

**Regular Meeting  
Stafford Board of Education  
Stafford Elementary School  
September 12, 2016, 6:30 p.m.**

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

**Also Present:** Mr. Richard Ashley, Teacher, Stafford Middle School  
Dr. Patricia A. Collin, Superintendent of Schools  
Ms. Kristin Corpus, Teacher, Stafford High School  
Ms. Danielle Draeger, Teacher, Stafford Elementary School  
Mrs. Peggy Falcetta, Principal, Staffordville School  
Ms. Rachel N. Freeman, Teacher, Stafford Middle School  
Ms. Rachel Funk, Library Media Specialist, Stafford Elementary School  
Miss Autumn Gagnon, Alternate Student Representative  
Ms. Jennifer Hoffman, Principal, Stafford Middle School  
Ms. Melissa Morgan-Hostetler, Assistant Principal, Stafford Middle School  
Ms. Megan Kelly, Teacher, Stafford Elementary School  
Mr. Craig Labbadia, Teacher, Stafford Middle School  
Ms. Heather Lindsay, School Psychologist, Stafford Elementary School  
Ms. Sharon Mlyniec, Teacher, Stafford Elementary School  
Ms. Tammy Neuwirth, Teacher, Stafford Elementary School  
Mr. Marco Pelliccia, Principal, Stafford High School  
Ms. Jolene Piscetello, Principal, Stafford Elementary School  
Ms. Beth Spanswick, Teacher, West Stafford School  
Ms. Susan Stefanowicz, Teacher, Stafford Middle School  
Mrs. Amy Stevenson, Director of Pupil Services

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

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

**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, 08/15/16  
Regular Meeting, 08/15/16  
Special Meeting, 09/06/16

A consensus of the Board approved the Secretary's Report for the special and regular meetings held on 08/15/16, and the special meeting held on 09/06/16, as presented.

**Item IV. Treasurer's Report**

Bills, 8/26/16- \$74,511.21  
Grants, 8/26/16- \$1,629.50  
Grants, 8/30/16- \$8,258.65  
Bills, 9/06/16- \$19,453.25

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.

**B. Appreciation Letter from Grandparent**

Mrs. Rummel stated that a letter of appreciation was attached via the portal for the Board's information. She said that the Board appreciates receiving that type of correspondence.

Dr. Collin reported that the weekend edition of the *Journal Inquirer* contained a large article regarding the Community Safety Day that was held at Stafford Middle School. She mentioned that there were articles in the *North Central News* regarding the Community Safety Day and an update on new district staff and the speaker for Convocation.

**Item VI. Board Reports**

**A. Report from Student Representative**

The student representative gave an update on the upcoming events at Stafford High School. She also gave a sports update and distributed a drama and music report, which included many photos.

**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. Mrs. Locke said that the committee met two times and settled at the last meeting. Dr. Collin said that it is her hope that the contract will be ready for ratification at the next regularly scheduled Board meeting.

## **Item VII. Superintendent's Reports**

### **A. Meet and Greet New Certified Staff Members**

Dr. Collin stated that with the January 7, 2013, revision of **Policy #4111 Personnel-Certified: Recruitment and Selection**, the Board authorized the Superintendent [or designee] *to employ all personnel below the rank of Assistant Principal*. She said that this change in policy expedited the hiring process as it allowed her to offer contracts to new staff and, concurrently, allowed these staff members to provide adequate notification to their current employers, as warranted.

So that Board members may meet its newest certified staff members, Dr. Collin said that she invited the staff members to attend the Board meeting that evening. Principals introduced the certified staff members who are new to the school district as indicated below:

<b>Name</b>	<b>Position</b>	<b>Location</b>
Richard Ashley	LTS, Grade 8 Social Studies Teacher	SMS
Alison Bergeron	Special Education Teacher	SHS
Diana Caron	Special Education Teacher, K - 1	WSS
Kristin Corpus	English Teacher	SHS
Stacie Deveau	Special Education Teacher	SES
Danielle Draeger	LTS, Grade 5 Teacher	SES
Nicole Fedorchak	LTS, Music Teacher	SES
Rachel N. Freeman	Special Education Teacher	SMS
Rachel Funk	School Library Media Specialist	SES
Rachel Gabrielson	LTS, Guidance Counselor	SHS
Michelle Hasel	Instructional Support Teacher	SES
Megan Kelly	LTS, Grade 5 Teacher	SES
Craig Labbadia	Grade 6 Social Studies Teacher	SMS
Heather Lindsay	School Psychologist	SES
Tammy Neuwirth	Grade 2 Teacher	SES
Beth Spanswick	Special Education Teacher, Integrated PK	WSS
Susan Stefanowicz	Instructional Support Teacher	SMS
Katrina Veilleux	0.6 FTE Art Teacher	SVS/WSS

### **B. Revision of the Educator Evaluation Plan**

Dr. Collin thanked Ms. Sharon Mlyniec for attending the Board meeting to respond to questions from the Board members regarding the proposed revisions to the Educator Evaluation Plan. The Professional Development & Educator Evaluation Committee convened in May, June and July, for the purpose of reviewing and revising *Stafford Public Schools' Professional Learning and Evaluation Plan*, most recently approved by the Board of Education on August 17, 2015. Dr. Collin shared the names of the staff members that participated in the revision process, which are, as follows: Sharon Mlyniec, Nic Morse, Lori Paolini, Kim Jones, Linda Callahan, Sarah Myles, Ed Kobelski, Dawn Gagne, Linda DeSantis, Peggy Falcetta, Christine Griswold, Jolene Piscetello and Amy Stevenson.

Mr. Bednarz enumerated the changes to the district's plan in his memorandum, which was provided to the Board via the portal. Dr. Collin reviewed the proposed changes. Ms. Mlyniec explained why the support plan was introduced and how it will allow for support to teachers earlier in the school year. Dr. Collin explained that the plan is not punitive, but rather supportive.

Dr. Collin said that as indicated in the memorandum prepared by Mr. Michael Bednarz, Director of Curriculum & Instruction, the Board of Education must be notified of revisions to the district's educator evaluation plan prior to submission to the CSDE for approval. Once the State approves of the revised plan, it will be presented to the Board of Education for approval.

**C. Summer Professional Learning and Curriculum Projects**

Dr. Collin reported that Mr. Michael Bednarz, Director of Curriculum & Instruction, prepared a report regarding the status of summer professional learning and curriculum projects. She said that the district's certified staff members have been quite busy participating in a myriad of professional development activities and completing curriculum projects, which were approved by Mr. Bednarz. For the Board's review, the Summer Professional Learning Institutes 2016 brochure, which was made available to all certified staff members, and calendar were provided via the portal.

Mrs. Rummel said that she is very thankful that the teachers are willing to take advantage of these opportunities during the summer.

**D. Financial Report July 1, 2016, through August 31, 2016**

Dr. Collin presented the financial report of funds budgeted and encumbered/expended from July 1, 2016, through August 31, 2016, as prepared by Mr. Sam Adlerstein, 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 total 5.8% with 56.2% encumbered, leaving a \$10,395,434 balance or 38.0% of the total budget to be expended or encumbered by June 30, 2017.

Mr. Adlerstein has also included a report, which includes State, federal and local grant awards, expenditures, and reimbursements received as of August 31, 2016. Most grants are on a reimbursement basis, which means that the funding source of the grant reimburses the district after the latter covers the expense.

Dr. Collin stated that Mr. Adlerstein would be preparing the final transfers for 2015 – 2016 for the October Board meeting.

**Item VIII. Public Forum**

There were no questions or comments.

**Item IX. Old Business**

There was no Old Business.

**Item X. New Business**

**A. Election of Board of Education Chairperson**

Dr. Collin stated that with the resignation of Mrs. Tracy Rummel as Chairperson effective on or about September 12, 2016, the Board must elect another member to assume this position in accordance with Policy 9120 as indicated below. The responsibilities of Chairperson, as delineated in the bylaws, were provided via the portal for the Board's review.

**Policy 9120 Bylaws of the Board: Election of Officers** and Connecticut General Statutes, *The Board shall, not later than one month after the date on which newly elected members take office, elect from its number, a Chairperson and a Secretary. A majority vote of those present shall be necessary for election. These officers shall take office immediately upon election. They shall remain in office, while members of the Board, for two years, or until their successors are chosen.*

Mrs. Locke nominated Sonya Shegogue for the vacant chairperson position, effective at the next meeting. Mr. Roberts seconded the motion. Mr. Gallison, Mrs. Locke, Mr. Kovaleski, Mr. Roberts, Mrs. Rummel and Mrs. Walsh voted for the motion, which carried. This created a secretarial vacancy.

Mrs. Walsh nominated Tracy Rummel for the vacant secretary position. Mr. Roberts seconded the motion. Mr. Gallison, Mrs. Locke, Mr. Kovaleski, Mr. Roberts, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

**Item XI. Personnel Matters**

**A. Acceptance of Resignations- Certified Staff Members**

Mr. Roberts made a motion, seconded by Mr. Kovaleski, that the Board of Education accept the resignations of the following staff members, as indicated:

NAME	POSITION	SCHOOL	EFFECTIVE DATE	REASON
Adlerstein, Sam	Business Manager	District	September 9, 2016	To accept a position in another CT district.
Orlando, Joy	Technology Education Teacher	Stafford High School	August 24, 2016	To accept a position in another CT district.

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

**Item XII. Student Matters**

There were no Student Matters.

**Item XIII. Adjournment**

Mrs. Walsh made a motion, seconded by Mrs. Locke, to adjourn. Mr. Gallison, Mr. Kovaleski, Mrs. Locke, Mr. Roberts, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried. The meeting adjourned at 7:05 p.m.

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

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**Tracy L. Rummel, Chairperson**

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**Sonya Shegogue, Secretary**

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