

**Regular Meeting  
Stafford Board of Education  
Stafford Elementary School  
December 5, 2016, 6:30 p.m.**

**Board Members Present:** Mr. Scott Gallison  
Mr. Jeff Roberts, arrived at 6:37 p.m.  
Ms. Sonya Shegogue, Chairperson  
Mrs. Kathy Walsh

**Absent:** Mr. Peter Kovaleski  
Mrs. Andrea Locke  
Mrs. Tracy Rummel, Secretary

**Also Present:** 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. Damian Frassinelli, Director of Athletics and Recreation  
Miss Autumn Gagnon, Alternate Student Representative  
Ms. Christine Griswold, Assistant Principal, Stafford High School  
Ms. Jennifer Hoffman, Principal, Stafford Middle School  
Ms. Colleen Martin, Teacher, Stafford High School  
Ms. Melissa Morgan-Hostetler, Assistant Principal, Stafford Middle School  
Mr. Steve Montgomery, Assistant Principal, Stafford Elementary School  
Ms. Sheree Pasini, Teacher, Stafford High School  
Mr. Marco Pelliccia, Principal, Stafford High School  
Ms. Jolene Piscetello, Principal, Stafford Elementary School  
Mrs. Amy Stevenson, Director of Pupil Services

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

The meeting was called to order at 6:34 p.m. A quorum was established at 6:37.

**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, 11/07/16

A consensus of the Board approved the Secretary's Report for the regular meeting held on 11/07/16, as presented.

**Item IV. Treasurer's Report**

Bills, 11/03/16- \$63,834.47  
Grants, 11/03/16- \$2,175.72

Grants, 11/07/16- \$1,744.12  
Bills, 11/22/16- \$236,449.25  
Grants, 11/22/16- \$5,755.81

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. Budget Committee Meeting Reminder**

Ms. Shegogue read the Budget Committee meeting reminder that was posted on the agenda. A correction was made to the time, which is 5:30 p.m., at Stafford Elementary School in the library.

##### **C. Board Policy Committee Meeting Reminder**

Ms. Shegogue read the Board Policy Committee meeting reminder that was posted on the agenda.

##### **D. CAFE Day on the Hill, March 8, 2017**

Dr. Collin stated that this is a “save the date” reminder.

Dr. Collin also distributed an article that was published in the *Journal Inquirer* regarding the King Arthur Flour bread baking event.

#### **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. Mr. Pelliccia also distributed a copies of two press releases regarding the Unified Sports Program, the R&D class and test results. Miss Gagnon, Alternate Student Representative, gave an update on events at Stafford Elementary School and Stafford High School athletics, as well as an update on the SAT results, which was sent to the press. Mr. Combs, Student Representative, gave an update on events at Staffordville School and music events.

##### **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). Ms. Shegogue stated that the committee meeting prior to the regular meeting was cancelled.

##### **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. Good News from SHS Pupil Services**

Dr. Collin stated that in an effort to keep the Board informed of the “great happenings” in the school district, two Stafford High School teachers were present to provide highlights of collaborative efforts between their departments and other districts.

Ms. Sheree Pasini, Business Teacher, informed the Board of a personal finance conference, entitled JumpStart National Educator Conference, which she and Ms. Colleen Martin, Special Education Teacher, attended in Dallas. Ms. Pasini noted that due to their collaboration, they received a scholarship to attend the last conference. They explained how this conference served as a springboard to their efforts to ensure this curriculum is accessible to all students, regardless of their abilities.

Ms. Martin informed the Board of activities in which students have participated as a result of its membership in a consortium of transition programs, which include Somers, Enfield, Windsor Locks, East Granby, Granby and Suffield. Ms. Martin said that all of the students meet together at social events, which helps them learn to use money in the community and how to socialize in large groups. She said that there will be a holiday party this month and that they went bowling last month.

Other collaborative initiatives at the high school include noteworthy collections by generous staff members, which have resulted in a variety of substantial donations to needy families in our town. Ms. Martin thanked everyone for their generosity. She said that the parents, students and staff in this district are very generous, which makes it a wonderful place to work.

**B. Fall Sports Presentation**

Dr. Collin stated that three times per year, sports teams at Stafford High School report on their playing season. Coaches and team captains for the following fall sports were introduced by Mr. Damian Frassinelli, Director of Athletics and Recreation:

Coach Dunn, Matt Frank and Saylee Missell- Cross Country; Coach Boldi, Kaitlyn Kirchhoffer, Abbe Minor and Danielle Garnelis- Field Hockey; Coach Mazzone, Justin Grant and Joe Mongillo- Football; Mike Bachiochi and Aiden Goodwin- Boys Soccer; and Coaches Freeman and Martorelli, Holly Buchanan and Miranda Griffith- Girls Soccer.

Mr. Frassinelli also shared information he received from George Synnott, Director of Unified Sports at CIAC, on the high school's selection as a Unified Champion Banner School. He also stated that Coach Mazzone was named “Coach of the Year” for the second year in a row.

In addition, Dr. Collin shared a video that highlighted the theme of camaraderie and sense of family that emanates from our Co-op Football Team as indicated in a recent broadcast, which is also posted on our district website.

**C. Memorandum of Understanding Between the Board of Selectmen, Board of Education, Library Board, and the Water Pollution Control Authority Board Regarding Transfer of Savings in Utilities to Newly Established Energy Fund for the Town of Stafford**

Dr. Collin stated that as indicated in the Town of Stafford Special Town Meeting Minutes dated November 12, 2014, the town approved the appropriation of \$17,000,000 *for the purchase and installation of solar and geothermal projects at Town facilities located at Levinthal Run, Orcuttville Road and Upper Road, and to approve a lease purchase agreement to finance the appropriation. . . .* Furthermore, it was approved that *any unexpended amounts in Town budgeted line items for energy costs shall be transferred, deposited and credited to the Energy Fund. . . .*

To memorialize this agreement, Dr. Collin provided a draft memorandum of understanding via the portal for the Board's review. She said that at this time, she is not recommending that the Board take action as there are some unresolved factors that must first be addressed specific to the assumption of responsibility for unanticipated funds relative to the solar and geothermal projects. These costs include but are not limited to the following: glycol treatment, addition of solar thermal monitoring system, solar thermal review and evaluation, ClimaCool training, and occupancy controls for domestic hot water recirculation pumps.

Dr. Collin said that should the expectation be that the Board of Education assume responsibility for the aforementioned items, the district's budget would be negatively impacted. For this reason, Dr. Collin recommended that the Board of Education not take action on the attached Memorandum of Understanding until this issue has been collectively addressed by the Boards.

Mr. Cowperthwaite stated that there is a meeting scheduled on December 14, 2016, with the installing contractors to discuss some of these matters. He said that he will provide Dr. Collin with an update after the meeting.

Mr. Gallison and Mr. Roberts had questions regarding the lack of training and the lease agreements.

**D. CABE / CAPSS Convention**

Dr. Collin stated that she and Ms. Shegogue attended the CABE/CAPSS Convention, on November 18-19, 2016. In addition, high school senior Isaac Combs and junior Autumn Gagnon, who currently serve as the Student Representative and Alternate Student Representative, respectively, joined the district's team at the Mystic Marriott Hotel, Groton, on Saturday.

Dr. Collin reported that in addition to performances by the Bloomfield High School Voices of Inspiration and Rockville High School's Gold Company, Dr. Tony Wagner delivered the keynote address on Friday morning. Dr. Wagner currently serves as an Expert in Residence at Harvard University's new Innovation Lab and as a Senior Research Fellow at the Learning Policy Institute, founded by Linda Darling-Hammond in 2015. Prior to these appointments, Tony was the first Innovation Education Fellow at the Technology & Entrepreneurship Center at Harvard, and the founder and co-director of the Change Leadership Group at the Harvard Graduate School of Education for more than a decade. His previous work experience includes twelve years as a high school teacher, K-8 principal, university professor in teacher education, and founding executive director of Educators for Social Responsibility.

Dr. Joseph Erardi, Jr., 2017 Superintendent of the Year, Newton Public Schools, was also recognized, and Governor Dannel Malloy addressed the audience.

Ms. Nadia Lopez, who in 2010 founded Mott Hall Bridges Academy in Brownsville, Brooklyn, to help turn the tide in a neighborhood that had all but given up on its students, addressed the attendees on Saturday morning. Each year, her sixth graders hold hands and walk across the Brooklyn Bridge to Manhattan to symbolize their connection to the world. Seventh graders take an entrepreneurship class in which they develop business plans for a class contest. Eighth graders prepare to matriculate into the alumni association for continued college readiness preparation. Despite the fact that 100% of Nadia's students live below the poverty line, last year 72 of Mott Hall Bridges' 75 graduates were able to enroll in high schools beyond the Brownsville community. Nadia's school combats the school-to prison pipeline with a stunning **98% graduation rate** among its first three graduating classes.

Via the portal, Dr. Collin provided the Board with a list of workshop titles and descriptors that she, Ms. Shegogue and the student representatives attended.

**E. Financial Report July 1, 2016, through October 31, 2016**

Dr. Collin presented the financial report of funds budgeted and encumbered/expended from July 1, 2016, through October 31, 2016, as prepared by Mrs. Deborah Szymanski, Interim Business Manager.

She reported 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. She said that Ms. Szymanski's report indicates that period to date expenditures total 25.2% with 61.5% encumbered, leaving a balance of \$2,667,563.77 or 9.7% of the total budget to be expended or encumbered by June 30, 2017.

Dr. Collin noted that Mrs. Szymanski and Mrs. Marinelli are currently working on a review of the salary and grant accounts.

Mr. Gallison inquired about the status of the 2015-2016 budget. Mrs. Szymanski stated that the auditors were scheduled to be in district the next day.

**F. Cafeteria Profit and Loss through October 31, 2016**

Dr. Collin presented the Cafeteria Profit and Loss report for July 1, 2016, through October 31, 2016, as prepared by Mrs. Deborah Szymanski, Interim Business Manager. She reported that the Food Services program had a profit of \$1,558.63 for the month of October, and reports a year to date profit of \$11,622.05.

Dr. Collin said that as indicated in the memorandum from Mrs. Beth LaPane, Supervisor of Food Services, she has introduced new ala carte items at the high school and middle school, such as beef jerky and Snapple products, which meet the State's healthy food requirements. In addition, the Boar's Head deli meat pilot program is scheduled to begin at Stafford High School on December 7, 2016.

Mr. Gallison asked about the financial impact of losing the St. Edward contract and Head Start. Mrs. Szymanski said that she believes it is about \$1,300 to \$1,500 per month, but she would check and get back to him.

**G. Administrators' Reports on 2015 – 2016 School Goals and Presentation of 2016 – 2017 School Improvement Plans (SIPs)**

Administrators from Staffordville, Stafford Elementary, Stafford Middle and Stafford High Schools were present at the meeting to briefly highlight progress on their 2015-2016 School Improvement Plans (SIPs). Dr. Collin said that in accordance with the new educator evaluation plan, Mrs. Amy Stevenson, Director of Pupil Services, and Mr. Michael Bednarz, Director of Curriculum & Instruction, are working collaboratively with all building administrators to attain student learning outcomes.

Dr. Collin informed the Board that the 2016-2017 School Improvement Plans, which are written in S.M.A.R.T. (Specific, Measurable, Attainable, Realistic and Timely) format, were provided via the portal for the Board's review. She said that Board members may direct questions to her.

**Item VIII. Public Forum**

A member of the audience stated that he likes the reports from the athletic department, and he thanked the staff members for their time and effort to improve student performance.

**Item IX. Old Business**

There was no Old Business.

**Item X. New Business**

**A. Acceptance of Bass Clarinet**

Dr. Collin said 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 on behalf of our school district, Mrs. Laurie Dillon, Music Teacher, submitted an application to "Horns for Kids" which is a tax-exempt, non-profit organization. Its purpose is "to encourage children to experience the thrill of performing music in school and as a life-long activity." Dr. Collin said that information about this organization, which recently donated a Yamaha bass clarinet valued at \$2,080, was provided via the portal.

Mr. Gallison made a motion, seconded by Mrs. Walsh, that the Board of Education accept the donation of the Yamaha bass clarinet from "Horns for Kids" to be used by the music department at Stafford High School for performances and other related activities. Mr. Gallison, Mr. Roberts and Mrs. Walsh voted for the motion, which carried.

**Item XI. Personnel Matters**

**A. Acceptance of Resignation- Certified Staff Member**

Mr. Roberts made a motion, seconded by Mrs. Walsh, that the Board of Education accept the resignation of the following staff member, as indicated:

NAME	POSITION	SCHOOL	EFFECTIVE DATE	REASON
Gabrielson, Rachel	School Guidance Counselor, Long-term Substitute	Stafford High School	12/23/16	To accept a permanent position in another CT district.

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

**Item XII. Student Matters**

There were no Student Matters.

**Item XIII. Adjournment**

Mr. Gallison made a motion, seconded by Mr. Roberts, to adjourn. Mr. Gallison, Mr. Roberts and Mrs. Walsh voted for the motion, which carried. The meeting adjourned at 8:38 p.m.

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

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**Sonya Shegogue, Chairperson**

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**Tracy L. Rummel, Secretary**