

**Regular Meeting  
Stafford Board of Education  
Stafford Elementary School  
January 9, 2017, 6:30 p.m.**

**Board Members Present:** Mr. Scott Gallison  
Mrs. Andrea Locke  
Ms. Sonya Shegogue, Chairperson  
Mrs. Kathy Walsh

**Absent:** Mr. Peter Kovaleski  
Mr. Jeff Roberts  
Mrs. Tracy Rummel, Secretary

**Also Present:** Dr. Patricia A. Collin, Superintendent of Schools  
Mr. Isaac Combs, Student Representative  
Miss Autumn Gagnon, Alternate Student Representative  
Mrs. Debbie Szymanski, Business Manager

**Item I. Call to Order- Establishment of Quorum**

The meeting was called to order at 6:35 p.m. A quorum was established. Mr. Gallison made a motion, seconded by Mrs. Walsh, that Mrs. Locke be appointed acting secretary in the absence of Mrs. Rummel. Mr. Gallison, Mrs. Locke and Mrs. Walsh voted for the motion, which carried.

**Item II. Pledge of Allegiance**

Miss Gagnon led the Board in the Pledge of Allegiance.

**Item III. Secretary's Report- Approval of Minutes**

Special Meeting, 11/30/16  
Regular Meeting, 12/05/16

A consensus of the Board approved the Secretary's Report for the special meeting held on 11/30/16, and the regular meeting held on 12/05/16, as presented.

**Item IV. Treasurer's Report**

Bills, 12/06/16- \$114,281.54  
Bills, 12/06/16- \$288.00  
Bills, 12/06/16- \$10.75  
Grants, 12/06/16- \$11,919.73  
Bills, 12/19/16- \$12.00  
Bills, 12/20/16- \$457,014.26  
Grants, 12/20/16- \$9,659.82

A consensus of the Board approved the Bills and Grants, as presented.

**Item V. Correspondence**

**A. Board Meeting Reminder**

Ms. Shegogue read the Board meeting reminder that was posted on the agenda.

**B. Special Meeting Reminder**

Ms. Shegogue read the special meeting reminder that was posted on the agenda.

**C. BOE Email Accounts**

Mr. Gallison stated that he attended a seminar at Shipman and Goodwin in December. At the seminar, it was recommended that Board members use school email addresses rather than their personal email accounts. Mr. Gallison said that if the district receives an FOIA request, Board members using personal email accounts would have to provide access to their personal accounts so that it could be reviewed by an attorney to determine which, if any of the emails are responsive to the FOIA request. He said that this task is very costly.

The four Board members present at the meeting stated that they are interested in having school email accounts. Dr. Collin said that she would contact the other three Board members and give them the background and determine interest.

Dr. Collin reminded Board members that she sent via email a flyer from Tolland Public Schools regarding a presentation at Tolland High School on February 8, 2017, entitled *The Opioid Epidemic, Our Communities, Our Concern*.

Dr. Collin stated that a letter from the State of Connecticut regarding a reduction in the district's ECS grant in the amount of \$59,243 for 16-17, was distributed to the budget committee at the meeting held prior to the Board meeting. She shared a copy with those Board members not present at the budget committee meeting.

**Item VI. Board Reports**

**A. Report from Student Representative**

Miss Gagnon, Alternate Student Representative, gave an update on events at Stafford High School, including the Mount Snow Trip, as well as an athletic update. She also reported on the middle school PJ Day and Valentine's Day Dance. Mr. Combs, Student Representative, updated the Board on music and drama department events, as well as Staffordville's coin drive for Warming Families Makes Cents and school assemblies.

**B. Budget Committee**

The Budget Committee members are Mrs. Rummel, Ms. Shegogue and Mr. Kovaleski (Mrs. Locke, alternate). Ms. Shegogue reported that the committee met prior to the regular meeting. She said that the budget is a work in progress and that the administrators were present to support their requests.

**C. Curriculum Committee**

The Curriculum Committee members are Ms. Shegogue, Mrs. Locke and Mrs. Walsh (Mrs. Rummel, alternate). Ms. Shegogue stated that the committee meeting that was cancelled last month has not yet been rescheduled.

**D. Policy Committee**

The Policy Committee members are Mrs. Rummel, Mr. Kovaleski and Mrs. Walsh. Mrs. Walsh reviewed the changes discussed at the policy committee meeting on Friday, December 16, 2016. She said that the policies would be presented later on the agenda for consideration by the full Board.

**E. Negotiation Committee**

The Negotiation Committee members are Mrs. Locke, Ms. Shegogue and Mr. Roberts. There was no update from this committee.

**Item VII. Superintendent's Reports**

**A. Financial Report through December 31, 2016**

Dr. Collin presented the financial report of funds budgeted and encumbered/expended from July 1, 2016, through December 31, 2016, as prepared by Mrs. Deborah Szymanski, Interim Business Manager.

She reported that the total approved budget for the 2016-2017 school year is \$27,373,424, which is -0.36%, a decrease of \$99,076, as compared to the 2015-2016 approved budget. She said that the financial report indicates that period to date expenditures total 42.6% with 50.7% encumbered, leaving a balance of \$1,822,263 or 6.7% of the total budget to be expended or encumbered by June 30, 2017.

Mr. Gallison asked for an update on the status of the 2015 – 2016 budget. Dr. Collin and Mrs. Szymanski reported that the town auditors filed for an extension and have yet to complete the 2015 -2016 audit.

**B. Cafeteria Profit and Loss through November 2016**

Dr. Collin presented the Cafeteria Profit and Loss report for July 1, 2016, through November 30, 2016, as prepared by Mrs. Deborah Szymanski, Interim Business Manager. She said that the Food Services program reported a profit of \$7,320.89 for the month of November, and a year to date profit of \$18,942.94.

Dr. Collin said that as indicated in the memorandum from Mrs. Beth LaPane, Supervisor of Food Services, families have been utilizing PayForIt.net, which is available district wide. In addition to the Boars Head deli meats being available for order to high school employees, the department is working with Stafford Elementary School administrators to add a weekly (one day/week) frozen fruit juice bar for their students.

There were no questions or comments.

**C. Update on Self-Funded Health and Dental Insurance Funds through October 31, 2016**

Dr. Collin provided a memorandum and documentation prepared by Mrs. Deborah Szymanski, Interim Business Manager, regarding the status of our self-funded health and dental insurance programs via the portal.

She said that the health insurance fund reflected a total balance of \$1,809,669.30 as of October 31, 2016. At that time last year, the health insurance fund reflected a balance of \$1,289,083.37.

On October 31, 2016, the dental insurance fund reflected a balance of \$87,859.14. At that time last year, the dental insurance fund reflected a balance of \$86,032.16.

Mr. Gallison asked for clarification regarding the district's self-funded status.

**Item VIII. Public Forum**

There were no questions or comments.

**Item IX. Old Business**

There was no Old Business.

**Item X. New Business**

**A. Review and Possible Approval of Revisions to Current Board Bylaws- 9325 Meeting Conduct, 9325.1 Quorum, 9325.2 Order of Business, and 9325.3 Parliamentary Procedures and Policy 5110 K-12 Student Attendance: Attendance, Unexcused Absences & Truancy**

Dr. Collin reported that on October 31, 2016, and November 14, 2016, the policies enumerated below were initially discussed and reviewed by the Administrative Policy Committee (APC), which is comprised of the following staff- Mr. Michael Bednarz, Director of Curriculum & Instruction; Mr. Marco Pelliccia, Principal, Stafford High School; Mrs. Jennifer Hoffman, Principal, Stafford Middle School; Mrs. Peggy Falcetta, Principal, Staffordville School; Mrs. Amy Stevenson, Director of Pupil Services and Dr. Collin. Subsequently, on December 16, 2016, the same policies were also reviewed by the Board Policy Committee (BPC), comprised of Mrs. Kathy Walsh (Chairperson), Mr. Peter Kovaleski, and Mrs. Tracy Rummel.

The following policies were attached in the portal for the Board's review:

- **Bylaw 9325: Meeting Conduct**
- **Bylaw 9325.1: Quorum** (No revisions are recommended at this time.)
- **Bylaw 9325.2: Order of Business**
- **Bylaw 9325.3: Parliamentary Procedures** (No revisions are recommended at this time.)
- **Policy 5110: K-12 Student Attendance – Attendance, Unexcused Absences & Truancy**

Dr. Collin said that the justification for a revision to Meeting Conduct and Order of Business Bylaws is to simplify the procedures and avoid any attempt to regulate the content of speech, in accordance with potential First Amendment issues. She said that the district has also been advised to consider the concept of "public comment" rather than "public forum" as the latter, under the First Amendment jurisprudence, refers to expressive activities. She noted that the Attendance policy revisions reflect the new truancy laws, and separates the general policy portion from the administrative regulations. No revisions are warranted at this time for the Quorum and Parliamentary Procedures Bylaws.

Since current Board Policy 9311 requires consideration of the Board at two regular meetings, this item will be placed under "Old Business" on the next regular meeting agenda.

**B. Review and Possible Approval of Replacement Policies 3280 Gifts, Grants & Bequests, 4112.5/4212.5 Employment Checks (formerly Security Check / Fingerprinting and Reference Checks) and Bylaw 9311 Formulation, Adoption & Amendment of Policies**

Dr. Collin reported that on October 31, 2016, and November 14, 2016, the policies enumerated below were initially discussed and reviewed by the Administrative Policy Committee (APC), which is comprised of the

following staff: Mr. Michael Bednarz, Director of Curriculum & Instruction; Mr. Marco Pelliccia, Principal, Stafford High School; Mrs. Jennifer Hoffman, Principal, Stafford Middle School; Mrs. Peggy Falcetta, Principal, Staffordville School; Mrs. Amy Stevenson, Director of Pupil Services and Dr. Collin. Subsequently, on December 16, 2016, the same policies were also reviewed by the Board Policy Committee (BPC), comprised of Mrs. Kathy Walsh (Chairperson), Mr. Peter Kovaleski, and Mrs. Tracy Rummel.

The following policies were attached in the portal for the Board's review:

- **Policy 3280 Gifts, Grants & Bequests**
- **Policy 4112.5/4212.5 Employment Checks (Formerly Security Check/Fingerprinting and Reference Checks Policies)**
- **Bylaw 9311 Formulation, Adoption & Amendment of Policies**

Dr. Collin said that in response to input from Board of Education members, the district recommends adoption of Shipman & Goodwin's model policy and corresponding administrative regulation to guide the acceptance of gifts and donations. This policy is intended to replace the district's current policy 3280 Gifts, Grants & Bequests.

She reported that although the Board revised its policy in June, 2015, with the recent major overhaul of the background check requirements as a result of new legislation, it was also recommended that the Board adopt the attached model employment checks policy. She said that it includes updates to the criminal history check (which includes new clarifications for applicants' right to challenge criminal history check records) and the new employment history checks required by Public Act 16-67, in addition to other clarifications. With the adoption of this policy, the Board will have the opportunity to repeal Policies 4112.5 Security Check/Fingerprinting and 4112.51 Reference Checks, the latter of which is embedded in the suggested model policy.

Dr. Collin stated that since the revision of Bylaw 9311 Formulation, Adoption, & Amendment of Policies in June 2009, the Board formed committees, one of which was the Board Policy Committee. The purpose of this committee is to review, revise and recommend adoption of policies to the full Board of Education. Because the Board Committee meetings are held in public session, the adoption of the attached replacement policy will allow for *policy development by the Board of Education or its Policy Committee*. The policy further specifies, *Except for emergency situations, policies will be adopted, amended, or deleted after consideration by, and the recommendation of, the Board of Education Policy Committee and then after subsequent consideration by the Board of Education at a regular meeting of the Board.*

Since current Board Policy 9311 requires consideration of the Board at two regular meetings, this item will be placed under "Old Business" on the next regular meeting agenda.

**C. Review and Possible Approval to Repeal Existing Board Policy 3280 Gifts, Grants & Bequests, 4112.5/4212.5 Security Checks / Fingerprinting, 4112.51/4212.51 Reference Checks and Bylaw 9311 Formulation, Adoption & Amendment of Policies**

Dr. Collin reported that on October 31, 2016, and November 14, 2016, the policies enumerated below were initially discussed and reviewed by the Administrative Policy Committee (APC), which is comprised of the following staff- Mr. Michael Bednarz, Director of Curriculum & Instruction; Mr. Marco Pelliccia, Principal, Stafford High School; Mrs. Jennifer Hoffman, Principal, Stafford Middle School; Mrs. Peggy Falcetta,

Principal, Staffordville School; Mrs. Amy Stevenson, Director of Pupil Services and Dr. Collin. Subsequently, on December 16, 2016, the same policies were also reviewed by the Board Policy Committee (BPC), comprised of Mrs. Kathy Walsh (Chairperson), Mr. Peter Kovaleski, and Mrs. Tracy Rummel.

The following policies were attached in the portal for the Board's review:

- **Policy 3280 Gifts, Grants & Bequests**
- **Policy 4112.5/4212.5 Security Check/Fingerprinting**
- **Policy 4112.51/4212.51 Reference Checks**
- **Bylaw 9311 Formulation, Adoption & Amendment of Policies**

Dr. Collin said that the justification for the repeal of these three policies was provided previously.

Since current Board Policy 9311 requires consideration of the Board at two regular meetings, this item will be placed under "Old Business" on the next regular meeting agenda.

**D. Establishment of Town of Stafford Self-Insured Medical/Rx and Dental Programs Internal Services Fund Policy**

Dr. Collin stated that in consultation with Mr. Ron Theriault, Digital Benefit Advisors (formerly Ovation), she is providing to the Board a draft internal services fund policy for its consideration prior to submission to the Board of Selectmen and the Board of Finance. She said that the purpose of the fund, as indicated in the policy, is to establish a reserve to *be maintained as part of its self-insurance program to ensure its future solvency*. Dr. Collin said that the Reserve would be available to do the following:

- Stabilize premium cost increases; and/or
- Meet unanticipated self-insurance financial needs; and/or
- Fund potential run-out claims should the employer move back to an insured arrangement.

She noted that through the policy, the Boards (BOE, BOS and BOF) would have shared authority over Reserves totaling a proposed 16% or less of the budgeted expenditures.

Mrs. Locke made a motion, seconded by Mrs. Walsh, that the Board of Education approve of the draft policy, as presented, and forward to the Board of Selectmen and Board of Finance for consideration of approval. Mr. Gallison, Mrs. Locke and Mrs. Walsh voted for the motion, which carried.

**E. Approval of Authorized Signers for Stafford Savings Bank Accounts**

Dr. Collin provided via the portal a copy of the Corporate Resolution for Account form designating Stafford Savings Bank as a depository for the Stafford Board of Education. She said that the form requires that the Board of Education ("Board of Directors") authorize officers and agents of the school district to deposit funds in the Bank. Such authorization from the Board of Education allows school officials to conduct other types of transactions as stipulated in the resolution, such as signing checks.

Mrs. Locke made a motion, seconded by Mr. Gallison, that the Board of Education authorize Dr. Patricia Collin, Superintendent of Schools, and Mrs. Deborah Szymanski, Interim Business Manager, as designated signers for the Board of Education Food Services account and Dr. Patricia Collin, Superintendent, and Mrs.

Anna Gagnon, Principal, as designated signers for the West Stafford School Activity account. Mr. Gallison, Mrs. Locke and Mrs. Walsh voted for the motion, which carried.

Mr. Gallison made a motion, seconded by Mrs. Walsh, that the Board of Education authorize Mrs. Andrea Locke, Acting Secretary, to certify that this action has been taken at its meeting on January 9, 2017. Mr. Gallison, Mrs. Locke and Mrs. Walsh voted for the motion, which carried.

**F. Disposal of Obsolete Gymnastic Equipment at Stafford Middle School**

Dr. Collin stated that as reflected in the memoranda to Mrs. Jennifer Hoffman, Principal, from the Physical Education Department, which was provide via the portal, its gymnastic equipment has been deemed unsafe and, therefore, should be deemed obsolete.

She said that the cost to replace the equipment, which includes uneven bars, vault, high beam, parallel bars, dismount mats and a vault spring board, is estimated at \$17,000. The teachers have been working with Mr. Michael Bednarz, Director of Curriculum & Instruction, to develop two new units to replace gymnastics in the curriculum.

According to Board of Education policy 3260-*Sales and Disposal of Books, Equipment, and Supplies*, the obsolete gymnastic equipment must be returned to the Town of Stafford.

Miss Gagnon asked why the equipment is considered unsafe at this time. She said that it was her favorite unit in physical education when she was at the middle school. Dr. Collin said that the equipment was in disrepair, which deemed it unsafe.

Mr. Gallison said that he wished that the district could find the money necessary to replace this equipment versus replacing the unit with something that is more sedentary.

Mrs. Walsh made a motion, seconded by Mrs. Locke, that the Board of Education approve the return of the obsolete gymnastic equipment to the Town of Stafford, according to the provisions of Board policy 3260-*Sales and Disposal of Books, Equipment, and Supplies*. If the Town does not want the equipment, the district will assume responsibility for proper disposal. Mr. Gallison, Mrs. Locke and Mrs. Walsh voted for the motion, which carried.

**Item XI. Personnel Matters**

**A. Acceptance of Resignation- Certified Staff Member**

Mrs. Locke made a motion, seconded by Mr. Gallison, that the Board of Education accept the resignation of the following staff member, as indicated:

NAME	POSITION	SCHOOL	EFFECTIVE DATE	REASON
Hayes, Laura	School Psychologist	Stafford High School	12/23/16	To accept a positon in another CT district.

Mr. Gallison, Mrs. Locke and Mrs. Walsh voted for the motion, which carried.

**B. Evaluation of a Public Official / Officer: Individual Board of Education Member' Performance (Board Member Input / Feedback on Individual Performance of Each Member and Interpersonal Relationships) (Executive Session Anticipated)**

Mr. Gallison requested that this item be tabled until the next regularly-scheduled meeting when the Board is more fully represented. The Board members present agreed. Ms. Shegogue stated that this item will be placed on the agenda of the January 30, 2017, Board meeting agenda.

**Item XII. Student Matters**

There were no Student Matters.

**Item XIII. Adjournment**

Mr. Gallison made a motion, seconded by Mrs. Locke, to adjourn. Mr. Gallison, Mrs. Locke and Mrs. Walsh voted for the motion, which carried. The meeting adjourned at 7:46 p.m.

**Respectfully submitted,  
Christine C. Marinelli, Recording Secretary**

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**Sonya Shegogue, Chairperson**

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**Andrea Locke, Acting Secretary**