

**Regular Meeting
Stafford Board of Education
Stafford Elementary School
February 22, 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
Mrs. Kathy Walsh

Absent: Mr. Jeff Roberts

Also Present: Dr. Patricia A. Collin, Superintendent of Schools
Mr. Sam Adlerstein, Business Manager
Mr. Michael Bednarz, Director of Curriculum and Instruction
Mrs. Peggy Falcetta, Principal, Staffordville School
Ms. Jennifer Hoffman, Principal, Stafford Middle School
Ms. Shelley Michaud, Principal, West Stafford School
Mr. Marco Pelliccia, Principal, Stafford High School
Ms. Jolene Piscetello, Principal, Stafford Elementary School
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

Special Meeting, 02/11/16

A consensus of the Board approved the Secretary's Report for the special meeting held on 02/11/16, as presented.

Item IV. Treasurer's Report

Bills, 02/18/16- \$175,245.06
Grants, 02/18/16- \$8,682.78

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.

Mrs. Rummel reminded the Board that a Board retreat has been scheduled for Monday, April 4, 2016, at 5:30 p.m., at the public library. She said that dinner would be provided.

Item VI. Board Reports

A. Report from Student Representative

Miss Schoolnick distributed a report, which covered four of the schools' news and events, as well as a drama and music report and photos of the Real Men Sing Festival and the JMH Celebration. Mr. Reynolds also gave a brief sports update.

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 the Board of Finance has asked that she and Mr. Adlerstein attend their meeting scheduled for Wednesday, 3/2/16, at 7 p.m., at town hall.

C. Curriculum Committee

The Curriculum Committee members are Ms. Shegogue, Mrs. Locke and Mrs. Walsh. There was no update from this committee. Ms. Shegogue noted that the Curriculum Committee is scheduled to meet on 3/21/16, prior to the Board meeting.

D. Policy Committee

The Policy Committee members are Mrs. Rummel, Mr. Kovaleski and Mrs. Walsh. There was no update from this committee. The Policy Committee scheduled a meeting for Friday, 3/4/16, at 8 a.m.

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. Cafeteria Profit and Loss Statement through January 31, 2016

Dr. Collin presented the Cafeteria Profit and Loss report for July through January 31, 2016, as prepared by Mr. Sam Adlerstein, Business Manager. The Food Services program had a profit of \$6,971 for the month of January, and the report indicates a year to date profit of \$7,721. It is important to remember that the District does not charge students, who are eligible for reduced meal prices, the loss of which the Food Services Program absorbs.

Dr. Collin said that Mr. Adlerstein's memorandum, which was posted in the portal, provides information regarding the number of meals served and total revenue, 59% of which is government aid. According to Sam, the Rediker Point of Sale implementation has resulted in faster serving of meals. Also, parents are accessing the system to make on-line payments and monitor their children's activity.

Mrs. Rummel stated that from the graph that Mr. Adlerstein provided, the sales look to be on trend and that the program should be in a good place at the end of the year. Mr. Adlerstein agreed.

B. Head Start Report through January 31, 2016

Dr. Collin presented the Head Start report. She said that the Head Start fiscal year runs from February 1, 2015, through January 31, 2016.

The Basic Head Start (Fund 160) award for the first part of the current grant year was \$52,166 and ended January 31, 2016, and reflects a balance of \$0. The Early Head Start (Fund 182) award for the first portion of the current grant year was \$40,773 (covers seven months) and ended in January 2016. This account also reflects a balance of \$0.

Dr. Collin noted that as was indicated in the response to Board members' question about the proposed 2016-2017 budget, a change to the Head Start program is anticipated. Ms. Shelley Michaud, Principal, West Stafford School, is confident that through condensing/reducing much of the overlapping reporting, service options, and staffing within our other early childhood grants (and without the restrictions imposed by the Basic Head Start Grant), the district will be able to provide a comprehensive program similar to Head Start, that will be funded solely through our other early childhood grants as the realignment will meet the requirements of those grants without impact on the district's regular budget.

In compliance with the Head Start agreement, the monthly program expense reports are presented to the Board of Education on a regular basis. After consulting with EASTCONN personnel last spring, we have determined that the district would meet this obligation by reporting to the Stafford Board of Education on a quarterly basis. In addition, the reports are periodically presented to the Head Start Parent Policy Committee, which also reviews the minutes of BOE meetings in order to stay abreast of the Board's actions.

Mrs. Rummel said that she knows that this information is monitored closely, which is why the Board has very few questions.

C. Quarterly Update on the Self-Funded Health and Dental Insurance Funds

Dr. Collin presented a report that was prepared by Mr. Sam Adlerstein, Business Manager, regarding the status of the district's self-funded health and dental insurance programs.

She said that the health insurance fund reflected a total balance of \$1,488,493.33 as of January 31, 2016. At this time last year, the health insurance fund reflected a balance of \$998,499.58.

She said that on January 31, 2016, the dental insurance fund reflected a balance of \$92,223.34. At this time last year, the dental insurance fund reflected a balance of \$53,634.28.

D. Continued Presentation of the Proposed 2016 – 2017 Budget for the Stafford Public School District

Dr. Collin reported that at the Board of Education meeting on February 1, 2016, she presented a revised budget proposal, which totaled \$27,856,411. The revised proposal represented an increase of \$383,911 or 1.4% as compared to the 2015-2016 approved budget. Last week, the Town and District locked in on fuel prices at \$1.40/gal, which is \$0.40 lower than that which was originally budgeted. Subsequently, during a meeting with Tony Frassinelli, First Selectman, and Lisa Baxter, Chief Financial Officer, on February 17, 2016, it was

determined that there is insufficient funding to cover the cost of the solar and geothermal projects (debt service payment). Therefore, rather than reducing the proposed 2016-2017 budget by \$25,519 for diesel fuel and \$88,812 for heating oil, these funds were reallocated to the district's debt service line, which now reflects a total of \$140,000. Other adjustments to Social Security and Medicare (+\$24,950), a postage meter rental (+\$2,000), boiler repairs addressed in 2015-2016 (-\$13,000), and a Heald fund grant allowance for the high school library (-\$10,000), were also reflected in the slides provided to the Board via the portal.

Dr. Collin also noted that the Stafford Board of Education currently provides educational services for a student with special needs, who resides in another school district that does not have the resources to provide a Free Appropriate Public Education (F.A.P.E.). For provision of such services, the other school district pays tuition to Stafford Public Schools. While it is a complicated calculation, the Per Pupil Expenditure, as is the case with students from Union, goes directly to the Town of Stafford. However, after consulting with our auditors, the costs affiliated with direct services (e.g. special education teacher, job coach, and school psychologist), may be used to offset the Board of Education's expenses. Deemed appropriate and of benefit to the student as well as to those of Stafford High School, the district anticipates the student's continued enrollment for the 2016-2017 school year.

The complete budget document, including backup material, is posted on the district web site- www.stafford.k12.ct.us

Item VIII. Public Forum

There were no questions or comments.

Item IX. Old Business

There was no Old Business.

Item X. New Business

A. Approval of the 2016 – 2017 Budget for the Stafford Public School District

Dr. Collin stated that in addition to funding for contractually-obligated salary and degree changes and a 0% increase in insurance, included in the proposed itemized estimate are the following: Reinstatement of 1.0 FTE special education teacher at Stafford Middle School; reinstatement of 1.0 FTE instructional support teacher at Stafford Elementary School; addition of a certified media specialist at Stafford Elementary School; an increase of 0.19 FTE central office clerk; and an increase of 0.3 FTE music teacher at Stafford Elementary, Middle and High Schools. The proposed budget also reflects the elimination of one non-certified staff (1.0 FTE paraprofessional) to mitigate the impact of the aforementioned certified library media specialist.

She said that the 2016 – 2017 budget proposal totals \$27,856,411, representing an increase of \$383,911 or 1.4% increase as compared to the 2015-2016 approved budget.

She noted that the proposed Board of Education itemized estimate for 2016-2017 must be forwarded to the Board of Finance by Wednesday, February 24, 2016.

Mr. Gallison asked several questions regarding the transfer of funds to the debt service lines. He also thanked Dr. Collin and Mr. Adlerstein for answering all of his budget questions.

Mrs. Walsh made a motion, seconded by Mr. Kovaleski, that the Board of Education approve the 2016-2017 budget for the Stafford Public School District, as presented. Mr. Gallison, Mr. Kovaleski, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

Item XI. Personnel Matters

A. Resignation- Certified Staff Member

Mrs. Walsh made a motion, seconded by Mrs. Locke, that the Board accept the resignation of the following staff member:

NAME	POSITION	SCHOOL	EFFECTIVE DATE	REASON
Dana Hurley	Special Education Teacher	Stafford High School	2/19/16	Personal.

Mr. Gallison, Mr. Kovaleski, Mrs. Locke, Ms. Shegogue 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, Ms. Shegogue, and Mrs. Walsh voted for the motion, which carried. The meeting adjourned at 7:07 p.m.

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

Tracy L. Rummel, Chairperson

Sonya Shegogue, Secretary