

**Regular Meeting  
Stafford Board of Education  
Pinney Administration Building  
Monday, April 7, 2008**

**Board Members Present:** Mr. Mark Fontanella, Chairperson  
Mrs. Lisa Bradway  
Mrs. Lisa Finch  
Mrs. Tracy Rummel  
Ms. Patricia Saunders  
Ms. Julie Stafford, arrived at 7:02 p.m.

**Absent:** Mrs. Sandy Fowler, Secretary

**Also Present:** Dr. Thérèse G. Fishman, Superintendent of Schools  
Mr. Michael Bednarz, Director of Curriculum and Instruction  
Mr. Robert Campbell, Assistant Principal, Stafford High School  
Dr. Marcia Elliott, Principal, West Stafford School  
Ms. Jill Gregori, Business Manager  
Mrs. Paula Kuenzler, Principal, Staffordville School  
Dr. Daniel Lefebvre, Director of Pupil Services  
Mr. Marco Pelliccia, Assistant Principal, Stafford Middle School  
Mr. Hank Skala, Principal, Stafford Elementary School  
Miss Cassandra Weed, Student Representative

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, March 24, 2008  
Special Meeting, April 1, 2008  
Special Meeting, April 1, 2008

A consensus of the Board approved the Secretary's Reports as presented for the regular meeting held on March 24, 2008, and the special meetings held on April 1, 2008.

**ITEM II. Treasurer's Report**

**A. Report on Bills**

**Board Bills**

March 19, 2008	\$ 68,471.39
March 26, 2008	\$283,765.25
April 2, 2008	\$ 83,103.23

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

### **ITEM III. Correspondence**

Mr. Fontanella stated that Miss Weed gave each Board member a flyer about the upcoming play, *Peter Pan*, which will be performed on May 1, 2, and 3, 2008. Board members also received a complimentary ticket to the show.

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

Miss Weed reported on the following:

- ❖ Upcoming games for track, golf, softball and baseball.
- ❖ The Drama Club Boosters' indoor tag sale was successful. They raised approximately \$800.
- ❖ Ad space in the program for *Peter Pan* is available. Act II of the play will be performed at the elementary schools.
- ❖ Sixty people donated blood during the National Honor Society blood drive.
- ❖ Seniors are working on their Citizens' Scholarship applications.
- ❖ The Safe Graduation Alumni Basketball Game was held last week. It was not as successful as in the past. They will need to come up with other alternatives for fundraisers.
- ❖ The Top Twenty Banquet will be held on Wednesday, June 11, 2008.
- ❖ The Baccalaureate Service has been scheduled for Wednesday, June 18, 2008. Mr. Pelliccia stated that the middle school graduation will also be held on that date.

Mr. Fontanella stated that the first district strategic planning meeting was held on Monday, March 31. He said that this was an interesting and exciting meeting, and that he, along with Mrs. Rummel and Mrs. Fowler, would keep the Board updated.

Mr. Fontanella reminded the Board members about the NEAS&C reception, which will be held on Sunday, May 4, 2008. He stated that each Board member should have received an invitation in their Board packet that week. Board members should respond to Ms. DeSantis or Mr. Shearer.

Mr. Fontanella reminded the Board members about the public forum on the budget, which will be held on Wednesday, April 9, at 7 p.m., in the middle school auditorium.

Dr. Fishman informed the Board that Miss Jamie Fish, a past student representative to the Board, contacted her recently. Miss Fish made the Dean's list and is working as a photographer on the student newspaper. Miss Fish is also applying for the position of editor.

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

#### **A. Volunteer Appreciation Celebration**

Dr. Fishman announced the volunteer (West Stafford School had a volunteer team) from each school who has / have given the most hours of service to our students, to date during the 2007 – 2008 school year. The volunteers were: Denise Jennings~ Stafford High School, Robin Frankowski~ Stafford Middle School, Tanya Buchanan~ Stafford

Elementary School, Trisha Gray~ Staffordville School, Laura Lybarger, Sharon Yefko, Michelle Barton, and Jennifer Worthington~ West Stafford School.

Mr. Fontanella presented each volunteer with a framed certificate and a gift.

The Board took a recess for refreshments at 7:33 p.m.

Mr. Fontanella called the meeting to order at 7:55 p.m.

## **B. Update on Pre-Kindergarten and Kindergarten Registration**

Dr. Fishman updated the Board on the kindergarten and pre-kindergarten registration for the 2008 – 2009 school year. She stated that in kindergarten, West Stafford School presently has 47 students who will be moving up from pre-kindergarten and 8 new registrations for a total of 55 students. She noted that at present, we have two kindergarten teachers at West Stafford who each teach two sections of kindergarten, for a total of 4 classes, which results in one class of 13 students and three classes of 14 students. With a reduction to 3 sections, the numbers would be: two classes of 18 students and one of 19 students. There are usually 8 - 10 more kindergarten registrations over the summer. Therefore, Dr. Fishman recommended that for the time being, we should stay with 4 sections of kindergarten at West Stafford School.

Dr. Fishman stated that in kindergarten at Staffordville School, the numbers are higher. There are 56 students who will be moving up from pre-kindergarten and 11 new registrations for a total of 67 students. She noted that at present, there are two kindergarten teachers at Staffordville who each teach two sections of kindergarten, for a total of 4 classes, resulting in one class of 16 students and three classes of 17 students.

She stated that pre-kindergarten numbers are much more difficult to deal with because we consider the ratio of three-year-olds to four-year-olds, the number of students we might be receiving from the birth-to-three program, and, at West Stafford School, the number of “slots” dedicated to those families who meet income guidelines for the Head Start program or the School Readiness program. At present, there are a total of 127 pre-k students registered.

Dr. Fishman reported that at Staffordville School, there are two pre-k teachers who each teach two sections of pre-k for a total of 4 classes. We limit the number of students in each class to 17 for a total of 68 available “slots” at Staffordville School, allowing space for birth-to-three registrants. She noted that presently at Staffordville, there are 22 pre-k students who will be returning as four-year-olds and 34 new registrations. Of these new registrations, 15 are three-year-olds and 19 are four-year-olds. Thus, overall at Staffordville School at this point in time, there are 56 pre-k students registered for 2008-2009 and 68 available “slots.”

Dr. Fishman reported that at West Stafford School, there are two pre-k teachers who each teach two sections of pre-k for a total of 4 classes, just as at Staffordville School. Moreover, for two of the classes (a.m.), Head Start guidelines of only 17 students per class must be followed, in addition to spaces that should be kept for children coming from the birth-to-three program. In all, then, there are 68 “slots” available. Presently, there are 24 pre-k students who will be returning as four-year-olds and 47 new registrations. Of

these new registrations, 23 are three-year-olds and 24 are four-year-olds. Thus, overall at West Stafford School at this point in time, there are 71 pre-k students registered for 2008- 2009 and 68 available "slots." There will have to be a lottery held to determine which 3 children newly-registered for pre-k at West Stafford School will be put on a waiting list. According to past procedure, these children would be selected from the newly-registered three-year-olds.

Dr. Fishman informed the Board that she would give them another update by the end of June.

There was a question regarding the location of the gray areas. Ms. Gregori stated that the gray areas move from year to year depending on enrollment.

### **C. Financial Report through March 2008**

Dr. Fishman presented the financial report through March 2008, as prepared by Ms. Gregori, Business Manager. Dr. Fishman noted that the quarterly financial report was also included in each member's packet.

Dr. Fishman explained that the technology equipment line is over-expended by \$34,072, which is the amount for the CISCO switch, which is needed to power the new V-brick system at the high school. The building committee will reimburse the district for half of the cost of the switch. The district has also recently been made aware that this same switch is necessary for the conversion to Cox Communications.

Dr. Fishman stated that other highlights are included in her memo to the Board. She made note of two lines that are now over-expended, which are the 115 line, Non-Certified Related Salaries, and the 560 line, Tuition, Public and Private.

Mr. Fontanella asked if Dr. Fishman expected any more overages in equipment or any additional expenditures in the 500 account. Ms. Gregori stated that the accounts payable department has reviewed and balanced that account and there should not be any additional expenses.

Mrs. Rummel had a question regarding the billing procedures for custodial services. Ms. Gregori stated that our paymaster sends the bills out periodically. However, the town plans to pay their portion of the bills at one time at the end of the year.

Mrs. Bradway had a question regarding why the building committee is not covering the full cost of the switch. Dr. Fishman stated that they are coming to the end of the building project and there will not be enough money to cover the full cost of the switch. Additionally, there is a compliance issue with the announcer's booth at the field. It will have to be taken down, which is an unexpected cost.

### **D. Head Start Report through March 2008**

Dr. Fishman presented the Head Start report through March 2008, as prepared by Ms. Gregori, Business Manager. She stated that it is the second report since the new grant funds were allocated on February, 1, 2008. The report shows that \$9,926 has been expended or encumbered to date.

## **ITEM VI. Public Forum**

A member of the audience had a question regarding the funds for the switch and about the re-seeding of the softball field, which she stated can't be used at this time.

## **ITEM VII. Old Business**

### **A. Review and Possible Approval of Textbook Proposal- Grade 8 Social Studies at Stafford Middle School**

Ms. Stafford made a motion, seconded by Mrs. Bradway, that the Board of Education approve the adoption of the textbook, *American History*, McDougal Littell, 2008, as the core resource for eighth grade social studies, pending availability of funds. Mrs. Bradway, Mrs. Finch, Mrs. Rummel, Ms. Saunders and Ms. Stafford voted for the motion, which carried.

The Board thanked Mr. Bednarz and the teachers for the work that they did on this textbook adoption.

## **ITEM VIII. New Business**

### **A. Approval of BEST Mentor**

Mrs. Rummel made a motion, seconded by Mrs. Bradway, that the Board of Education approve Mrs. Donna Bourque for support teacher training in the BEST program for the Stafford Public Schools. Mrs. Bradway, Mrs. Finch, Mrs. Rummel, Ms. Saunders and Ms. Stafford voted for the motion, which carried.

### **B. Transfer of Funds**

As discussed in Item V.C., Dr. Fishman recommended a transfer of funds to cover the \$34,072 over-expenditure in the technology equipment line.

Mrs. Finch made a motion, seconded by Ms. Stafford, that the Board of Education approve the transfer of \$25,000 from the 100 line- Salaries, to the 700 line- Equipment. Mrs. Bradway, Mrs. Finch, Mrs. Rummel, Ms. Saunders and Ms. Stafford voted for the motion, which carried.

Mrs. Finch made a motion, seconded by Ms. Stafford, that the Board of Education approve the transfer of \$10,000 from the 500 line- Other Purchased Services, to the 700 line- Equipment. Mrs. Bradway, Mrs. Finch, Mrs. Rummel, Ms. Saunders and Ms. Stafford voted for the motion, which carried.

## **ITEM IX. Personnel Matters**

There were no personnel matters.

**ITEM X. Student Matters**

There were no student matters.

**ITEM XI. Adjournment**

Mrs. Finch made a motion, seconded by Ms. Stafford, to adjourn the meeting. Mrs. Bradway, Mrs. Finch, Mrs. Rummel, Ms. Saunders and Ms. Stafford voted for the motion, which carried. The meeting adjourned at 8:33 p.m.

**Respectfully submitted,**

**Christine C. Marinelli, Recording Secretary**

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**Mark Fontanella, Chairperson**

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**Sandra Fowler, Secretary**