

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

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

Also Present: Dr. Patricia A. Collin, Superintendent of Schools
Mr. Sam Adlerstein, Business Manager
Mr. Damon Reynolds, Alternate Student Representative
Miss Allison Schoolnick, Student Representative

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 Schoolnick led the Board in the Pledge of Allegiance.

Item III. Secretary's Report- Approval of Minutes

Regular Meeting, 12/07/15

A consensus of the Board approved the Secretary's Report for the regular meeting held on 12/07/15, as presented.

Item IV. Treasurer's Report

Bills, 12/09/16- \$188,472.17
Grants, 12/09/15- \$16,862.13
Bills, 12/21/15- \$268,242.71
Grants, 12/21/15- \$10,542.55

A consensus of the Board approved the bills and grants as presented.

Item V. Correspondence

A. Board Meeting Reminder

Mrs. Rummel reviewed the Board of Education meeting reminder that was posted on the agenda.

B. Susan G. Komen Letter

No discussion.

C. Certificates of Recognition- Office of Early Childhood

Mrs. Walsh asked Dr. Collin what the criteria is for receiving this recognition. Dr. Collin said that she'd gather more information and forward it to all of the Board members.

Dr. Collin distributed a copy of *Go Local*, which included an article about Ms. Jacqueline Sidor, who is one of the district's art teachers.

Item VI. Board Reports

A. Report from Student Representative

Miss Schoolnick distributed a report, which covered three of the schools' news and events, as well as a high school drama and music department update. Miss Schoolnick also distributed a copy of the high school's exam schedule. Mr. Reynolds gave an update on sports. Dr. Collin mentioned that Mr. Courtney will be visiting the high school research and development class to see the progress on the hovercraft project. Additionally, Ms. Morhardt is trying to schedule a visit at Stafford Elementary School from a well-known meteorologist.

B. Budget Committee

The Budget Committee members are Mrs. Rummel, Ms. Shegogue and Mr. Kovaleski (Mrs. Locke, alternate). Mrs. Rummel noted that the committee just met prior to the regular meeting and that the full budget presentation would take place at the next meeting on 1/25/16.

C. Curriculum Committee

The Curriculum Committee members are Ms. Shegogue, Mrs. Locke and Mrs. Walsh. 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. Dr. Collin noted that the committee held a virtual meeting to review the one policy that the Board will review later on the agenda.

E. Negotiation Committee

The Negotiation Committee members are Mrs. Locke, Ms. Shegogue and Mr. Roberts. There was no update from this committee. Dr. Collin stated that Mr. Glidden, the new CSEA representative, is meeting with the CSEA committee this coming Thursday. She said that she would keep the committee updated.

Item VII. Superintendent's Reports

A. Financial Report July 1, 2015, through December 31, 2015

Dr. Collin presented the financial report of funds budgeted and encumbered/expended from July 1, 2015, through December 31, 2015, as prepared by Mr. Sam Adlerstein, Business Manager. The total budget for the 2015-2016 school year is \$27,472,500. The period to date expenditures/encumbrances total \$25,527,241, or

92.9% (43.1% expended; 49.8% encumbered), leaving a \$1,963,039 balance of the total budget to be expended or encumbered by June 30, 2016.

Mr. Gallison asked about the overage in the legal fees line and how that overage would be covered. Mr. Adlerstein explained how funds are transferred within the budget and in which cases the Board would be notified.

Item VIII. Public Forum

There were no questions or comments.

Item IX. Old Business

There was no Old Business.

Item X. New Business

A. Review and Possible Approval of Revision to Board Policy

Dr. Collin stated that the policy being considered was initially presented to the Administrative Policy Committee (APC) and Board Policy Committee (BPC) in December 2015 for review and discussion. The APC is comprised of the following staff: Mr. Michael Bednarz, Director of Curriculum & Instruction; Mr. Marco Pelliccia, Principal, Stafford High School; Mr. Gregory Buonome, Assistant Principal, Stafford Middle School; Mrs. Peggy Falcetta, Principal, Staffordville School; Mrs. Amy Stevenson, Director of Pupil Services and me. Board Policy Committee (BPC) members include Mrs. Kathy Walsh (Chairperson), Mr. Peter Kovaleski, and Mrs. Tracy Rummel.

- **Policy 4221 Personnel-Non-Certified: Substitutes-Per Diem and Long-Term Substitute Pay-School Nurses**

Dr. Collin stated that there is only one revision that the district would like to recommend at this time. In addition to certified and non-certified substitutes, the district is struggling to secure nurse substitutes (non-affiliated) as we compete with other districts such as Union, which offers \$230 per diem. Stafford currently pays \$150.00 per diem.

While the proposed revision is still not competitive with Union, she recommend that the Board revise its current policy to reflect an increase of \$25 per diem for a total of \$175.00 per diem. As Superintendent of Schools, she recommended that the revised policy be effective January 12, 2016.

Mrs. Walsh made a motion, seconded by Mrs. Locke, that the Board approve the revision to **Policy 4221 Personnel-Non-Certified: Substitutes-Per Diem and Long-Term Substitute Pay-School Nurses**, effective January 12, 2016, as presented. Mr. Gallison, Mr. Kovaleski, Mrs. Locke, Mr. Roberts, Ms. Shegogue, and Mrs. Walsh voted for the motion, which carried.

B. Possible Approval of ERASE Substance Use and Risky Behaviors Student Survey

Dr. Collin stated that at a special meeting of the Stafford Family Services Advisory Board on December 3, 2015, they discussed the possibility of re-administering an East of the River Action for Substance Abuse Elimination (ERASE) survey, which had been last conducted in the spring of 2010 to students in grades six

through 12. The purpose of the student survey is to identify patterns of substance use and risky behaviors and to plan substance abuse prevention activities, as warranted. Also present at the meeting were Lieutenant Thomas Duncan, Stafford Police Department, and Tony Frassinelli, First Selectman.

Dr. Collin noted that no student is required to complete the survey, and a student can skip a question if he/she feels uncomfortable answering it. The substance use and risky behaviors student survey and consent form through which parents/guardians may indicate that they do not give consent for their child's participation is was provided via the portal for the Board's review. Additionally, Dr. Collin provided background information about the survey and its administration.

Dr. Collin said that she has tentative plans to administer the on-line survey (via Survey Monkey) in February 2016, with a subsequent presentation by ERASE personnel to the Board of Education in late spring. Based on the results of the survey, the school district would be able to work with Stafford Family Services to promote substance abuse prevention efforts. She said that the cost of the on-line survey, data analysis, report and presentation totals \$4,300. Stafford Family Services agreed to review its budget to determine how much financial support they may contribute to this endeavor. According to Mr. Michael Bednarz, Director of Curriculum & Instruction, the remaining balance would be paid through the Board's District SRBI and testing lines. Dr. Collin added that she received a call earlier that day and was told that Stafford Family Services could provide \$300 from its small budget to help cover the cost of the survey.

Dr. Collin reported that Board policy 5145.17 Student Privacy (copy provided via the portal), provides for the notification of parents/guardians or students over the age of eighteen of any student survey such as the ERASE survey before it is administered. While they may not be provided with a copy, parents/guardians or students over the age of eighteen have the right to inspect survey questions and/or opt out of the survey.

Ms. Shegogue made a motion, seconded by Mrs. Walsh, that the Board of Education approve the proposed ERASE survey for students in grades six through twelve, according to the guidelines of Board policy 5145.17. Mr. Gallison, Mr. Kovaleski, Mrs. Locke, Mr. Roberts, Ms. Shegogue, and Mrs. Walsh voted for the motion, which carried.

C. Appointment of Representative to the Cable Advisory Council of Enfield

Dr. Collin stated that she received an email from the Selectman's office, which indicated that the Board of Education is required to appoint one member to the Cable Advisory Council of Enfield (CAC), The member "shall reside in said town or be a member of said Board of Education, or be employed by said Board of Education." Similarly, the chief elected official is also required by Connecticut statute to appoint one or more members, who are residents of the town depending on its population (e.g. If there are fewer than 5,000 residents, the town must appoint one member.). Each member of the CAC is required to serve a two-year term and uphold the mission and responsibilities as enumerated in the aforementioned email.

Mr. Gallison volunteered to serve as the Board of Education representative on the Cable Advisory Council of Enfield.

D. Acceptance of Donation

Dr. Collin stated that as indicated in the memorandum in the portal from Ms. Shelley Michaud, Principal, West Stafford School, a staff member has offered to donate a refrigerator, which is less than three years old to the Family Resource Center, in order to support the childcare program.

Mrs. Locke made a motion, seconded by Mr. Kovaleski that the Board accept the refrigerator donation, as presented. Mr. Gallison, Mr. Kovaleski, Mrs. Locke, Mr. Roberts, Ms. Shegogue, and Mrs. Walsh voted for the motion, which carried.

E. Obsolete Equipment

Dr. Collin stated that after consulting with Mr. Devin Cowperthwaite, Supervisor of Building Services, Ms. Shelley Michaud, West Stafford School Principal, has declared a full-size refrigerator in the Family Resource Center (FRC) office, which is utilized for the childcare program and is believed to have been used at the Borough School, as obsolete.

Mrs. Locke made a motion, seconded by Mr. Kovaleski, that the Board of Education approve the return of the obsolete/irreparable equipment, as enumerated in the attached document, 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 the equipment, the district will assume responsibility for proper disposal. Mr. Gallison, Mr. Kovaleski, Mrs. Locke, Mr. Roberts, Ms. Shegogue, and Mrs. Walsh voted for the motion, which carried.

F. Appointment of Representative to EASTCONN Board (added to the agenda)

Mrs. Rummel stated that EASTCONN is looking for a representative from Stafford’s Board to serve on the EASTCONN Board. Information regarding the duties and responsibilities was provided via the portal.

Mrs. Rummel stated that she has served on the EASTCONN Board for several years, but her work schedule no longer allows her to do so. She said that the meetings are usually held at 4 p.m. in Hampton, CT. None of the Board members were available for this volunteer duty.

Item XI. Personnel Matters

A. Acceptance of Resignation- Certified Staff Member

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

NAME	POSITION	SCHOOL	EFFECTIVE DATE	REASON
Bianca, Jennifer	Special Education Teacher	Stafford Middle School	12/21/15	Personal.

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

Item XII. Student Matters

There were no Student Matters.

Item XIII. Adjournment

Mr. Kovaleski 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 7:20 p.m.

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

Tracy L. Rummel, Chairperson

Sonya Shegogue, Secretary

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