

**Regular Meeting
Stafford Board of Education
Pinney Administration Building
Monday, June 16, 2008**

Board Members Present: Mr. Mark Fontanella, Chairperson
Mrs. Sandy Fowler, Secretary
Mrs. Lisa Bradway
Mrs. Lisa Finch
Mrs. Tracy Rummel
Ms. Patricia Saunders
Ms. Julie Stafford, arrived at 7:05 p.m.
Miss Cassandra Weed, Student Representative

Also Present: Dr. Thérèse G. Fishman, Superintendent of Schools
Mr. Michael Bednarz, Director of Curriculum and Instruction
Ms. Jill Gregori, Business Manager

The meeting was called to order at 7:00 p.m. A quorum was established.

ITEM I. Secretary's Report – Approval of Minutes

Regular Meeting, June 2, 2008

A consensus of the Board approved the Secretary's Report as presented for the regular meeting held on June 2, 2008.

ITEM II. Treasurer's Report

A. Report on Bills

Bills:

June 4, 2008	\$231,028.07
June 10, 2008	\$ 66,901.18

Grants:

Federal Grants	May 23, 2008	\$ 54,879.88
State Grants	May 23, 2008	\$ 46,245.03
Federal Grants	June 6, 2008	\$ 88,594.75
State Grants	June 6, 2008	\$ 72,241.89
Federal Grants	June 9, 2008	\$ 12,573.23
State Grants	June 9, 2008	\$ 82,322.18
Local Grants	June 9, 2008	\$ 754.85

A consensus of the Board approved the board bills and grants as presented.

ITEM III. Correspondence

Mr. Fontanella reported that he received a thank you note from Ms. Donna Niewinski for the retirement plaque that the Board presented to her.

Mr. Fontanella read an e-mail that was sent to the Board of Education's e-mail address. The e-mail was from Mr. John Locke, SHS Athletic Booster member, regarding Mr. Damian Frassinelli, Director of Athletics and Recreation. Mr. Locke applauded Mr. Frassinelli for his outstanding work as Director of Athletics over the past three years.

Mrs. Bradway stated that freshman transition day will be held on August 21, 2008. She said that she would bring a copy of the letter to the next Board meeting.

ITEM IV. Board Reports

Miss Weed reported on the following:

- ❖ The district concert was held on Monday, June 9, in the high school gym. The new floor covering was used and worked very well. Mr. Fontanella commented that the concert was very well done.
- ❖ The Top Twenty Banquet was held on Wednesday, June 11.
- ❖ The Citizen's Scholarship Banquet was held on Thursday, June 12.
- ❖ The middle school went on their eighth grade class trip to Quassy on June 12.
- ❖ The Baccalaureate Ceremony will be held on Tuesday, June 17.
- ❖ Class Night will be held on Wednesday, June 18.
- ❖ Graduation will be held on Friday evening, June 20.

Mrs. Bradway reported on the Relay for Life. She stated that thirty-two high school students participated. She and Mr. Dunn each had a team of students. Mr. Fontanella remarked that it is great to hear that our students are so involved with great projects like Relay for Life.

Mrs. Bradway made a motion, seconded by Ms. Stafford, to move item VIII.A.- Fundraising Proposal- Cheerleading, to the next item on the agenda. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Mrs. Rummel, Ms. Saunders and Ms. Stafford voted for the motion, which carried.

ITEM VIII. New Business

A. Fundraising Proposal- Cheerleading

Dr. Fishman stated that Ms. Ashley Green, cheerleading coach, could not be present at the meeting; however, three cheerleaders were present to answer questions from Board members. The cheerleaders in attendance were Katie Burnham, Chelsea Green and Brittany Brocuglio.

The cheerleaders are proposing to do two carwashes and work at a booth at Summerfest doing face painting, selling 5 cent candy, and raffling off Six Flags tickets.

Ms. Stafford made a motion, seconded by Mrs. Rummel, that the Board of Education approve the fundraising proposal for cheerleading uniforms, as presented. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Mrs. Rummel, Ms. Saunders and Ms. Stafford voted for the motion, which carried.

ITEM V. Superintendent's Reports

A. Financial Report through May 2008

Ms. Gregori stated that from January 2007 through the present, she has not paid any bills to Connecticut Light and Power due to a discrepancy in billing / meter readings. She stated that when a resolution was reached this year, the entire bill had to be paid out of this year's budget. Additionally, she stated that the utility bills for Stafford Elementary School came in much higher than the budgeted amount.

Dr. Fishman stated that since our budget is so tight this year, there is a chance that the budget could be slightly over-expended should the district encounter any unanticipated costs, even using the Excess Cost grant funds. Mr. Fontanella asked when we would have the final numbers for the 2007 – 2008 budget. Dr. Fishman and Ms. Gregori stated that final numbers should be available for the July Board meeting.

B. Head Start Report through May 2008

Dr. Fishman reviewed the Head Start expense report through May 2008, as prepared by Ms. Jill Gregori, Business Manager. She stated that we have expended or encumbered \$26,525 of the \$47,517 grant that we received and that the end date of the grant is June 30, 2008.

Dr. Fishman reported that there are still some substantial funds remaining in the grant due to the vacancy in the Early Education Program Facilitator position. This person was paid a stipend from this grant as the Head Start Education Manager. Another staff member has been fulfilling this role and will be paid accordingly. Lastly, we have not received all of our transportation invoices from First Student. She stated that she expects that all grant funds will be expended by June 30.

Mrs. Rummel asked if we expect to fill the Early Education Program Facilitator position permanently. Dr. Fishman stated that we just re-advertised the position in the Hartford Courant this past Sunday. She noted that we have interviewed several candidates, but they have either declined the position, or were not a good fit for Stafford.

C. Cafeteria Profit and Loss Statement through April 2008

Dr. Fishman informed the Board that the cafeteria profit and loss report through April 2008, as prepared by Mrs. Mary Folker, Food Service Coordinator, and reviewed by Ms. Gregori, Business Manager, showed an overall profit of \$6,389. Dr. Fishman stated that she and Ms. Gregori are concerned because of the sharply rising cost of food. Specifically, milk alone will cost the food service program an additional \$7,155 next year.

Mrs. Bradway asked if the flavored milk costs more. If so, maybe we will need to limit students to plain milk. She also asked if it would be cheaper to use silverware. Dr. Fishman stated that it was not, since students throw the silverware away. Board members suggested getting the students in the lower grade levels used to placing dirty silverware into buckets of

soapy water, so as students get older they are in the habit of doing this rather than throwing it away.

Dr. Fishman stated that the environmental science class may be giving their \$3,000 award to the cafeteria to support a recycling project.

Dr. Fishman noted that a la carte sales have suffered due to reduced portion sizes. Mrs. Bradway asked if we have tried selling approved beverages during after-school activities. Dr. Fishman stated that we have not, but could look into that.

Mr. Fontanella asked for an updated report in July, at which time the Board would also discuss the possibility of increasing meal prices.

D. Summer Reading- Mr. Michael Bednarz, Director of Curriculum and Instruction

Dr. Fishman introduced Mr. Michael Bednarz, Director of Curriculum and Instruction.

Mr. Bednarz reported that the Summer Reading Program is basically the same program that has been done in past years in Stafford. He noted that the major difference is that information about the program will be available on the web site. He also noted that the district received the information about the program from the State in a timely manner this year. This allowed us to be able to distribute the information to students prior to the end of the school year.

Mr. Bednarz stated that through PASS grant funds, he was able to purchase a one year subscription to Study Island for students currently in grades three through eight. He said that parents should look for a flyer about the new program in the students' June report card. Each student will be assigned an access code and password. This program focuses on CMT skills in reading and math and also has a gaming feature that students can reach after obtaining sixty percent mastery in reading and math. The program can be accessed from any computer with internet access.

Through the PASS grant, the district ordered books for all students in grades two through five.

Mrs. Bradway and Mrs. Rummel stated that they would like to see students in grades 9 – 12 complete mandatory reading assignments with a project due on August 29th to the student's English teacher, just like at the middle school level.

Mrs. Fowler stated that she would like information about other districts' successful programs.

ITEM VI. Public Forum

A member of the audience asked if the milk and bread contract were up this year. Ms. Gregori responded that they have already been awarded, which is how we know that milk costs are up four cents per carton.

A member of the audience asked if the district was being assessed fuel surcharges for the delivery of food. Ms. Gregori stated that she would have to check with Building Services for that information.

A member of the audience asked where Safe Graduation was going to be held this year. Miss Weed stated that it would be held at Health Tracks in Enfield. Miss Weed stated that the cost of attending is twenty dollars this year and that several students will not be attending due to the cost of the ticket. She said that fifty-six students were signed up to attend.

ITEM VII. Old Business

A. Review and Possible Approval of the Revised Physical Education Curriculum

Mrs. Finch made a motion, seconded by Mrs. Bradway, that the Board of Education approve the revised physical education curriculum, as presented. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Mrs. Rummel, Ms. Saunders and Ms. Stafford voted for the motion, which carried.

Mrs. Fowler said that she appreciated that so many of the physical education teachers were at the last Board meeting to answer questions about the revised curriculum. The Board members asked that Mr. Bednarz thank the teachers on behalf of the Board.

B. Review and Possible Approval of Language Arts Textbooks

Mrs. Bradway made a motion, seconded by Ms. Stafford, that the Board of Education approve the adoption of the language arts series, *Literature*, McDougal Littell, 2008, for grades 6-8, and the language arts series, *Elements of Literature*, Holt, 2009, for grades 9-12. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Mrs. Rummel, Ms. Saunders and Ms. Stafford voted for the motion, which carried.

ITEM IX. Personnel Matters

Mrs. Finch made a motion, seconded by Ms. Stafford, to place item **IX.A.- Superintendent of Schools' Evaluation (Executive Session Anticipated)** into executive session. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Mrs. Rummel, Ms. Saunders and Ms. Stafford voted for the motion, which carried.

The Board took a brief recess at 8:12 p.m.

Ms. Stafford made a motion, seconded by Mrs. Bradway, to enter executive session. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Mrs. Rummel, Ms. Saunders and Ms. Stafford voted for the motion, which carried. The Board entered executive session at 8:20 p.m.

Mrs. Bradway made a motion, seconded by Ms. Saunders, to return to regular session. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Mrs. Rummel, Ms. Saunders and Ms. Stafford voted for the motion, which carried. The Board returned to regular session at 9:41 p.m.

A. Superintendent of Schools' Evaluation (Executive Session Anticipated)

No action was taken on this item.

ITEM X. Student Matters

There were no student matters.

ITEM XI. Adjournment

Mrs. Bradway made a motion, seconded by Mrs. Rummel, to adjourn the meeting. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Mrs. Rummel, Ms. Saunders and Ms. Stafford voted for the motion, which carried. The meeting adjourned at 9:43 p.m.

Respectfully submitted,

Christine C. Marinelli, Recording Secretary

Mark Fontanella, Chairperson

Sandra Fowler, Secretary