

**Regular Meeting  
Stafford Board of Education  
Pinney Administration Building  
Monday, July 21, 2008**

**Board Members Present:** Mr. Mark Fontanella, Chairperson  
Mrs. Sandy Fowler, Secretary  
Mrs. Lisa Bradway  
Mrs. Lisa Finch

**Absent:** Mrs. Tracy Rummel  
Ms. Patricia Saunders  
Ms. Julie Stafford

**Also Present:** Dr. Thérèse G. Fishman, Superintendent of Schools  
Mr. Brett Duchon, Teacher, Stafford Middle School  
Mr. Damian Frassinelli, Director of Athletics and Recreation  
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 16, 2008

A consensus of the Board approved the Secretary's Report as presented for the regular meeting held on June 16, 2008.

**ITEM II. Treasurer's Report**

**A. Report on Bills**

<u>Bills:</u>	June 17, 2008	\$149,037.65
	July 11, 2008	\$131,964.70 Encumbered
<u>Grants:</u>		
Federal Grants	June 9, 2008	\$ 12,573.23 Revised
State Grants	June 9, 2008	\$ 69,410.06 Revised
Local Grants	June 9, 2008	\$ 754.85 Revised
Federal Grants	July 10, 2008	\$ 12,512.93 Encumbered
State Grants	July 10, 2008	\$ 24,653.12 Encumbered

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

**ITEM III. Correspondence**

Mr. Fontanella distributed two thank you notes to the Board members to read.

Dr. Fishman reminded the Board about the CABA/CAPSS convention that will take place in November 2008. She informed the Board that there is a reduced rate if registration is received by CABA on or before 9/5/08. It was noted that at this time, Dr. Fishman, Ms.

Stafford, Ms. Fowler, Mrs. Bradway and Mrs. Rummel anticipate that they will attend the conference.

#### **ITEM IV. Board Reports**

Mr. Fontanella informed the Board that the Board of Education self-evaluation special meeting would be held on Tuesday, September 9, 2008, at 7 p.m.

#### **ITEM V. Superintendent's Reports**

##### **A. Financial Report through June 2008**

Dr. Fishman reviewed the financial report through June 2008. She stated that the district would finish the year in the black, with a few caveats. She informed the Board that two months worth of diesel bills, some electric bills and an insurance bill from CIRMA would be rolled into the 2008 – 2009 budget. She stated that these bills total \$136,300.

Dr. Fishman stated that since the district has already used all of the available excess cost grant funds to replenish the tuition line, as well as help with the payment of the electric bill for Stafford High School that had been contested since 2006, she and Ms. Gregori felt that it was more fiscally responsible to roll the unpaid bills into the 2008 – 2009 budget, rather than go back to the town for additional funding.

Dr. Fishman and Ms. Gregori presented a series of measures that would be taken during the 08-09 school year to help cover the underfunded heating oil and diesel lines. The measures are as follows:

- Charge \$1.00 per mile for field trips to help cover the cost of the bus and driver.
- Thermostats in all schools will be set at 67 degrees during the winter, rather than 68 degrees.
- A new schedule will be created for the district runner to reduce the amount of mileage that is paid.
- Extra help and overtime will not be allowed without the approval of the Superintendent. Overtime for snow removal will be authorized, as this is a safety issue.
- Supplies and paper accounts will be frozen.
- Control the use of electricity as much as possible.
- Cut the technology budget by \$35,000. Based on the upcoming bid for computers, as many computers as possible will be ordered with the remaining funds. In February or March of 2009, the budget will be reviewed, and, if feasible, more computers will be ordered.
- When developing the 09-10 athletic budget, \$1.00 per mile should be budgeted for all athletic trips.

Mrs. Fowler asked why technology was identified as the place to cut funds, as this is a focus of the Strategic Planning process. Dr. Fishman stated that there was a considerable chunk of money available there, without touching positions. Dr. Fishman said that she would look at other areas where the cuts could be made. The budget will be frozen starting in September.

**B. Head Start Report through June 2008**

Dr. Fishman reviewed the Head Start expense report through June 2008, as prepared by Ms. Jill Gregori, Business Manager. She stated that we have expended \$47,517, the total grant amount.

**C. Cafeteria Profit and Loss Statement- May and June 2008**

Dr. Fishman informed the Board that the cafeteria profit and loss report through June 2008, as prepared by Mrs. Mary Folker, Food Service Coordinator, and reviewed by Ms. Gregori, Business Manager, showed an overall profit of \$2,809 for the year.

Dr. Fishman stated that since the program made a profit this year, she is not looking to increase prices for the 2008 – 2009 school year at this time. She stated that she, along with the Business Manager, Director of Building Services, and the Food Service Coordinator, would continue to closely monitor the program. Should a price increase become necessary, Dr. Fishman said that she would bring a recommendation to the Board, which would take effect after the holiday break, in January 2009.

**C. State Board of Education Proposal for High Schools**

Dr. Fishman reviewed the proposal for secondary education reform proposed by the Commissioner of Education, Dr. Mark K. McQuillan, and the State Board of Education. She stated that the proposal is the result of research that seems to show that Connecticut is losing its edge as a national leader in education.

Dr. Fishman stated that the major changes being advocated are to be found on page thirty-two of the report. The major changes are:

- To require all high schools to have at least 3 credits of math for graduation: algebra I, geometry, and algebra II. In order to graduate, students will have to take and pass a state exam in algebra I and algebra II.
- To require all high schools to have at least 3 credits of science for graduation: biology, chemistry, and a full year lab course in physical or life science. In order to graduate, students will have to take and pass a state exam in biology and a state performance task in chemistry.
- To require all high schools to have at least 4 credits of English (already a requirement for graduation), language arts, and reading: English I, English II, Literature and Composition I, Literature and Composition II (or full-year elective). In order to graduate, students will have to take and pass a state exam in English II.
- To require all high schools to have at least 3 credits of history/social science for graduation: international studies, U.S. history (already required), .5 civics (already required), and .5 elective. In order to graduate, students will have to take and pass a state exam in U.S. history.
- To require all high schools to have at least 2 credits in world language for graduation.
- To require all high schools to have 2 credits in career and technical education and the arts for graduation with at least .5 credits of careers and technical education and at least .5 credits in the arts.

- To require all high schools to have at least 2 credits in health and wellness for graduation: 1.5 credits in physical education and .5 credits in health, nutrition and wellness.
- To require all high schools to have at least 4 credits in electives for graduation.
- To require all seniors to complete a demonstration project in order to graduate.

Dr. Fishman stated that at present, a student is required to have 22 credits in order to graduate Stafford High School: 4 in English, 3 in social studies (1 must be in U.S. history, 1 in world history, and .5 in civics), 3 in math, 1 in the arts or vocational education, 3 in science (1 must be in biology), .5 in health, 2 in physical education, .5 in technology, and 5 in electives for a total of 22 credits. In addition, the student must pass the CAPT math and language arts test.

Dr. Fishman noted that the State Board of Education is planning to gain approval from the governor and the legislature sometime within this fiscal year, with implementation beginning in 2012.

Dr. Fishman also mentioned that the Connecticut Association of Boards of Education (CABE), the Connecticut Association of Public School Superintendents (CAPSS), and the Connecticut Association of Public School Principals (CAS) have concerns surrounding this proposal, which fall into two areas. The first is a possible side effect of the upgrading of education requirements in specific areas, i.e. an increase in drop out rates for those students who are least engaged in the educational process. The second is the cost to districts for the hiring of additional teachers (and even shortages of qualified teachers in such areas as world language), and the additional time and course load of all teachers who will each have to direct/supervise a certain number of seniors in the demonstration project. A related cost, one which Stafford will not have to face, is the provision of classrooms for the additional teachers who must be hired to meet these new mandates.

Dr. Fishman said that she would keep the Board updated as she receives new information.

#### **ITEM VI. Public Forum**

There was a question from the audience regarding the budget information and the dollar amount for the CIRMA bill.

A member of the audience asked if the new secondary education requirements would apply to special education students. The Superintendent stated that they would.

#### **ITEM VII. Old Business**

There was no Old Business.

#### **ITEM VIII. New Business**

##### **A. Appointment- Asbestos Designee**

Mrs. Finch made a motion, seconded by Mrs. Bradway, that the Board of Education appoint Mr. Mark Granville as asbestos designee for the Stafford School District for the 2008 – 2009

school year, at a cost of \$750. Mrs. Bradway, Mrs. Finch and Mrs. Fowler, voted for the motion, which carried.

**B. Review and Approval of St. Edward School Lunch Contract for 2008 - 2009**

Dr. Fishman stated that the principal of St. Edward School, Ms. Mary Anne Pelletier, has requested that the Stafford Board of Education continue the lunch program for the 2008-2009 school year. She informed the Board that Ms. Jill Gregori, Business Manager, and Mrs. Susan Linder, Director of Building Services, reviewed the proposed contract, which remains the same as last year.

Mrs. Finch made a motion, seconded by Mrs. Fowler, that the Board of Education enter into an agreement with St. Edward School to provide St. Edward School with a lunch program for the 2008 – 2009 school year. Mrs. Bradway, Mrs. Finch and Mrs. Fowler, voted for the motion, which carried.

Mrs. Finch made a motion, seconded by Mrs. Fowler, that the Board of Education authorize Mr. Mark Fontanella, Chairman of the Board of Education, to sign the agreement with St. Edward School to provide St. Edward School with a lunch program for the 2008 - 2009 school year. Mrs. Bradway, Mrs. Finch and Mrs. Fowler, voted for the motion, which carried.

**C. 2008 – 2009 Music Field Trip Proposal to Doswell, Virginia and Washington, D.C., May 13 – 17, 2009**

Dr. Fishman reviewed with the Board a proposal for a five day music field trip (Wednesday, May 13, 2009-Sunday, May 17, 2009) to Doswell, Virginia and Washington, D.C., for the members of the middle school stage and select choirs. She said that in Doswell, stage and select choir members will compete in the Music Showcase Festival, and in Washington, D.C., students will have the opportunity to visit historic sites. Approximately 42 student choir members and adult chaperones (no more than 6 students per adult) will attend, for a cost of \$432 per attendee.

Mrs. Bradway made a motion, seconded by Mrs. Finch, that the Board of Education approve the May 13, 2009- May 17, 2009, Stafford Middle School Music field trip to Doswell, Virginia and Washington D.C., for members of the stage and select choirs, as presented. Mrs. Bradway, Mrs. Finch and Mrs. Fowler, voted for the motion, which carried.

**D. Review and Possible Approval of Revised Board Policies 4112.5- Security Check / Fingerprinting; 4112.6- Personnel Records; 4220- Non-Certified Substitutes- Terms of Employment; 5141.21 (a)-(b) Policy and Regulation- Administration of Medicines by School Personnel; and Stafford Public Schools' Acceptable Use Policy**

Dr. Fishman explained to the Board that the policies being presented under this agenda item were revisions of existing Board policies. She stated that these policies were reviewed and revised by a committee of administrators and the Board of Education's Policy Subcommittee to update, clarify, or better address the purpose of each policy, taking into consideration any changes in laws affecting these policies.

This item was tabled until the next regularly scheduled Board of Education meeting, which is on Monday, August 18, 2008, at which time Dr. Fishman will recommend their adoption. Dr. Fishman asked Board members to call or e-mail her with any questions regarding the revised policies.

**E. Review and Possible Approval of New Board Policies 0521.2- Commitment to Religious Neutrality (Prayer in the Schools); 1325 (a)-(b) Policy and Regulation- Advertising, Promotion, and Commercial Activities; 3516.5(a)-(d)- Sexual Offenders on School Property; 3520.1 (a)-(b) Policy and Regulation- Information Security Breach and Notification; 3520.11 (a)-(b)- Electronic Information Security; 4112.51 Policy and Regulation- Reference Checks; 5131.61- Inhalant Abuse; 5131.62- Alcohol, Drugs and Tobacco / Steroid Use; 5144.1 (a)-(e)- Use of Physical Force / Physical Restraint(s) / Seclusion; 6160 (a)-(b)- Educational Resources and Materials; Pre-kindergarten Class Size Policy; and Exposure to Infectious Diseases Policy**

Dr. Fishman explained to the Board that the policies being presented under this agenda item were new policies. She stated that these policies address new legislature or topics which the Connecticut Association of Boards of Education (CABE) or local experience indicate that a specific Board policy should be developed. These new policies were reviewed by a committee of administrators and the Board of Education's Policy Subcommittee.

This item was tabled until the next regularly scheduled Board of Education meeting, which is on Monday, August 18, 2008, at which time Dr. Fishman will recommend their adoption. Dr. Fishman asked Board members to call or e-mail her with any questions regarding the new policies.

**F. Obsolete Equipment- 1995 Ford F250 Pickup Truck**

Dr. Fishman stated that in accordance with the recommendation from Ms. Gregori, Business Manager, due to age a safety issues, the 1995 Ford F250 pickup truck should be declared obsolete.

Mrs. Fowler made a motion, seconded by Mrs. Bradway, that the Board of Education declare the 1995 F250 Ford pickup truck to be obsolete and unusable for school purposes and further authorize the administration to return this property to the town and to dispose of any and all property not needed by the town in an appropriate manner. Mrs. Bradway, Mrs. Finch and Mrs. Fowler, voted for the motion, which carried.

**ITEM IX. Personnel Matters**

**A. Resignation- Certified Staff Member**

Mrs. Fowler made a motion, seconded by Mrs. Bradway, to accept the resignation of the following staff member:

Name	Position	School	Effective Date	Reason
Diane E. Kuchinsky	Elementary Teacher	Stafford Elementary School	June 2008	Retirement.

Mrs. Bradway, Mrs. Finch and Mrs. Fowler, voted for the motion, which carried.

### **B. Appointments- Certified Staff Members**

Mrs. Finch made a motion, seconded by Mrs. Bradway, to appoint the following candidates for teaching positions as follows:

Name	CERTIFICATION AREA	SCHOOL/ ASSIGNMENT	REPLACING/ NEW	SALARY	EFFECTIVE DATE
Boldi, Corinna	Elementary, Grades K-6 (013)	Stafford Elementary School / Grade 5	Julian-Fiorini, Gail	\$37,668 (BA, Step 1)	8/21/08
Greenberg, Lori	Mathematics, Middle School (229)	Stafford Middle School	New	\$46,880 (MA, Step 5)	8/21/08
Harrington, Katey	Elementary, Grades K-6 (013)	Stafford Elementary School / Grade 4	Sullivan, Holly	\$40,181 (MA, Step 1)	8/21/08
Martin, Colleen	Comp. Special Education, K-12 (265)	Stafford High School / Special Education	Pastormerlo, Amy	\$66,462 (6 <sup>th</sup> Year, Step 11)	8/21/08
McGann, Cory	School Counselor (068)	Stafford High School / Guidance Counselor	Gunther, Kristen	\$46,370 (6 <sup>th</sup> Year, Step 3)	8/21/08
Neimann, Patricia	French, Grades 7-12 (018) Spanish, Grades 7-12 (023)	Stafford High School / Spanish / French Teacher	Hilyard, Virginia	\$64,675 (MA, Step 12)	8/21/08
Pelletier, Bonnie	Mathematics, Grades 7 – 12 (029)	Stafford High School / Mathematics Teacher	Tierney, Robert	\$40,181 (MA, Step1)	8/21/08
Silvia, Debby	Elementary, K-6 (013)	Stafford Elementary School / Grade 5	Kuchinsky, Diane	\$37,668 (BA, Step 1)	8/21/08
Ulloa, Conrado	Spanish, 7-12	Stafford High	Bendzinski,	\$46,880	8/21/08

	(023)	School / Spanish Teacher	Margaret	(MA, Step 5)	
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Mrs. Bradway, Mrs. Finch and Mrs. Fowler, voted for the motion, which carried.

**C. Approval of Leave of Absence- Certified Staff Member**

Mrs. Finch made a motion, seconded by Mrs. Fowler, that in accordance with Board Policy the Board of Education approve an unpaid leave of absence for childrearing purposes for Marci Stiles, until the end of the 2008 – 2009 school year. Mrs. Bradway, Mrs. Finch and Mrs. Fowler, voted for the motion, which carried.

Mrs. Fowler made a motion, seconded by Mrs. Finch, to place item **IX.D.- Director of Athletics and Recreation Salary Negotiations (Executive Session Anticipated), IX.E.- Review and Possible Approval of Non-Affiliated Salaries (Executive Session Anticipated) and IX.F.- Superintendent of Schools' Evaluation (Executive Session Anticipated)** into executive session. Mrs. Bradway, Mrs. Finch and Mrs. Fowler voted for the motion, which carried.

The Board took a brief recess at 8:07 p.m.

Mrs. Finch made a motion, seconded by Mrs. Bradway, to enter executive session. Mrs. Bradway, Mrs. Finch and Mrs. Fowler voted for the motion, which carried. The Board entered executive session at 8:15 p.m.

Mrs. Bradway made a motion, seconded by Ms. Finch, to return to regular session. Mrs. Bradway, Mrs. Finch and Mrs. Fowler voted for the motion, which carried. The Board returned to regular session at 9:48 p.m.

**D. Director of Athletics and Recreation Salary Negotiations (Executive Session Anticipated)**

Mrs. Finch made a motion, seconded by Mrs. Bradway, that the Board of Education approve a salary adjustment for the Director of Athletics and Recreation, with the stipend remaining the same as outlined in the current contract of employment. The Board also voted to extend the contract by one year, to 2011. Mrs. Bradway, Mrs. Finch and Mrs. Fowler voted for the motion, which carried.

**E. Review and Possible Approval of 2008 – 2009 Non-Affiliated Salaries (Executive Session Anticipated)**

Mrs. Finch made a motion, seconded by Mrs. Bradway, that the Board of Education approve the non-affiliated salaries, as adjusted, as recommended by the Superintendent of Schools. Further, the Board noted that should funds be available at a later time in the school year, as identified by the Superintendent, that the nurses receive an additional salary adjustment at that time. Mrs. Bradway, Mrs. Finch and Mrs. Fowler voted for the motion, which carried.



**F. 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. Finch made a motion, seconded by Mrs. Bradway, to adjourn the meeting. Mrs. Bradway, Mrs. Finch and Mrs. Fowler voted for the motion, which carried. The meeting adjourned at 9:48 p.m.

**Respectfully submitted,**

**Christine C. Marinelli, Recording Secretary**

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**Mark Fontanella, Chairperson**

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**Sandra Fowler, Secretary**