

**Regular Meeting  
Stafford Board of Education  
Stafford Elementary School  
July 11, 2016, 6:30 p.m.**

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

**Absent:** Mr. Peter Kovaleski

**Also Present:** Dr. Patricia A. Collin, Superintendent of Schools  
Mr. Sam Adlerstein, Business Manager  
Mrs. Jennifer Hoffman, Principal, Stafford Middle School  
Ms. Melissa Morgan-Hostetler, Teacher, Stafford Middle School  
Ms. Lisa Tomas, Teacher, Stafford Middle School

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

The meeting was called to order at 6:35 p.m. A quorum was established.

**Item II. Pledge of Allegiance**

Mrs. Rummel led the Board in the Pledge of Allegiance.

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

Regular Meeting, 06/13/16  
Special Meeting, 06/20/16

A consensus of the Board approved the Secretary's Report for the regular meeting held on 06/13/16, and the special meeting held on 06/20/16, as presented.

**Item IV. Treasurer's Report**

Bills, 6/10/16- \$450,406.32  
Grants, 6/10/16- \$31,647.59  
Bills, 6/28/16- \$267,462.39  
Grants, 6/28/16- \$14,997.39

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

**Item V. Correspondence**

**A. Board Meeting Reminder**

Mrs. Rummel read the Board meeting reminder that was posted on the agenda. Dr. Collin also reminded the Board members about the special meeting scheduled on Monday, September 19, 2016, at 5:30 p.m., at the public library, for the purpose of meeting with Nick Caruso from CABA.

**Item VI. Board Reports**

**A. Report from Student Representative**

The student representatives were not present at the Board meeting. Therefore, there was no report.

**B. Budget Committee**

The Budget Committee members are Mrs. Rummel, Ms. Shegogue and Mr. Kovaleski (Mrs. Locke, alternate). There was no update from this committee.

**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 update from this committee.

**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. Preliminary Financial Report through June 30, 2016**

Dr. Collin presented the preliminary financial report of funds budgeted and encumbered/expended from July 1, 2015, through June 30, 2016, as prepared by Mr. Sam Adlerstein, Business Manager. She reported that of the \$27,472,500 total, \$26,283,372 has been expended and \$1,095,941 encumbered, leaving a preliminary balance of \$93,187 in unexpended funds.

She reported that balances reflected in salaries and benefits are a result of numerous position changes and vacancies in addition to lower-than-budgeted workers' compensation claims. The balance reflected in utilities, instructional and building supplies was affected by the cost of fuel oil, which was locked in at a lower price than budgeted, coupled with a milder winter than what was anticipated.

Dr. Collin stated that lines which are over expended are largely a result of the following: contracted special education services and legal fees (Professional Services); building project expenditures warranted to address identified school security and safety measures, unanticipated costs affiliated with energy conservation upgrades and unanticipated boiler failures at the high school (Repairs, Rental, Other Property Services); Special

Education tuition and transportation (Transportation, Tuition, Other Services); and switch upgrades for the new phone system (Equipment and Software).

Dr. Collin explained that in terms of special education, Connecticut provides districts with support through an Excess Cost-Student Based grant, the basic contributions for which there are two eligibility thresholds: If a placement is initiated by a state agency, such as the Department of Children and Families, the basic contribution (also referred to as "local share") is equal to the prior year's NCEP prior to partial reimbursement from the State. If a placement is initiated by the school district, however, the basic contribution is equal to the prior year's NCEP x 4.5, prior to partial reimbursement from the State. This grant is computed in February and again, in May, of each school year, and the funds sent directly to the Town.

During the budget development process, the Director of Pupil Services submits her anticipated costs for the upcoming school year. The Business Manager then backs out the estimated excess cost allowance based on the previous year's rate of reimbursement (e.g. 70%) after the district has met one of the two aforementioned thresholds. Traditionally, if the district is able to absorb the over expenditures within its fiscal budget for any given year, the Board of Education has approved transfers and the excess grant funds remain available for the district through the town should the former need access to address budget deficiencies relative to special education during the subsequent school year. In an effort to be more transparent in the future, however, I would like to direct our Business Manager to engage in discussion with the Town's Chief Financial Officer and contracted auditors to consider a change in practice whereby the district would request access from the Town to utilize excess cost funds to address over expenditures and the District would return unused funds in other lines to the town.

Dr. Collin said that Board members may anticipate the presentation of final transfers within the next couple of months, after the majority of the remaining encumbrances have been paid, in accordance with district practice.

Mrs. Rummel suggested that the BOE Budget Committee meet to discuss how excess cost affects the budget and how it should be handled in future budget years.

#### **B. Cafeteria Profit and Loss Statement through June 30, 2016**

Dr. Collin presented the Cafeteria Profit and Loss report for July 1, 2015, through June 30, 2016, as prepared by Mr. Sam Adlerstein, Business Manager. She reported that the Food Services program had a net income of \$13,809 for the 2015-2016 school year as compared to \$20,231 last year. Dr. Collin said that as indicated in Mr. Adlerstein's report, Mrs. Beth LaPane, Supervisor of Food Services, and her department staff members are to be commended for this year's efforts and overall success of the program.

Mrs. Rummel asked how much federal funding the district receives per meal. She also asked if the amount has increased or decreased over time. Lastly, Mrs. Rummel asked for the balance in the food service checking account. Mr. Adlerstein said that he would gather the requested information for the Board.

#### **Item VIII. Public Forum**

There were no questions or comments.

#### **Item IX. Old Business**

There was no Old Business.

**Item X. New Business**

**A. Disposal of Obsolete Books and Supplies**

Dr. Collin said that Jolene Piscetello, Principal, provided a list of Houghton Mifflin (HM) reading instruction transparencies, leveled readers resource kits and reading kits, which have not been used since 2012, and have been deemed obsolete. In addition, 36 Macmillan School Dictionaries, published in 1990 and moved from West Stafford to Stafford Elementary School when several grade levels merged, have also been deemed obsolete.

As background information for the aforementioned request, Dr. Collin reported that the adoption of the HM Reading Program for grades kindergarten through five was in March, 2007. With the Connecticut State Department of Education's (CSDE's) adoption of the Common Core Standards (CCS) in July, 2010, the District continued to use the HM program as we, along with all other districts, began the journey to understand the "instructional shifts" that would be required as a result of the aforementioned adoption.

She said that the district investigated numerous resources and determined that it was not necessary to purchase a new Literature series (K-12), the cost of which was estimated to be approximately \$200,000. Rather, it determined that existing resources (novels, informational text, on-line subscriptions, and miscellaneous other reading materials) would be suitable for the time being.

The focus going forward, which is more about pedagogy and instruction than resources, was to implement a framework that matched the required shifted practices embedded in the CCS. In lieu of continuing with the HM program, the framework that is now used is called the Readers and Writers Workshop model (Lucy Calkins). Numerous other districts have done the same in terms of CCS Reading and Writing.

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

Mrs. Walsh made a motion, seconded by Ms. Shegogue, that the Board of Education approve the return of the obsolete Houghton and Mifflin instructional materials and Macmillan dictionaries, 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 them, the district will assume responsibility for proper disposal. Mr. Gallison, Mrs. Locke, Mr. Roberts, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

Mrs. Locke made a motion, seconded by Mr. Roberts, that Item XI.A.- **Interview Candidate for the Position of Middle School Assistant Principal (Executive Session Anticipated)** and Item XI.B.- **Superintendent's Evaluation (Executive Session Anticipated)** be placed into executive session. Mr. Gallison, Mrs. Locke, Mr. Roberts, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

The Board took a brief recess at 6:55 p.m.

Mr. Roberts made a motion, seconded by Mrs. Locke, that the Board enter executive session for the purpose of interviewing a candidate for the position of Assistant Principal for Stafford Middle School. Mr. Gallison, Mrs. Locke, Mr. Roberts, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried. The Board entered executive session at 7:03 p.m.

**Item XI. Personnel Matters**

**A. Interview Candidate for the Position of Middle School Assistant Principal (Executive Session Anticipated)**

The district published a posting for the position of Middle School Assistant Principal in May 2016. The posting and job description were provided via the portal for the Board's review. The vacancy was advertised on the Connecticut Education Association (C.E.A.), K12jobspot and district websites.

It was determined that in order to achieve the goals of the middle school, a candidate with a strong instructional background was warranted. As a result, four of 12 external applicants were invited to participate in a screening interview on June 16, 2016. Subsequently, a total of three applicants (one external and two internal candidates) were interviewed on June 20, 2016, by the following committee members:

- Deb Szymanski, Mathematics Teacher, SMS
- Lisa Tomas, ELA/Reading Teacher, SMS
- Joseph Coll, Social Studies Teacher, SMS
- Liz Lackman, Paraprofessional, SMS
- Lynn Reedy, District Technology Integration Specialist
- Steve Montgomery, Assistant Principal, SES
- Jennifer Hoffman, Principal, SMS

The Board interviewed one candidate for the position.

Mrs. Locke made a motion, seconded by Mr. Roberts to return to regular session. Mr. Gallison, Mrs. Locke, Mr. Roberts, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried. The Board returned to regular session at 8:48 p.m.

Mrs. Walsh made a motion, seconded by Mr. Roberts, that the Board appoint Ms. Melissa Morgan-Hostetler to the position of Assistant Principal at Stafford Middle School, at a salary of \$115,677 (pro-rated). The appointment is contingent upon Ms. Morgan-Hostetler meeting all of the certification requirements of the Connecticut State Department of Education. Mr. Gallison, Mrs. Locke, Mr. Roberts, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

Mr. Gallison made a motion, seconded by Mrs. Locke, that the Board enter executive session for the purpose of discussing the Superintendent of Schools' evaluation. Mr. Gallison, Mrs. Locke, Mr. Roberts, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried. The Board entered executive session at 8:50 p.m.

Mr. Gallison made a motion, seconded by Mrs. Walsh, to return to regular session. Mr. Gallison, Mrs. Locke, Mr. Roberts, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried. The Board returned to regular session at 10:05 p.m.

**B. Superintendent's Evaluation (Executive Session Anticipated)**

No action was taken on this item. A special meeting will be scheduled on Monday, August 15, 2016, at 5:30 p.m., for the purpose of completing the Superintendent's evaluation.

**Item XII. Student Matters**

There were no Student Matters.

**Item XIII. Adjournment**

Mr. Gallison made a motion, seconded by Mrs. Walsh, to adjourn. Mr. Gallison, Mrs. Locke, Mr. Roberts, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried. The meeting adjourned at 10:05 p.m.

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

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**Tracy L. Rummel, Chairperson**

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**Sonya Shegogue, Secretary**