citizens Prom. The Rotary Club also helped 4th and 5th graders. Rotary Club also sponsored the Career Day at EHMS in connection with School/Business Partnership.
- June 7th – Rock Cats are holding a celebration at home. CIBA has been invited for receiving the Blue Ribbon award;
- The Quest Brunch was held and attended by Chairperson Hilde Mayranen-O'Brine, David Flanagan and Prescille Yamamoto;
- On Saturday, Dr. Martinez participated in a retreat and spoke on designing a Vision for the Future.

Special Committee Reports

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

Curriculum – Cynthia Reik – meeting scheduled for May 21st;

Facilities – Hank Pawlowski, Jr. – meeting scheduled for May 30th, 6:30 P.M.;

Finance & Audit – Robert Damaschi – meeting scheduled for June 6th, 6:00 P.M.;

Future Planning – Karen Howe – meeting scheduled for May 9th, 5:30 – we will be finalizing the panel for the Safety Task Force as well as discussion of school uniforms. Chairperson Mayranen-O'Brien noted we will need additional input.

PERSONNEL

MOTION

By Prescille Yamamoto
Seconded by Marcus Oladell, IV
To approve two Retirements:

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1. Joan Specht, Nurse, effective 6/29/07;
 2. Ann Hansen, Nurse, effective 6/30, 2007;
- To approve three Resignations:
1. Gaetan J. Landry, Security, effective 5/4/07;
 2. Shelbi K. Newsome, Teacher, effective 6/29/07;
 3. Sara Heredia, Teacher, effective 6/29/07
- Motion unanimously carried.

OLD AND UNFINISHED BUSINESS

Remove from Table and Approve Revised 2007-08 Board of Education Business Calendar

(Dr. Marion H. Martinez, Superintendent)

MOTION By Hank Pawlowski, Jr.
Seconded by Robert Damaschi
To table revised 2007-08 Board of Education Business Calendar
Motion unanimously carried.

MOTION By Prescille Yamamoto
Seconded by Robert Damaschi
To approve the following Policies. If any questions,
please contact Prescille Yamamoto, Chairperson,
Policy & Audit Committee
Motion unanimously carried.

Remove from Table and Approve Policy 3000 – Concept and Roles in Business and Non-Instructional Operations
(Prescille Yamamoto, Chair, Policy & Audit Committee)

Remove from Table and Approve Policy 3010 – Goals and Objectives
(Prescille Yamamoto, Chair, Policy & Audit Committee)

Remove from Table and Approve Policy 3111 – Fiscal Year
(Prescille Yamamoto, Chair, Policy & Audit Committee)(

Remove from Table and Approve Policy 3113 – Setting Budget Priorities
(Prescille Yamamoto, Chair, Policy & Audit Committee)

Remove from Table and Approve Policy 3120 – Preparation of Budget Document
(Prescille Yamamoto, Chair, Policy & Audit Committee)

Remove from Table and Approve Policy 3130 – Publication
(Prescille Yamamoto, Chair, Policy & Audit Committee)

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Remove from Table and Approve Policy 3150 – Adoption of Budget
(Prescille Yamamoto, Chair, Policy & Audit Committee)

Remove from Table and Approve Policy 3152- Spending Public Funds for Advocacy
(Prescille Yamamoto, Chair, Policy & Audit Committee)

Remove from Table and Approve Policy 3171 – Supplemental Appropriations
(Prescille Yamamoto, Chair, Policy & Audit Committee)

Remove from Table and Approve Policy 3220 – State/Federal Funds
(Prescille Yamamoto, Chair, Policy & Audit Committee)

Remove from Table and Approve Policy 3281.1 – Business/Industry/Corporate Involvement in Education
(Prescille Yamamoto, Chair, Policy & Audit Committee)

Remove from Table and Approve Policy 3293 – Depository
(Prescille Yamamoto, Chair, Policy & Audit Committee)

Remove from Table and Approve Policy 3293.1 – Authorization of Signature
(Prescille Yamamoto, Chair, Policy & Audit Committee)

Remove from Table and Approve Policy 3313 – Relations with Vendors
(Prescille Yamamoto, Chair, Policy & Audit Committee)

Remove from Table and Approve Policy 3313.2 – Access of Vendors to Teachers
(Prescille Yamamoto, Chair, Policy & Audit Committee)

Remove from Table and Approve Policy 3320 – Purchasing Procedures
(Prescille Yamamoto, Chair, Policy & Audit Committee)

Remove from Table and Approve Policy 3326 – Paying for Goods and Services
(Prescille Yamamoto, Chair, Policy & Audit Committee)

Remove from Table and Approve Policy 3326.1 – Payroll Procedures and Authorized Signatures
(Prescille Yamamoto, Chair, Policy & Audit Committee)

Remove from Table and Approve Policy 3410 – System of Accounts
(Prescille Yamamoto, Chair, Policy & Audit Committee)

Remove from Table and Approve Policy 3420 – Classification of Expenditures
(Prescille Yamamoto, Chair, Policy & Audit Committee)

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Remove from Table and Approve Policy 3510 – Operation and Maintenance of Plant
(Prescille Yamamoto, Chair, Policy & Audit Committee)

Remove from Table and Approve Policy 3511 – Compliance with 504 Regulations
(Prescille Yamamoto, Chair, Policy & Audit Committee)

Remove from Table and Approve Policy 3515 – Community Use of School Facilities
(Prescille Yamamoto, Chair, Policy & Audit Committee)

Remove from Table and Approve Policy 3516.11 – Hazardous Materials
Communication
(Prescille Yamamoto, Chair, Policy & Audit Committee)

Remove from Table and Approve Policy 3516.3 – Accident Prevention and Reporting
(Prescille Yamamoto, Chair, Policy & Audit Committee)

Remove from Table and Approve Policy 3523.1- Acquisition and Updating of
Technology
(Prescille Yamamoto, Chair, Policy & Audit Committee)

Remove from Table and Approve Policy 3541.35 – Bus Driver Safety
(Prescille Yamamoto, Chair, Policy & Audit Committee)

Remove from Table and Approve Policy 3541.7 – Rules for Passengers
(Prescille Yamamoto, Chair, Policy & Audit Committee)

Remove from Table and Approve Policy 3542 – Food Service
(Prescille Yamamoto, Chair, Policy & Audit Committee)

Remove from Table and Approve Policy 3543.11 – Printing and Duplicating
Copyrighted Material
(Prescille Yamamoto, Chair, Policy & Audit Committee)

Remove from Table and Approve Policy 3560 – Capital Improvements Budget
(Prescille Yamamoto, Chair, Policy & Audit Committee)

Remove from Table and Approve Policy 6141.323 – Internet Acceptable Use: Filtering
(Prescille Yamamoto, Chair, Policy & Audit Committee)

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Remove from Table and Approve Policy 3323 – Soliciting Prices

(Prescille Yamamoto, Chair, Policy & Audit Committee)

MOTION

By Hank Pawlowski

Seconded by Robert Damaschi

To remove from table and approve Policy 3323 –
Soliciting Prices

Motion defeated. Aye: Prescille Yamamoto, Cynthia Reik

Nay: Hank Pawlowski, Jr., Karen Howe, Marcus Oladell, IV,
Robert Damaschi, Ram Aberasturia

Abstain: Dorese Roberts

Remove from Table and Approve Policy 3440 – Inventories

(Prescille Yamamoto, Chair, Policy & Audit Committee)

MOTION

By Hank Pawlowski, Jr.

Seconded by Prescille Yamamoto

To remove from table and approve Policy 3440 –
Inventories.

Motion carried. Nay: Ram Aberasturia

Abstain: Robert Damaschi

Dr. Martinez stated no inventory is being taken on elementary library books. We do not have the staff to do inventory or a scanning system. Mr. Mainuli stated we now inventory each year for the auditors anything greater than \$5,000.

Remove from Table and Approve Policy 3451– Petty Cash

(Prescille Yamamoto, Chair, Policy & Audit Committee)

MOTION

By Hank Pawlowski, Jr.

Seconded by Robert Damaschi

To remove from table and approve Policy 3451 – Petty Cash

Motion **defeated**.

Remove from Table and Approve Policy 3453 – School Activity Funds

(Prescille Yamamoto, Chair, Policy & Audit Committee)

MOTION

By Prescille Yamamoto

Seconded by Hank Pawlowski, Jr.

To remove from table and approve Policy 3453 – School
Activity Funds

Motion carried. Nay: Robert Damaschi

Remove from Table and Approve Policy 3454 – Use of Receipts from Extracurricular Activities – Gate Receipts

(Prescille Yamamoto, Chair, Policy & Audit Committee)

MOTION

By Prescille Yamamoto

Seconded by Cynthia Reik

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To remove from table and approve Policy 3454 – Use of Receipts from Extracurricular Activities – Gate Receipts
Motion carried. Nay: Ram Aberasturia, Robert Damaschi, Karen Howe

Remove from Table and Approve Policy 3452.34 – Nutrition Program
(Prescille Yamamoto, Chair, Policy & Audit Committee)

MOTION By Prescille Yamamoto
Seconded by Hank Pawlowski, Jr.
To remove from table and approve Policy 3542.34 – Nutrition Program
Motion carried. Nay: Ram Aberasturia

Remove from Table and Approve Policy 3542.45 – Vending Machine
(Prescille Yamamoto, Chair, Policy & Audit Committee)

MOTION By Prescille Yamamoto
Seconded by Cynthia Reik
To remove from table and approve Policy 3542.45 – Vending Machine
Motion carried. Nay: Ram Aberasturia

NEW BUSINESS

Approve Dental Health Program
(Jody Lefkowitz, Director, Pupil Personnel)

MOTION By Prescille Yamamoto
Seconded by Ram Aberasturia
To approve the Dental Health Program for East Hartford Community HealthCare, Inc. to provide preventive dental services to registered students during school hours.
Motion unanimously carried.

Ms. Lefkowitz stated the Board is not responsible for any funding of this program. The Board does, however, provide in-kind services.

Approve Request for Overnight Travel to High Bank Youth Group Camping Area in Kent, CT

(Kevin Bagley, EHHS)

MOTION By Prescille Yamamoto
Seconded by Marcus Oladell, IV
To approve request for overnight travel to High Bank Youth Group Camping Area in Kent, CT 6/16-6/17, 2007.
Motion carried. Nay: Robert Damaschi

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APRIL 25, 2007**

Approve School Readiness Grant

**(Nancy Moriarty, Supervisor)
(Lisa Beauchamp, Principal, Hockanum)
(Mindy D'Andrea, School Readiness)**

MOTION By Prescille Yamamoto
Seconded by Marcus Oladell, IV
To approve the School Readiness Grant for Hockanum and Willowbrook Schools for the 2007-08 school year.
Motion unanimously carried.

It was noted we receive \$297,000 funding from the State of Connecticut.

Approve the IDEA 611 and 619 Special Education Grant

(Jody Lefkowitz, Director, Pupil Personnel Services)

MOTION By Prescille Yamamoto
Seconded by Marcus Oladell, IV
To approve the IDEA 611 and 619 Special Education Grant for 2007-08 .
Motion unanimously carried.

This is an annual application of federal funds to support students with disabilities.

Approve Application for Bid Waiver for CREC

(Jody Lefkowitz, Director, Pupil Personnel Services)

MOTION By Prescille Yamamoto
Seconded by Marcus Oladell, IV
To approve application for bid waiver for CREC to provide Speech and Language Pathologist services for employee on maternity leave in Birth-to-Three program.
Motion unanimously carried.

Mr. Aberasturia stated he is in favor as long as no one else could provide the services.

Approve Request for Recognition Dinner for Board of Education Retirees/25+ Years of Service

(Paul Mainuli, Director of Business Services)

MOTION By Ram Aberasturia
Seconded by Karen Howe
To approve request for recognition dinner for Board of Education Retirees/25+ Years of Service at the Marco Polo Restaurant, May 24th, 5:30 P.M.
Motion carried. Nay: Robert Damaschi

Mr. Aberasturia thanked Ginny Lynch for approaching the Board to ask for assistance in allowing this dinner to happen.

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INTERNAL BOARD BUSINESS

Representative Reports

Early Childhood Programs – Prescille Yamamoto – Attended the Policy Committee at Willowbrook School. Things are moving along nicely.

CABE and CAS sponsored a workshop on the Board's role and responsibilities. We must hold ourselves accountable. Chairperson Mayranen-O'Brien noted this would be a good self-evaluation.

PUBLIC PARTICIPATION - None

QUESTIONS/CONCERNS BY BOARD MEMBERS

Prescille Yamamoto – Re: Policies and Regulations – those being submitted for deletion – need comments by next Wednesday;

Ram Aberasturia – re: (1) dress code - how many in-school and out of school suspensions have taken place – need consistency with suspensions; suggested the possibility of having a contest for the temporary use of badges; (2) Re: FRC employees – why the inequity in salaries; (3) re: new purchases – we should be able to track equipment by labeling and tagging – this should go to the Policy & Audit Committee;

Dorese Roberts – re: issues with the dress code in general.

TOPICS FOR FUTURE AGENDAS

- Dr. Martinez - invite Top 20 students to the next Regular Board meeting to be recognized (scheduled for June 4, 2007);
- Protocol for allergies – report for next agenda;
- Uniform survey

MOTION

By Ram Aberasturia

Seconded by Prescille Yamamoto

To recess to Executive Session (10:20 P.M.) to discuss the following:

1. Discussion with possible action regarding 2006-2009 Para Contract;
2. Discussion regarding pending claims and litigation;
3. Discussion regarding status of East Hartford High School;
4. Assistant Principal hiring process;
5. Discussion with possible action regarding request for leave of absence for a paraprofessional.

Motion unanimously carried.

Recorded by:
Donna Fitzgerald

The Regular Board meeting reconvened at 10:50 P.M.

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MOTION By Prescille Yamamoto
Seconded by Ram Aberasturia
To approve the 2006-2009 para contract.
Motion unanimously carried.

MOTION By Prescille Yamamoto
Seconded by Marcus Oladell
To approve leave of absence request for Nancy Parandes,
paraprofessional through June 19, 2007.
Motion carried. Nay: Robert Damaschi

MOTION By Hank Pawlowski
Seconded by Cynthia Reik
To adjourn the Regular Board meeting at 10:53 P.M.
Motion unanimously carried.

Recorded by:
Christopher Wethje