

**Regular Meeting  
Stafford Board of Education  
Stafford Elementary School  
October 17, 2016, 6:30 p.m.**

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

**Absent:** Mrs. Tracy Rummel, Secretary

**Also Present:** Mr. Michael Bednarz, Director of Curriculum and Instruction  
Dr. Patricia A. Collin, Superintendent of Schools  
Mr. Isaac Combs, Student Representative  
Mr. Devin Cowperthwaite, Supervisor of Building Services  
Mrs. Peggy Falcetta, Principal, Staffordville School  
Mr. Dean Fortin, IT / Network Coordinator  
Miss Autumn Gagnon, Alternate Student Representative  
Ms. Christine Griswold, Assistant Principal, Stafford High School  
Ms. Jennifer Hoffman, Principal, Stafford Middle School  
Dr. Patrick Leighton, Teacher, Stafford High School  
Ms. Melissa Morgan-Hostetler, Assistant Principal, Stafford Middle School  
Mr. Marco Pelliccia, Principal, Stafford High School  
Mrs. Amy Stevenson, Director of Pupil Services  
Ms. Sara Tamborello, Student, University of Hartford

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

The meeting was called to order at 6:33 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**

Regular Meeting, 09/12/16  
Special Meeting, 09/19/16  
Special Meeting, 10/03/16

A consensus of the Board approved the Secretary's Report for the regular meeting held on 09/12/16, and the special meetings held on 09/19/16, and 10/03/16, as presented.

**Item IV. Treasurer's Report**

Bills, 9/12/16- \$1,197,991.50  
Grants, 9/12/16- \$5,190.90  
Bills, 9/29/16- \$614,869.12  
Grants, 9/29/16- \$3,996.20  
Bills, 10/04/16- \$26,866.06  
Bills, 10/05/16- \$7,910.83  
Grants, 10/04/16- \$7,509.00  
Bills, 10/12/16- \$603,632.37  
Grants, 10/12/16- \$3,932.58

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. Thank you note from Mary Aughenbaugh**

**Item VI. Board Reports**

**A. Report from Student Representative**

The student representatives distributed a newsletter detailing the events of drama, band and choir, including photos and invitations to upcoming events. Miss Gagnon, Alternate Student Representative, gave an update on events at Stafford High School, Stafford Middle School and Stafford Elementary School. Mr. Combs reviewed the drama / band / choir newsletter and reported on events at Staffordville and West Stafford Schools.

**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. Dr. Collin noted that a meeting would be scheduled prior to the regular Board meeting on Monday, November 7, 2016.

**C. Curriculum Committee**

The Curriculum Committee members are Ms. Shegogue, Mrs. Locke and Mrs. Walsh (Mrs. Rummel, alternate). Ms. Shegogue stated that the committee met prior to the regular meeting. She said that the committee received an update on the handwriting program, the new CT standards, professional development for teachers and discussed future topics, about which she'd like to receive input from the other Board members. Ms. Shegogue said that the committee also met with Dr. Leighton regarding the new AP physics test, which would be presented to the Board later on the agenda.

**D. Policy Committee**

The Policy Committee members are Mrs. Rummel, Mr. Kovaleski and Mrs. Walsh. There was no update from this committee. Dr. Collin noted that she is working to schedule a date with the Administrative Policy Committee.

**E. Negotiation Committee**

The Negotiation Committee members are Mrs. Locke, Ms. Shegogue and Mr. Roberts. Mrs. Locke said that the Board will be acting on the administrators' contract later on the agenda.

**Item VII. Superintendent's Reports**

**A. Participation in Doctoral Research Study: Reading Education Assistance Dogs (R.E.A.D.)**

Dr. Collin stated that as is indicated in the memorandum from Mr. Michael Bednarz, Director of Curriculum & Instruction, Ms. Sara Tamborello, a doctoral student at the University of Hartford, met with administration to describe her research proposal, which involves the use of dogs to improve student's reading abilities. She said that administration supports the district's participation in this study, which will inform educators about the effectiveness of the R.E.A.D. program.

The Board was provided with the following documents via the portal:

- Two Brochures Describing the Reading Education Assistance Dogs (R.E.A.D.) Program
- Informational Letter to Parents
- Parent Consent for Student Participation
- Certificate of Liability Insurance Form

Dr. Collin said that because parental consent for participation is required, there is no need for Board approval. However, while Administration supports the district's participation in this study, Board members were encouraged to ask questions and/or express concerns.

Ms. Tamborello and Mr. Bednarz were present at the meeting, as well as one of the dog and handler teams from the R.E.A.D. program. Mr. Bednarz stated that he would be working as the liaison between Ms. Tamborello and Programs After School in Stafford (P.A.S.S.), which is where the study will take place. Ms. Tamborello stated that the R.E.A.D. dogs and handlers are trained and tested.

Mr. Gallison asked how the students would be selected for the program. Ms. Tamborello stated that an informational meeting would be held during the last 15 minutes of PASS pickup time, at which time she would hand out the letter to parents and permission slips. She said that she's hopeful that all 40 fourth graders will want to participate.

**B. Scholastic Aptitude Test (SAT) Results**

Dr. Collin provided via the portal a report prepared by Mr. Marco Pelliccia, Principal, on Stafford's Connecticut School Day SAT results for students in the class of 2017, which was administered in March 2016. She said that this re-designed SAT assessment now serves as Connecticut's primary measure of student performance.

Dr. Collin reported that according to the report, Stafford High School students outperformed the state and numerous schools within our District Reference Group (DRG F). As Mr. Pelliccia states, "Stafford High School finished first in the DRG for highest average score on both subsections of the newly redesigned SAT."

Mr. Pelliccia made a brief presentation on the SAT results, stating that the high school students performed very well. Mr. Pelliccia stated that last year was the first year all students took the SAT. He also noted that scores

shouldn't be compared to previous years due to the changes in features. He also mentioned that this will be the first year that all students in 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> grade will take the PSAT.

Mrs. Walsh commended Mr. Pelliccia and his staff on a job well done.

**C. 2016 Smarter Balanced and Science Assessment Results**

Dr. Collin stated that with the exception of Science in grades 5, 8 and 10, the Connecticut Mastery Test (CMT) and Connecticut Academic Performance Test (CAPT) have been replaced by the Smarter Balanced Assessment (SBA), a web-based platform.

She said that Mr. Michael Bednarz, Director of Curriculum & Instruction, prepared a presentation for the Board of Education describing achievement results and comparison data to District Reference Group (DRG) and State averages for Science in grades 5, 8 and 10 and for English Language Arts and Mathematics on the Smarter Balanced Assessment in grades 3 through 8 and 11. This information was provided to Board members via the portal. She said that it's important to note that the SBA, which was administered in Spring 2015 for the first time to all students in Connecticut, was considered a "baseline" year.

Mr. Bednarz highlighted key results, insights and next steps relative to the 2016 assessments.

Mrs. Walsh commended the administrators and staff on their hard work. She noted that now the difficulty is keeping and improving on the skills.

**Item VIII. Public Forum**

Dr. Collin stated that she recently attended the Paraprofessional of the Year ceremony for Phyllis Lindsay. She said that the Teacher of the Year ceremony is scheduled for November.

**Item IX. Old Business**

There was no Old Business.

**Item X. New Business**

**A. Approval of CSDE-Approved Amended Educator Evaluation Plan**

Dr. Collin stated that at the regularly-scheduled Board meeting on September 12, 2016, administration presented proposed revisions to the *Stafford Public Schools' Professional Learning and Evaluation Plan*. Subsequently, the amended Plan was forwarded to the Connecticut State Department of Education (CSDE) for approval, of which the district received official notice in a letter dated September 26, 2016. The letter was attached via the portal for the Board's review.

Mrs. Locke made a motion, seconded by Mr. Roberts, that the Board of Education approve the amended *Stafford Public Schools' Professional Learning and Evaluation Plan*, as recently approved by the Connecticut State Department of Education as presented. Mr. Gallison, Mr. Kovaleski, Mrs. Locke, Mr. Roberts and Mrs. Walsh voted for the motion, which carried.

**B. Indoor Air Quality (IAQ) Management Plan**

Dr. Collin said that as indicated in the memorandum submitted by Mr. Devin Cowperthwaite, Supervisor of Building Services, according to State Statute, Boards of Education are required to adopt and implement an indoor air quality program. Modeled after the EPA's *Tools for Schools* program, in which the district participated in training facilitated by Mr. Kenny Foscue, Connecticut Department of Public Health, in October 2015, is administration's proposed IAQ Management Plan for the Board's consideration. In addition to district staff, each school was represented by an administrator, teacher(s) and parent. Two high school students also participated in the training which was held at Stafford Elementary School.

Dr. Collin reported in order to further support district efforts, and in accordance with our plan, a questionnaire was recently disseminated to teachers. The information gathered will be analyzed by the IAQ teams with suggestions for identified areas of concern to be forwarded to Mr. Cowperthwaite, who serves as the school district's IAQ Coordinator.

Mr. Cowperthwaite was in attendance at the meeting. There were no questions or comments.

Mrs. Locke made a motion, seconded by Mr. Kovaleski, that the Board of Education adopt the Stafford Public Schools Indoor Air Quality Management Plan, as presented. Mr. Gallison, Mr. Kovaleski, Mrs. Locke, Mr. Roberts and Mrs. Walsh voted for the motion, which carried.

**C. Review and Possible Approval of AP Physics Textbook**

Dr. Collin stated that as part of the four-year plan to replace secondary books to reflect new national standards, Administration is recommending the adoption of *College Physics: A Strategic Approach, AP Edition* (Pearson, 2015) for Stafford High School. She said that this textbook is intended to replace *Physics for Engineers and Scientists* (W.W. Norton, 2007).

Dr. Collin reported that the selection committee was comprised of the following staff members: Nichole Martorelli and Dr. Patrick Leighton. For the Board's review, Dr. Collin provided the New Textbook Request Form via the portal, which provides the rationale for the new textbook and identifies other textbooks examined. She also included the memorandum prepared by Mr. Michael Bednarz, Director of Curriculum & Instruction, which provides supplemental information including but not limited to the major criteria considered.

Dr. Collin said that the final negotiated cost for the purchase of 15 textbooks and workbooks for students, eight years' access to the student e-book and digital resources for teachers and students, one teacher's edition, technical support and textbook orientation is \$4,257.97. She noted that funds are available in this year's Curriculum & Instruction budget.

Mr. Bednarz was present at the meeting to respond to questions. Mr. Bednarz noted that the current textbook is 9 years old and that the difference is "doing science" vs. sitting and listening about science.

Mr. Gallison asked how many students were taking AP Physics this year. Dr. Leighton said that there are 4 students taking it this year.

Mrs. Walsh made a motion, seconded by Mr. Roberts, that the Board adopt *College Physics: A Strategic Approach, AP Edition*, as presented. Mr. Gallison, Mr. Kovaleski, Mrs. Locke, Mr. Roberts and Mrs. Walsh voted for the motion, which carried.

**D. Disposal of Obsolete Student Desks & Chairs, Office Desks and Phones**

Dr. Collin presented for the Board's review a list of furniture deemed obsolete by Stafford Elementary School. The list includes 51 student desks, 10 student chairs, and an office desk from the Pupil Services department, which are stored at the school. The student desks and chairs, a majority of which is from Witt Intermediate School, are damaged, and the office desk is in extremely poor condition.

In addition, the district has approximately 300 telephones, which it has determined are obsolete. None of the telephones are compatible with our updated system and are categorized below:

45% - NEC model 22b

25% - NEC ip3na-2tih (Same phone as the model above but without LCD display)

30% - A mix of Vodavi and NEC basic analog phones

She said that according to Board of Education policy 3260-*Sales and Disposal of Books, Equipment, and Supplies*, the obsolete items must be returned to the Town of Stafford.

Mr. Roberts made a motion, seconded by Mr. Kovaleski, that the Board of Education approve the return of the obsolete student desks and chairs, an office desk and phones 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 it, the district will assume responsibility for proper disposal. Mr. Gallison, Mr. Kovaleski, Mrs. Locke, Mr. Roberts and Mrs. Walsh voted for the motion, which carried.

**E. Approval of Change to Authorized Signer for Child Nutrition Program**

Dr. Collin provided via the portal a communiqué with the Connecticut State Department of Education (CSDE), Bureau of Health/Nutrition, Family Services and Adult Education, which states that the district must complete an Authorized Signatures Agreement for Child Nutrition Program changes. Moreover, whenever such a change is necessitated, Board action "for the form to be signed and submitted" is necessary in order to avoid delay of reimbursement.

Dr. Collin stated that since a new Interim Business Manager was hired effective October 11, 2016, the Board must take official action to allow Deborah Szymanski to sign the claims for reimbursement in the absence or incapacity of the Superintendent of Schools.

Mrs. Locke made a motion, seconded by Mr. Kovaleski, that the Board of Education maintain Dr. Patricia Collin, Superintendent of Schools, as the designated representative authorized to sign the Agreement for Child Nutrition Programs and to sign claims for reimbursement, and approve allowing Mrs. Deborah Szymanski, Interim Business Manager, to sign the claims for reimbursement in the absence or incapacity of the Superintendent of Schools. Mr. Gallison, Mr. Kovaleski, Mrs. Locke, Mr. Roberts and Mrs. Walsh voted for the motion, which carried.

Mrs. Locke made a motion, seconded by Mr. Kovaleski, that that the Board of Education certify that this action has been taken authorizing Mrs. Tracy Rummel, Secretary of the Board of Education, to sign the Authorized Signatures Change Form. Mr. Gallison, Mr. Kovaleski, Mrs. Locke, Mr. Roberts and Mrs. Walsh voted for the motion, which carried.

**F. Review and Possible Approval of IT Department Realignment**

Dr. Collin provided via the portal a memorandum, as prepared by Mr. Michael Bednarz, Director of Curriculum & Instruction, which indicates that the district has and continues to face challenges relative to the recruitment and retention of qualified computer technicians. In addition, with the increase in State reporting, reliance on multiple data systems, and impact of new legislative requirements, it has become increasingly difficult to acquire the expertise and manage the tasks.

Therefore, a result of numerous meetings, administration proposes in lieu of maintaining three full-time computer technician positions, the creation of a Data System Manager position, expansion of responsibilities for one full-time computer technician position, and the reduction of a full- to a part-time computer technician position as described in the memo, all keeping within the current budgeted amounts for salaries and benefits.

Mr. Gallison made a motion, seconded by Mrs. Walsh, that the Board of Education approve the IT Department re-alignment proposal, as presented. Mr. Gallison, Mr. Kovaleski, Mrs. Locke, Mr. Roberts and Mrs. Walsh voted for the motion, which carried.

**G. Acceptance of Middle School Garden Club and 3M Donations**

Dr. Collin stated that in accordance with BOE Policy 3280 Business and Non-Instructional Operations: Gifts, Grants and Bequests, *The Board of Education may accept on behalf of and for the schools any bequest or gift of money or property for a purpose deemed by the Board of Education to be suitable, and to utilize such money or property so designated. . . . All gifts shall be accepted for the school district as a whole, and not for a particular school. At the discretion of the Superintendent, the gift may be used for a particular school.*

She said that according to the attached letter from Mrs. Brenda Stenglein, Stafford Middle School Garden Club Advisor, Mrs. Balsewicz, Parent, has made a \$100 donation, requesting that the funds be used for the purchase of bulbs to be planted by students, who are involved in a school beautification project.

In addition, the district is the recipient of another generous gift from the 3M Corporation. The 12 boxes, valued at \$6,076, contained a variety of products as enumerated in the attached memorandum provided by Mr. Michael Bednarz, Director of Curriculum & Instruction.

Mrs. Walsh made a motion, seconded by Mr. Kovaleski, that the Board of Education accept the donation of \$100 donation toward the purchase of fall bulbs to be planted by students in support of the latter's school beautification project and the \$6,076 in 3M products, as presented. Mr. Gallison, Mr. Kovaleski, Mrs. Locke, Mr. Roberts and Mrs. Walsh voted for the motion, which carried.

Mrs. Locke made a motion, seconded by Mr. Kovaleski, that the Board place items X.H- **Review and Possible Ratification of the Professional Agreement between the Stafford Board of Education and the Stafford Administrators' Association, July 1, 2017 – June 30, 2020 (Executive Session Anticipated)** and X.I.- **Review and Possible Approval of Revised All-Hazard School Security & Safety Plan (Executive Session Anticipated)** into executive session. Mr. Gallison, Mr. Kovaleski, Mrs. Locke, Mr. Roberts and Mrs. Walsh voted for the motion, which carried.

Mrs. Locke made a motion, seconded by Mr. Kovaleski, that the Board enter executive session. Mr. Gallison, Mr. Kovaleski, Mrs. Locke, Mr. Roberts and Mrs. Walsh voted for the motion, which carried. The Board entered executive session at 8:20 p.m.

Mr. Kovaleski made a motion, seconded by Mr. Gallison, that the Board return to regular session. Mr. Gallison, Mr. Kovaleski, Mrs. Locke, Mr. Roberts and Mrs. Walsh voted for the motion, which carried. The Board returned to regular session at 8:35 p.m.

**H. Review and Possible Ratification of the Professional Agreement between the Stafford Board of Education and the Stafford Administrators' Association, July 1, 2017 – June 30, 2020 (Executive Session Anticipated)**

The Board of Education Negotiation Committee members assigned to negotiate the professional agreement between the Stafford Board of Education and the Stafford Administrators' Association (S.A.A.), July 1, 2017, through June 30, 2020, were the following: Mrs. Andrea Locke, Ms. Sonya Shegogue, and Mr. Jeff Roberts. The Board was represented by Attorney Peter Janus; Ms. Christine Marinelli, Mr. Sam Adlerstein and Dr. Collin were also present.

The S.A.A. Negotiation Committee consisted of the following: Mr. Marco Pelliccia, Ms. Amy Stevenson and Ms. Jolene Piscetello. The union was represented by Frances DeFiore, Connecticut Federation of School Administrators (CFSA)/Cromwell High School Principal.

The important work began in August 2016 with a formal meeting to discuss ground rules, establish a schedule for negotiations, and exchange initial proposals. After a subsequent meeting, the parties came to an agreement on Tuesday, September 6, 2016. The S.A.A. ratified the agreement on September 16, 2016.

Dr. Collin reviewed the contract proposals with the Board members in executive session.

Mrs. Locke made a motion, seconded by Mr. Roberts, that the Board of Education agree to ratify the bargaining unit agreement between the Stafford Board of Education and the Stafford Administrators' Association (S.A.A.), July 1, 2017, through June 30, 2020, as presented. Mr. Gallison, Mr. Kovaleski, Mrs. Locke, Mr. Roberts and Mrs. Walsh voted for the motion, which carried.

**I. Review and Possible Approval of Revised All-Hazard School Security & Safety Plan (Executive Session Anticipated)**

Since the tragedy in Newtown, Connecticut, has instituted a number of initiatives to address security in our schools. One such initiative was Public Act 13-3, *An Act Concerning Gun Violence Prevention and Children's Safety*, the requirements of which include but are not limited to the following:

1. Involvement of local officials in the development of school security and safety plans;
2. An organizational command structure based on the National Incident Management System (NIMS), including the Incident Command System (ICS), and a description of the responsibilities of the different parts of the command structure;
3. The establishment of a school security and safety committee at each school;
4. Annual review, update (as warranted) and submission of the plan for each school to the Department of Emergency Services and Public Protection (DESPP) based on the standards;
5. Plans are to be made an annex to the municipality's Local Emergency Operations Plan;
6. Procedures for managing various types of emergencies;
7. Requirement that local law enforcement and other public safety officials evaluate, score and provide feedback on fire drills and crisis response drills;
8. Requirement that the district conduct a security and vulnerability assessment for each school every two years and develop a plan based on the assessment;



9. Requirement for additional data collection by the safe school climate committee;
10. Requirement that employees receive an annual orientation on the plan, including violence prevention training;
11. Requirement that each school construct a reference kit for first responders; and
12. Requirement that each school security and safety plan follow the All-Hazards School Security and Safety Plan Template.

In August 2014, the Board approved five plans, one for each school. With the revision of school security and safety plan standards and template by the Department of Emergency Services and Public Protection, Division of Emergency Management & Homeland Security, the district has chosen to create a district plan with five separate annexes to reflect the particulars of each of our schools.

In executive session, Dr. Collin reviewed the changes to the District's plan with the Board.

Mr. Roberts made a motion, seconded by Mrs. Locke, that the Board approve of the District's revised All-Hazard School Security and Safety Plan, as presented. Mr. Gallison, Mr. Kovaleski, Mrs. Locke, Mr. Roberts and Mrs. Walsh voted for the motion, which carried.

Mr. Roberts made a motion, seconded by Mrs. Locke, that the Board authorize Sonya Shegogue, Chairperson, to sign the District Plan on behalf of the full Board of Education. Mr. Gallison, Mr. Kovaleski, Mrs. Locke, Mr. Roberts and Mrs. Walsh voted for the motion, which carried.

#### **Item XI. Personnel Matters**

##### **A. Approval of Unpaid Leave of Absence Requests- Certified Staff Members**

Dr. Collin presented the following requests for unpaid leave of absences, which have been submitted by certified staff members as listed below:

NAME	INITIAL EMPLOYMENT DATE	SCHOOL	EFFECTIVE DATE OF UNPAID LEAVE	ENDING DATE OF UNPAID LEAVE
Bienvenu, Gillian	August 26, 2003	Stafford Elementary School	November 22, 2016	January 2, 2017
Galotto, Heather	August 22, 2006	Stafford Elementary School	November 22, 2016	January 2, 2017
Ratti, Corinna	August 21, 2008	Stafford Elementary School	November 22, 2016	January 2, 2017

**The requests are in accordance with the professional agreement between the Stafford Board of Education and the Stafford Education Association and therefore, I recommend that the leaves be granted.**

Mr. Kovaleski made a motion, seconded by Mrs. Locke, that the Board accept the requests for unpaid leave of absence, as presented. Mr. Gallison, Mr. Kovaleski, Mrs. Locke, Mr. Roberts 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 and Mrs. Walsh voted for the motion, which carried. The meeting adjourned at 8:40 p.m.

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

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**Sonya Shegogue, Chairperson**

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**Tracy L. Rummel, Secretary**