

**Regular Meeting
Stafford Board of Education
Stafford Elementary School
April 24, 2017, 6:30 p.m.**

Board Members Present: Mr. Scott Gallison
Mr. Peter Kovaleski
Mrs. Andrea Locke
Mrs. Tracy Rummel, Secretary
Ms. Sonya Shegogue, Chairperson
Mrs. Kathy Walsh

Absent: Mr. Jeff Roberts

Also Present: Dr. Patricia A. Collin, Superintendent of Schools
Mr. Michael Bednarz, Director of Curriculum and Instruction
Mr. Isaac Combs, Student Representative
Ms. Peggy Falcetta, Principal, Staffordville School
Ms. Anna Gagnon, Principal, West Stafford School
Miss Autumn Gagnon, Alternate Student Representative
Ms. Jennifer Hoffman, Principal, Stafford Middle School
Mr. Steve Montgomery, Assistant Principal, Stafford Elementary School
Ms. Melissa Morgan-Hostetler, Assistant Principal, Stafford Middle School
Mr. Marco Pelliccia, Principal, Stafford High School
Ms. Jolene Piscetello, Principal, Stafford Elementary School
Mrs. Debbie Szymanski, Business Manager

Item I. Call to Order- Establishment of Quorum

The meeting was called to order at 6:32 p.m.

Item II. Pledge of Allegiance

The student representative led the Board in the Pledge of Allegiance. The Board had a moment of silence for one of our students that recently passed away.

Item III. Secretary's Report- Approval of Minutes

Regular Meeting, 3/27/17
Special Meeting, 4/5/17

A consensus of the Board approved the Secretary's Report for the regular meeting held on 3/27/17, and the special meeting held on 4/5/17, as presented.

Item IV. Treasurer's Report

Bills, 4/4/17- \$249,083.44
Grants, 4/4/17- \$31,005.78

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.

Dr. Collin distributed a brochure from CABA regarding the 2017 Collective Bargaining Workshop and an article from the Journal Inquirer entitled *A Conversation with Brett Duchon*, middle school music teacher.

Dr. Collin also mentioned that the town meeting on the budget would be held on Wednesday, May 3, with the referendum tentatively scheduled for Wednesday, May 10.

Item VI. Board Reports

A. Report from Student Representative

Miss Gagnon reported on the following topics:

- Empathy focus at Stafford Elementary School this month
- CMTs in Grade 5
- Smarter Balanced Assessments at SES
- Science Fair at SES
- Art Show
- Concerts at SES
- SMS Play
- UCONN STEM Trip
- CMTs at SMS
- NHS Induction Ceremony at SHS
- CAPT at SHS
- SAT Makeups
- 8th Grade Orientation at SHS
- Teacher Appreciation Week
- Athletic Update
- Unified Awards

Mr. Combs reported on the following topics:

- Family Fun Night at WS
- BOE Members Invited to Read at WS
- Puppet Show
- Concerts
- SV Newsletters Available
- SHS Music Update
- Drama Production
- Senior Breakfast / Performance of Play

B. Budget Committee

The Budget Committee members are Ms. Shegogue, Mr. Gallison and Mr. Kovaleski (Mrs. Locke, alternate). There was no update from this committee. Dr. Collin asked if the committee members were available to meet prior to the regularly-scheduled Board meeting on Monday, May 8, 2017, to discuss the bus contract. The members indicated that they were available. The meeting will be scheduled at 5:30 p.m.

C. Curriculum Committee

The Curriculum Committee members are Ms. Shegogue, Mrs. Locke and Mrs. Walsh (Mrs. Rummel, alternate). There was no update from this committee. Mr. Bednarz stated that he would like to hold a meeting on Monday, May 22, 2017, topics to be determined.

D. Policy Committee

The Policy Committee members are Mrs. Rummel, Mr. Kovaleski and Mrs. Walsh. There was no report from this committee. Dr. Collin said that two policies were reviewed virtually by the Administrator Policy Committee and will be presented to the Board Policy Committee after the Wellness Committee has met. Mr. Gallison asked if the committees had reviewed the policy he sent via email. Dr. Collin stated that she hadn't received that email and asked that Mr. Gallison forward it to her.

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. Notification of Science Technology Engineering Mathematics (STEM) Grant Award

Dr. Collin stated that on behalf of the district, Mr. Michael Bednarz, Director of Curriculum & Instruction, submitted a grant application earlier this month for participation in a STEM grant opportunity. Funded through the United States Office of Naval Research, the grant focuses on high school physics and STEM. She said that it is valued at nearly \$18,000.

Dr. Collin reported that the district was notified on April 17, 2017, that its application was accepted for participation in the Office of Naval Research, "Strengthening the STEM Pipeline." Board members were provided via the portal with Mr. Bednarz's memo, the grant award letter, the application form and the candidacy support statement from Ms. Nichole Martorelli, Science Department Head, and Mr. Dave Gorski, CTE Curriculum Team Leader.

There were no questions from the Board members.

Mr. Bednarz stated that the grant award is valued at approximately \$18,000 and includes free access to 100 e-book licenses for 6 years, in addition to other benefits for the high school program.

B. Financial Report July 1 2016, through March 31, 2017

Dr. Collin presented the financial report of funds budgeted and encumbered/expended from July 1, 2016, through March 31, 2017, as prepared by Mrs. Deborah Szymanski, Interim Business Manager.

She said 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. The report indicates that period to date expenditures/encumbrances total \$26,105,264.30 or 95.4% of the budget, leaving a balance of \$1,268,159.72 or 4.6% of the total budget to be expended or encumbered by June 30, 2017.

Mr. Gallison asked a question about the over-expenditure in the out-of-district tuition line. Dr. Collin explained that the Director of Pupil Services budgets what is necessary to cover expenses and then the excess cost grant money is backed out of the budget. Therefore, certain lines in the budget will show as over-expended until the excess cost money is credited.

C. Cafeteria Profit and Loss Report July 1, 2016 through March 31, 2017

Dr. Collin presented the Cafeteria Profit and Loss report for July 1, 2016, through March 31, 2017, as prepared by Mrs. Deborah Szymanski, Business Manager. She said that the Food Services program had a profit of \$6,674.64 for the month of March while the account reflects a year-to-date profit of \$17,827.

Dr. Collin informed the Board that a Stafford High School graduate, Danielle Bourque, worked with Mrs. Beth LaPane, Supervisor of Food Services, as a dietetic intern for five weeks. She said that Danielle is currently enrolled in the Priority Nutrition Care Dietetic Internship Program out of Boston, Massachusetts.

Item VIII. Public Comment

A member of the audience spoke in support of a staff member at the middle school that will be leaving at the end of the school year. She said that this staff member does an excellent job and has made a positive impact on her child. She said that it is unfortunate that she's leaving the district.

Item IX. Old Business

There was no Old Business.

Item X. New Business

A. Approval of Graduation Date- Class of 2017

Dr. Collin presented a proposal from Mr. Marco Pelliccia, Principal of Stafford High School, to set the 2017 graduation date on Tuesday, June 20, 2017. She said that to date, the district has had a total of six school cancellations due to inclement weather. She also noted that a list of the year-end events was also provided via the portal.

Mrs. Locke made a motion, seconded by Mr. Gallison, that the Board of Education approve Tuesday, June 20, 2017, as the graduation date for the Class of 2017. Mr. Gallison, Mr. Kovaleski, Mrs. Locke, Mrs. Rummel and Mrs. Walsh voted for the motion, which carried.

B. Review and Possible Approval of Budget Transfer

Dr. Collin stated that Board Policy #3160: Transfer of Funds Between Categories, addresses the Board's ability to transfer appropriations "for school purposes to any other item of such itemized estimate, but expenditures shall not exceed the appropriation made by the fiscal authority combined with such money as may be received from other sources for school purposes."

She said that the policy also authorizes the Superintendent “to transfer funds from any line item in an amount less than \$10,000 under emergency conditions if the urgent need for the transfers prevents the Board from meeting in a timely fashion to consider such transfer. All transfers made in such instances shall be announced at the next regularly scheduled meeting of the Board and a written explanation of such emergency transfer shall be provided to the legislative body. . . .”

A memorandum prepared by Mrs. Deborah Szymanski, Interim Business Manager, was provided for Board members via the portal. It stated that prior to the spring break, Mrs. Dillon requested a transfer of \$4,000 from the Drama Dues & Fees account to the Drama Supplies account in preparation for the spring performance, which is scheduled for the first weekend in May. Mrs. Dillon’s formal written request was also attached.

Dr. Collin stated that in accordance with this policy, she was seeking the Board’s official approval of the transfer after which the Board of Finance will be notified.

A Board member asked for clarification regarding the Drama Dues and Fees account.

Ms. Shegogue shared that she had a meeting at the high school last week with Mr. Pelliccia, Ms. Griswold and Dr. Collin. She said that it was determined that the students would be grouped from shortest to tallest, that that she has every confidence in the faculty and administration’s ability to make the end of year events memorable for students.

Mrs. Rummel made a motion, seconded by Mrs. Walsh, that the Board of Education approve of the following transfer as presented:

Account Name	Account #	Current Budget	Transfer Amount	Revised Budget
SHS Drama Dues & Fees	001.03.810.2900.180	\$4,000.00	(\$4,000)	\$0.00
SHS Drama Supplies	001.03.611.2900.180	\$1,900.00	\$4,000	\$5,900.00

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

C. District-wide School Climate Study

Dr. Collin said that during executive session on April 5, 2017, Board members discussed contracting with an independent service provider to conduct a district-wide school climate study. The purpose of the study would be to identify possible school climate issues not reflected in the annual mandated school climate survey and generate recommendations for consideration by the district in order to remedy potential issues.

She said that the item is included on the agenda to allow for discussion and possible authorization of the Superintendent to obtain proposals from possible vendors for the Board’s consideration.

Mr. Gallison said that he did not agree to proceed in that manner. He proposed that the Board meet, decide on the questions that would be asked, and send the project out to bid all on its own. He said if the administration is involved in any part of the survey, it would be a colossal waste of time and money.

Mrs. Locke stated that she's spoken with several staff members in the district and they either don't complete the mandated school climate survey or aren't honest because they are afraid.

Mr. Kovaleski stated that the Board has to use someone that doesn't know anyone in the district so that all bias is removed.

Mrs. Walsh said that it's important for staff to understand that it's the Board conducting the survey and not the administration.

Mrs. Rummel suggested that the Board reach out to consultants to see what types of services they offer and what they'd recommend, since these surveys are not uncommon.

Mr. Gallison said that he'd like to be a part of a Board subcommittee for this purpose, and he'd like to see the work begin as soon as possible. He said that there should be at least 3 bids and the person responsible for the project can't have worked in the district before or have previous ties to the district.

Mr. Gallison made a motion, seconded by Mrs. Locke, that the Board of Education conduct the background work and solicit bids from contractors to conduct a study on district climate. Mr. Gallison, Mr. Kovaleski, Mrs. Locke, Mrs. Rummel and Mrs. Walsh voted for the motion, which carried.

The committee members are, as follows: Ms. Shegogue, Mr. Gallison and Mrs. Walsh.

Item XI. Personnel Matters

A. Teachers Eligible for Tenure / Teachers' Performance (Executive Session Anticipated)

Dr. Collin stated that all of the staff members on the confidential list of staff members up for tenure have requested that any evaluation of their performance happen in executive session and that the staff member would be invited. She reminded the Board that the list was being provided as a professional courtesy and that the Board of Education does not grant tenure. The Board members did not have any questions, therefore executive session was not necessary.

B. Recommendation of the Superintendent of Schools Concerning Teacher Non-Renewals

Dr. Collin said that in her capacity as Superintendent of Schools, she is recommending that the Board of Education non-renew the teaching contracts of the non-tenured staff members listed at the end of the 2016-2017 school year, in accordance with the provisions of Connecticut General Statutes Section 10-151, and that the Board authorize her to furnish written notice of the action. She said that she is making this recommendation due to possible elimination for budgetary reasons, which she views to be sufficient basis for the recommended action.

Name	Position	School	Effective Date
Alberti, Kaylee	Math Teacher	Stafford High School	End of the School Year, June 2017
Corpus, Kristin	English Teacher	Stafford High School	End of the School Year, June 2017
Labbadia, Craig	Social Studies Teacher	Stafford Middle School	End of the School Year, June 2017
Rainville, Christine	Technology Education	Stafford High School	End of the School Year, June 2017

She said that the above named teachers have been advised prior to this meeting that she intended to make this recommendation; and, if the Board takes action, the teacher has the right under Connecticut General Statutes Section 10-151 to request the reasons for the Board's action to non-renew his/her contract of employment and that further, depending upon those reasons, may be entitled to a due-process hearing to consider the Board's decision to non-renew the contract of employment.

Dr. Collin said that she is also recommending that she be authorized and instructed to communicate notice of this action in writing to the affected party and to respond on behalf of the Board to any appropriate requests, which may be forthcoming from the teacher or his/her representative(s) as provided in the Teacher Tenure Law.

Mr. Gallison said that he is not happy with the non-renewal of the English teacher after the Board voted to keep that position in the budget.

Mr. Kovalski said that the four teachers being non-renewed work in four of the most important areas of instruction.

Mrs. Walsh said that when the Board gives a directive, it expects it to be followed. She said that the Board directed administration to keep the English position in the budget, and now the position is being taken out.

Dr. Collin and Mr. Pelliccia explained the process that the administrators went through to come to this decision, which was not taken lightly. Dr. Collin said that she hopes that no further budget cuts will be necessary and then the non-renewals can be rescinded.

Mrs. Rummel made a motion, seconded by Mr. Gallison, that pursuant to Connecticut General Statutes Section 10-151, the Stafford Board of Education non-renew the teacher contracts of those staff members listed above at the end of the 2016-2017 school year. Mr. Gallison, Mr. Kovalski, Mrs. Locke, and Mrs. Rummel voted for the motion. Mrs. Walsh opposed the motion. The motion carried by majority vote.

Mrs. Rummel made a motion, seconded by Mr. Gallison, that Stafford Board of Education direct the Superintendent of Schools to communicate this action of the Board in writing to each of the above named teachers and that the Superintendent of Schools be authorized to respond on behalf of the Board of Education to any requests for a hearing, if required by law, or for other data which may be forthcoming from the teacher and/or his/her representative(s) pursuant to applicable provisions of Connecticut General Statutes Section 10-151; and that the Superintendent of Schools be directed that any response to a request for a hearing, and if a hearing is required by law, indicate that such hearing is to be before the Board of Education. Mr. Gallison, Mr. Kovalski, Mrs. Locke, and Mrs. Rummel voted for the motion. Mrs. Walsh opposed the motion. The motion carried by majority vote.

Item XII. Student Matters

There were no Student Matters.

Item XIII. Adjournment

Mrs. Locke made a motion, seconded by Mrs. Rummel, to adjourn. Mr. Gallison, Mr. Kovaleski, Mrs. Locke, Mrs. Rummel and Mrs. Walsh voted for the motion, which carried. The meeting adjourned at 7:42 p.m.

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

Sonya Shegogue, Chairperson

Tracy L. Rummel, Secretary

DRAFT