

**Regular Meeting
Stafford Board of Education
Stafford Elementary School
May 8, 2017, 6:30 p.m.**

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

Also Present: Dr. Patricia A. Collin, Superintendent of Schools
Mr. Isaac Combs, Student Representative
Ms. Peggy Falchetta, Principal, Staffordville School
Ms. Anna Gagnon, Principal, West Stafford School
Miss Autumn Gagnon, Alternate Student Representative
Ms. Jennifer Hoffman, Principal, Stafford Middle School
Mr. Marco Pelliccia, Principal, Stafford High School
Ms. Jolene Piscetello, Principal, Stafford Elementary School
Ms. Amy Stevenson, Director of Pupil Services
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.

Item III. Secretary's Report- Approval of Minutes

Regular Meeting, 4/24/17

A consensus of the Board approved the Secretary's Report for the regular meeting held on 4/24/17, as presented.

Item IV. Treasurer's Report

Bills, 5/1/17- \$180,092.07
Grants, 5/1/17- \$7,631.88

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 and the reminder that the budget referendum would be held on Wednesday, May 10, 2017, from 6 a.m. to 8 p.m.

Item VI. Board Reports

A. Report from Student Representative

Miss Gagnon reported on the following topics:

- Teacher Appreciation Week
- College Knowledge Night
- Art Show
- Interactive Lesson on Tolerance
- Scholar Athlete Awards
- Smarter Balance Testing
- Spring Concert

Mr. Combs reported on the following topics:

- Family Movie Night
- First Grade Musical
- Touch Tank
- *Chitty Chitty Bang Bang*
- Sharing Assembly
- *Lemonade* the Musical
- Music and Drama Report
- Senior Citizen Breakfast
- SHS Spring Concert

B. Budget Committee

The Budget Committee members are Ms. Shegogue, Mr. Gallison and Mr. Kovaleski (Mrs. Locke, alternate). Ms. Shegogue said that the committee members met prior to the Board meeting to discuss the bus contract with M&J Bus Inc. The bus contract will be presented to the full Board at the regularly-scheduled meeting on Monday, May 22, 2017.

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.

D. Policy Committee

The Policy Committee members are Mrs. Rummel, Mr. Kovaleski and Mrs. Walsh. There was no report from this committee. Dr. Collin asked if the committee members were available for a meeting on Friday, May 19, 2017, at 8 a.m. The members indicated that they were available.

E. Negotiation Committee

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

F. District Climate Study Committee

Ms. Shegogue said that the committee met on Monday, May 1, 2017, and discussed options. She said that she's contacted CREC and EASTCONN and has received responses that they are willing to come out and make a presentation to the committee. Mr. Gallison said that he heard from one person and is waiting to hear from others. The committee determined that it will schedule a meeting in the near future and invite the consultants to make presentations.

Item VII. Superintendent's Reports

A. Presentation of Graduating Seniors- Rockville Agriculture Science & Technology Program

Dr. Collin introduced Dr. David Mordasky, Rockville Regional Agricultural Consulting Committee Member from Stafford, who was present at the Board of Education meeting to introduce this year's Stafford residents, who are graduating from Rockville Agricultural Science & Technology Program, previously known as Rockville Vocational Agricultural Program.

Three of the four graduating students were present at the meeting to speak about the program and projects, in which they have been involved with at Rockville Vo-Ag.

Item VIII. Public Comment

A member of the audience complimented the students from Rockville on how poised they were in front of the Board and the audience.

Item IX. Old Business

There was no Old Business.

Item X. New Business

There was no New Business.

Mrs. Rummel made a motion, seconded by Mrs. Locke, that the Board place Items XI.A and XI.B. into executive session. Mr. Gallison, Mr. Kovaleski, Mrs. Locke, Mr. Roberts, Mrs. Rummel and Mrs. Walsh, voted for the motion which carried.

The Board took a brief recess at 7:02 p.m.

Mr. Roberts made a motion, seconded by Mr. Gallison, to enter executive session. Mr. Gallison, Mr. Kovaleski, Mrs. Locke, Mr. Roberts, Mrs. Rummel and Mrs. Walsh, voted for the motion which carried. The Board entered executive session at 7:25 p.m. Dr. Collin was invited to attend.

Item XI. Personnel Matters

A. Responsibilities and Salary Relative to Business Manager Position and Possible Realignment of Duties (Executive Session Anticipated)

Dr. Collin informed the Board that over the course of the past couple of years, administration has been discussing the roles and responsibilities of central office staff members resulting from the closure of the

Pinney Building coupled with a multitude of new requirements imposed by the legislature and Connecticut State Department of Education. Additionally, with the decision of the Interim Business Manager to return to the classroom, she believes it would be best to consider realignment of duties and responsibilities of central office staff in order to meet the operational needs of the district prior to posting the Business Manager position. She said that she would like this opportunity to also address recommendations from the auditors.

Dr. Collin presented draft revisions to the job descriptions enumerated below and asked for Board input regarding factors, such as salary, relevant to such a reorganization.

- Business Manager
- Administrative Assistant to the Superintendent of Schools/Human Resources Coordinator
- Human Resources Specialist/Administrative Support
- Clerk
- Accounts Payable Bookkeeper
- Paymaster
- Executive Secretary to the Director of Curriculum & Instruction

Mr. Roberts made a motion, seconded by Mr. Gallison, that the Board return to regular session. Mr. Gallison, Mr. Kovaleski, Mrs. Locke, Mr. Roberts, Mrs. Rummel and Mrs. Walsh, voted for the motion which carried.

Mrs. Locke made a motion, seconded by Mr. Roberts, that the Board approve the revised job descriptions, as presented. Mr. Gallison, Mr. Kovaleski, Mrs. Locke, Mr. Roberts, Mrs. Rummel and Mrs. Walsh, voted for the motion which carried.

Mrs. Locke made a motion, seconded by Mr. Roberts, to enter to executive session. Mr. Gallison, Mr. Kovaleski, Mrs. Locke, Mr. Roberts, Mrs. Rummel and Mrs. Walsh, voted for the motion which carried.

Mr. Gallison made a motion, seconded by Mr. Kovaleski, to return to regular session. Mr. Gallison, Mr. Kovaleski, Mrs. Locke, Mr. Roberts, Mrs. Rummel and Mrs. Walsh, voted for the motion which carried.

Mrs. Locke made a motion, seconded by Mrs. Walsh, that the Board approve the increase in salary for the Administrative Assistant to the Superintendent of Schools / Assistant Business Manager for Personnel, as recommended by the Superintendent. Mr. Gallison, Mr. Kovaleski, Mrs. Locke, Mr. Roberts, Mrs. Rummel and Mrs. Walsh, voted for the motion which carried.

Dr. Collin stated that she would provide the Board with more information regarding the salary range for the Business Manager via email.

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

No action was taken on this item.

Item XII. Student Matters

There were no Student Matters.

Item XIII. Adjournment

Mr. Kovaleski made a motion, seconded by Mrs. Locke, to adjourn. Mr. Gallison, Mr. Kovaleski, Mrs. Locke, Mr. Roberts, Mrs. Rummel and Mrs. Walsh, voted for the motion which carried. The meeting adjourned at 9:13 p.m.

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

Sonya Shegogue, Chairperson

Tracy L. Rummel, Secretary

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