

**Regular Meeting  
Stafford Board of Education  
Stafford Elementary School  
November 7, 2016, 6:30 p.m.**

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

**Absent:** Mr. Peter Kovaleski  
Mr. Jeff Roberts

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

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

The meeting was called to order at 6:40 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, 10/17/16

A consensus of the Board approved the Secretary's Report for the regular meeting held on 10/17/16, as presented.

**Item IV. Treasurer's Report**

Bills, 10/25/16- \$387,304.46  
Grants, 10/25/16- \$2,052.09

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. “Billy the Bulldog” mascot letter and corresponding thank you card from the Barnett family**

Dr. Collin showed the Board members a proof of the plaque, which will be at the high school. She said that there will be a second plaque that will be presented to the family.

Dr. Collin said that King Arthur Flour would be sponsoring a bread baking celebration. She said that Channel 3’s Better Connecticut will be there to film.

Dr. Collin said that on November 4, Mr. Pelliccia, high school principal, and Mr. Damian Frassinelli, athletic director, were notified that Stafford High School’s Unified Program has been named a Unified Champion Banner School. Dr. Collin said that more details will follow at the December 5 Board meeting.

Ms. Shegogue said that CPTV did a story on the football coop in Stafford. She said that the story featured the students and that they did a great job.

Dr. Collin said that the September and October Rotary Students of the Month were recently honored. She also said that there are several upcoming fundraisers at Basil’s Restaurant.

**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, including the Madrigal Feaste. They also distributed a flyer with photos regarding the Electrathon that was held at Lime Rock Race Track in Lakeville, CT, where the students took home first place in the Novice division. Miss Gagnon, Alternate Student Representative, gave an update on events at Stafford High School, Stafford Elementary School and Staffordville School. Mr. Combs reviewed the drama / band / choir newsletter.

**B. Budget Committee**

The Budget Committee members are Mrs. Rummel, Ms. Shegogue and Mr. Kovaleski (Mrs. Locke, alternate). Ms. Shegogue stated that the committee met prior to the Board meeting to discuss the presentation and process for the 17-18 budget presentation. It was suggested that one Board member each week be available at different locations to enhance public outreach. Ms. Shegogue said that it is something for the Board to think about. The next budget committee meeting is scheduled for 5:30 p.m. on December 12, 2016.

**C. Curriculum Committee**

The Curriculum Committee members are Ms. Shegogue, Mrs. Locke and Mrs. Walsh (Mrs. Rummel, alternate). Mrs. Walsh stated that the committee met prior to the regular meeting. She said that the committee received an update on the report cards. She said that the committee also met with Ms. Lobik and spoke with her about her new literacy position. She said that they also discussed a possible gifted program for the 17-18 school year, which may be included in the budget proposal.

**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 the Administrative Policy Committee met on October 31, 2016, and that they have another meeting scheduled for November 11. Dr. Collin said that she may be ready to schedule a meeting with the BPC prior to the 12/5 Board meeting.

**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. CAPSS Student Recognition Awards**

Dr. Collin said that the Connecticut Association of Public School Superintendents (CAPSS) Award is presented to students, who have served their respective communities, served others, achieved academic prowess relative to their ability, and demonstrated leadership to the school community. The spirit of the Superintendent's award is also noted in the mission statement of CAPSS: to advocate for the continuous improvement of public education and to advocate for children.

She said that on Wednesday, November 2, 2016, the University Region Superintendents' Association (URSA) formally recognized four students, who have demonstrated intellectual curiosity, social responsibility, democratic engagement and productivity, and who have excelled in the diverse programming offered in our schools. In addition to family members, students were joined by Mr. Marco Pelliccia, Principal, Stafford High School, and Mrs. Jennifer Hoffman, Principal, Stafford Middle School. Stafford students, who were recognized were Zachary Briggs and Autumn Gagnon, juniors at Stafford High School, and Mackenzie Murdock and Luke Olsen, eighth graders at Stafford Middle School. Dr. Collin said that she was unable to attend the ceremony, but met with the students to congratulate them.

The student biographies, which were published in the program, were included in the portal for the Board members' review.

**B. Cafeteria Profit and Loss through September 30, 2016**

Dr. Collin presented the Cafeteria Profit and Loss report for July 1, 2016, through September 30, 2016, as prepared by Mrs. Deborah Szymanski, Business Manager. She said that the Food Services program had a year to date profit of \$10,063.42 through September 30, 2016. Dr. Collin reminded the Board that the program anticipates that they will be impacted by the fact that we are no longer providing meals or milk to St. Edward School students. In addition, they are no longer receiving funding through Head Start. To help mitigate the impact of the latter, eligible families will be encouraged to apply for free- and reduced-meal prices.

**C. 3M Ingenuity Grant Award**

Dr. Collin reported that as per Mr. Michael Bednarz, Director of Curriculum & Instruction, the district's proposal for the 3M Ingenuity Grant has been approved in the amount of \$2,500. The proposal, presented by Ms. Alisa Wood and Ms. Roxy Trent, 3M Plant Managers, Stafford Springs, was developed by Mr. David Gorski, Stafford High School Technology Teacher, and Mr. Bednarz. She said that the grant will be used to upgrade tools and equipment for STEM courses at Stafford High School.

As noted by Mr. Bednarz, Stafford Public Schools, with whom 3M is a partner, has received grant awards and product donations valued at approximately \$100,000 over the past several years.

Ms. Shegogue asked what type of tools and equipment. Mr. Bednarz said that they will be purchasing tools and equipment so that they can make designs come to life. Ms. Shegogue suggested that the high school programs should be marked to middle school parents as well as students.

**D. Enrollment Report for September 30, 2016 (Unaudited)**

Dr. Collin said that the enrollment report for September 30, 2016, the date the State Department of Education (SDE) uses to determine the district's official enrollment count for the school year, as prepared by Ms. Christine Marinelli, Administrative Assistant to the Superintendent of Schools/Human Resources Coordinator, was made available via the portal. She said that this enrollment number is used to set reimbursement amounts for many State grants.

Dr. Collin reported that the total enrollment as of this date is 1,526, which includes 10 students who are currently attending non-reporting schools out of district. The total enrollment figure is a decrease of 18 students from last year's enrollment count of 1544 (October 2015). It's important to note that the District incurs costs for an additional 152 students, who do not attend our public schools.

As reflected in Ms. Marinelli's report, the following attachments were provided via the portal to promote an understanding of this year's enrollment:

- Attachment A: SPS 2016-2017 Enrollment Report (Unaudited) as of September 30, 2016
- Attachment B: Tracking of Enrollment by Grade Level 2012 - 2016
- Attachment C: Tracking of Enrollment by Cohort: 2012 - 2016
- Attachment D: Students Attending Stafford Public Schools & Reported by Stafford to the State
- Attachment E: Out-of-District Enrollment as of 09/30/2016

Dr. Collin said that it is important to note that as of September 30, 2016, while parents of 29 students had filed with the district, in accordance with Board policy, a form of their intent to home school their children for the 2016-2017 school year, parents/guardians of 20 students on this list have yet to submit their intent to homeschool forms.

It was noted that the large drop in enrollment from grade 8 to grade 9 was not seen this year.

**Item VIII. Public Forum**

There were no questions or comments.

**Item IX. Old Business**

There was no Old Business.

**Item X. New Business**

**A. Final 2015-2016 Line Item Expenditures & Approval of 2015-2016 Budget Transfers**

Dr. Collin presented a report on final line item expenditures and final transfers for 2015-2016 as prepared by Mrs. Deborah Szymanski, Business Manager, and Mr. Sam Adlerstein. It details which areas (lines 100, 200 and 600) have money available for transfer, and the reasons why, as well as which areas (lines 300, 400, 500, 700 and 800) are over-expended, and the reasons for the deficits in the accounts.

Dr. Collin stated that as indicated on the 2015 – 2016 final line item expenditure report, a balance of \$164,884 remains. At this time, the Board may consider returning the monies to the town general fund, request that the Board of Finance transfer these funds to the Board of Education Unexpended Education Funds Account, or a combination of two. She reminded the Board that they requested an appropriation of \$130,000 from the Board of Finance during the 2015 – 2016 school year for the purpose of purchasing a portion of the equipment necessary for the district-wide phone system upgrade.

The Board was provided with a copy of the Board of Education Unexpended Education Funds Account policy via the portal.

Mr. Gallison stated that Mr. Kovaleski mentioned to him that there may be large demand charges for electricity in the 2016 – 2017 budget, for which the district hasn't budgeted. He said that this money could be used for that purpose. He said that he is in favor of returning the money that the district requested, however if we will have to turn right around and ask for the money back for the demand charges, it wouldn't make sense.

Mrs. Rummel said that she'd be in favor of giving half back and asking to have half placed in the Unexpended Funds Account.

Ms. Shegogue said that after the audit the Board will discuss again. She said that she'd like to include the Board of Finance in the conversation so that everyone is on the same page.

Mrs. Rummel made a motion, seconded by Mr. Gallison, that the Board of Education transfer:

- \$133,210 from the 100 code to the 300 code
- \$40,904 from the 100 code to the 400 code
- \$518 from the 600 code to the 400 code
- \$12,289 from the 600 code to the 500 code
- \$66,000 from the 600 code to the 700 code
- \$71,193 from the 600 code to the 800 code

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

**B. Disposal of Obsolete Instructional Supplies and Office Desks**

Dr. Collin presented for the Board's review a list of instructional supplies, a majority of which has been recently replaced by materials aligned with the Common Core, and two office desks deemed obsolete by Stafford Middle School and the Building Services Department, respectively.

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.

Mrs. Locke made a motion, seconded by Mr. Gallison, that the Board of Education approve the return of the obsolete instructional supplies and two office desks 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, Mrs. Locke, Mrs. Rummel and Mrs. Walsh voted for the motion, which carried.

**C. Review and Possible Approval of 2017 Calendar of Regular Board of Education Meetings**

Dr. Collin presented that proposed calendar of regular Board of Education meetings for 2017. She said that with the exception of January, February (which has three meetings scheduled), March, May, and October, there is one meeting scheduled per month.

Mrs. Rummel made a motion, seconded by Mr. Gallison, that the Board of Education approve the Stafford Board of Education schedule of regular meetings for 2017, as presented. Mr. Gallison, Mrs. Locke, Mrs. Rummel and Mrs. Walsh voted for the motion, which carried.

**Item XI. Personnel Matters**

There were no Personnel Matters.

**Item XII. Student Matters**

There were no Student Matters.

**Item XIII. Adjournment**

Mr. Gallison made a motion, seconded by Mrs. Locke, to adjourn. Mr. Gallison, Mrs. Locke, Mrs. Rummel and Mrs. Walsh voted for the motion, which carried. The meeting adjourned at 7:55 p.m.

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

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**Sonya Shegogue, Chairperson**

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**Tracy L. Rummel, Secretary**