

**Regular Meeting
Stafford Board of Education
Stafford Elementary School
March 21, 2016, 6:30 p.m.**

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

Also Present: Dr. Patricia A. Collin, Superintendent of Schools
Mr. Sam Adlerstein, Business Manager
Mr. Michael Bednarz, Director of Curriculum and Instruction
Mr. Joe Coll, Teacher, Stafford Middle School
Mr. Christopher Dean, Teacher, Stafford Middle School
Ms. Andrea Duke, Teacher, Stafford High School
Mrs. Peggy Falcetta, Principal, Staffordville School
Mr. Dean Fortin, Network / IT Coordinator
Ms. Jennifer Hoffman, Principal, Stafford Middle School
Ms. Shelley Michaud, Principal, West Stafford School
Mr. Steve Montgomery, Assistant Principal, Stafford Elementary School
Ms. Nichole Martorelli, Teacher, Stafford High School
Mr. Marco Pelliccia, Principal, Stafford High School
Mr. Damon Reynolds, Alternate Student Representative
Miss Allison Schoolnick, Student Representative
Mr. Ben Scurto, Teacher, Stafford High School
Ms. Amy Stevenson, Director of Pupil Services

Item I. Call to Order- Establishment of Quorum

The meeting was called to order at 6:42 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, 02/22/16

A consensus of the Board approved the Secretary's Report for the regular meeting held on 02/22/16, as presented.

Item IV. Treasurer's Report

Bills, 03/03/16- \$158,062.96
Grants, 03/03/16- \$239.03

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.

B. Technology Grant Award

Dr. Collin stated that a memo from Mr. Bednarz, Director of Curriculum and Instruction, and a grant award notice regarding the technology grant was provided for Board members via the portal. She noted that the technology grant was discussed in detail with the Board at a previous Board meeting.

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 many events. Miss Schoolnick also distributed a flyer for the Stafford High School Drama / Music Boosters fundraiser at Basil's restaurant, and Mr. Reynolds gave a 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.

C. Curriculum Committee

The Curriculum Committee members are Ms. Shegogue, Mrs. Locke and Mrs. Walsh. Ms. Shegogue noted that the Curriculum Committee met prior to the Board meeting. Mrs. Locke and Ms. Shegogue said that they were very impressed with the presentation and the textbooks. Mrs. Walsh was unable to attend due to a conflict with another meeting this evening.

D. Policy Committee

The Policy Committee members are Mrs. Rummel, Mr. Kovaleski and Mrs. Walsh. Mrs. Walsh stated that the Policy Committee met on Friday, 3/4/16, at 8 a.m. Mrs. Walsh gave a detailed update on the changes to the policies, which would appear later on the agenda for approval.

E. Negotiation Committee

The Negotiation Committee members are Mrs. Locke, Ms. Shegogue and Mr. Roberts. There was no update from this committee. Dr. Collin noted that CSEA has a meeting scheduled next week.

Item VII. Superintendent's Reports

A. Recognition of the Board of Education

Dr. Collin said that Board of Education members commit numerous hours of service to the Town of Stafford through policy and practice decisions, which guide the school district. She said that the month of March has been designated as Connecticut's Board of Education Appreciation Month. Board members were honored at the meeting and given a certificate of appreciation and a gift of Dr. Collin's homemade bread.

The Board took a brief recess at 7:00 p.m., for refreshments, followed by the joint meeting with the Board of Finance at the same location.

The Board of Education meeting reconvened at 8:15 p.m.

B. Cafeteria Profit and Loss Statement through February 29, 2016

Dr. Collin presented the Cafeteria Profit and Loss report through February 29, 2016, as prepared by Mr. Sam Adlerstein, Business Manager. She said that the Food Services Program had a profit of \$9,343 for the month of February, and that the report indicates a year-to-date profit of \$17,064. Dr. Collin reminded the Board that the district does not charge eligible students for reduced-price meals, the cost of which is absorbed by the Food Service Program.

She noted that Mr. Adlerstein's memorandum includes information regarding the number of meals served, revenue sources, profit-loss comparisons and the percentage of children eligible for free- and reduced-price meals (39.5%).

Mr. Kovaleski asked if Mr. Adlerstein was confident that the program is in a good place. Mr. Adlerstein said that he was confident.

C. Financial Report July 1, 2015, through February 29, 2016

Dr. Collin presented the financial report, sorted by object code, of funds budgeted and encumbered/expended from July 1, 2015, through February, 2016, as prepared by Mr. Sam Adlerstein, Business Manager. The total budget for the 2015-2016 school year is \$27,472,500.

She noted that the period to date expenditures/encumbrances total \$25,567,178, or 93.2% (59.5% expended; 33.6% encumbered), leaving a \$1,905,322 balance of the total budget to be expended or encumbered by June 30, 2016.

She said that Mr. Adlerstein has also included a report, which includes State, federal and local grant awards, expenditures, and reimbursements received as of February 29, 2016. Most grants are on a reimbursement basis, which means that the funding source of the grant reimburses the district after the latter covers the expense.

There were no questions or comments.

Item VIII. Public Forum

A member of the audience stated that the Board approved budget for 16-17 is very reasonable and that it should be easy to get people to support it. She also said that it was a great idea to have students present at the public hearing.

Item IX. Old Business

There was no Old Business.

Item X. New Business

A. Review and Possible Approval of Revisions to Current Board Policies

Dr. Collin reported that on February 12, 2016, the policies enumerated below were initially discussed and reviewed by the Administrative Policy Committee (APC), which 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 Dr. Collin. Mr. Gregory Buonome, Assistant Principal, Stafford Middle School, was not present. Subsequently, on March 4, 2016, the same policies were also reviewed by the Board Policy Committee (BPC), comprised of Mrs. Kathy Walsh (Chairperson), Mr. Peter Kovaleski, and Mrs. Tracy Rummel.

The following policies were provided via the portal for the Board's review:

- **Policy 1331 Community Relations: Smoke Free Environment** (Suggested revisions based on recent legislation relating to the use of vapor products.)
- **Policy 4118.231 Personnel: Alcohol, Drugs and Tobacco** (Suggested revisions based on recent legislation relating to the use of vapor products.)
- **Policy 5114 Students: Discipline** (Suggested revisions based on legislative changes, for example suspension & expulsion for students in preschool through grade two; in addition, there are organizational revisions to the expulsion hearing procedures)
- **Policy and Corresponding Regulation 5131.6 Students: Alcohol Use, Drugs and Tobacco (including Performance Enhancing Substances)** (Suggested revisions based on recent legislation relating to the use of vapor products.)
- **Policy and Corresponding Regulation 5141.3 Health Assessments and Immunizations** (Suggested revisions based on legislative changes in the immunization requirements for 2016-17)

Dr. Collin said that typically, when new policies are presented to the Board of Education, the initial presentation serves as a "first reading" to allow for ample review, discussion and public comment prior to possible approval at a subsequent meeting, which serves as the "second reading." Because these changes are suggested revisions to existing policies in accordance with legislative updates, she said that the Board may consider approving the aforementioned policies, as presented.

Ms. Shegogue made a motion, seconded by Mr. Kovaleski, that the Board of Education approve **Policy 1331 Community Relations: Smoke Free Environment; Policy 4118.231 Personnel: Alcohol, Drugs and Tobacco; Policy 5114 Students: Discipline; Policy and Corresponding Regulation 5131.6 Students: Alcohol Use, Drugs and Tobacco (including Performance Enhancing Substances); Policy 5141.3 Health**

Assessments and Immunizations; Policy 6163 Selection of School Library Material; and Policy 6163.1 Material Selection Policy for School Libraries, as presented. Mr. Gallison, Mr. Kovaleski, Mrs. Locke, Mr. Roberts, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

B. Review and Possible Approval of Replacement for Existing Board Policy

Dr. Collin stated that the Administrative Policy Committee met on February 12, 2016, to review and discuss the consideration of replacement policy specific to the physical restraint and seclusion of students. Subsequently, on March 4, 2016, the Board Policy Committee (BPC), comprised of Mrs. Kathy Walsh (Chairperson), Mr. Peter Kovaleski, and Mrs. Tracy Rummel met to review and discuss the policy.

As a result of this process it was determined that the Board should replace two of its existing policies as indicated below:

- **Policy 5144.1 Students: Physical Restraint(s)/Seclusion of Students**
- **Policy 4152.6/4252.6 Personnel: Personal Leaves: Family and Medical Leave Act**

First, in terms of **Policy 5144.1**, there have been significant changes in the law regarding physical restraint and seclusion. Per Dr. Collin's request, Shipman & Goodwin, with whom the district contracts for policy services, conducted a review of our current policy & regulation. As a result, we are recommending that the Board adopt Shipman & Goodwin's model policy for a couple of reasons:

1. A short, broad policy statement for the actual board of education policy and then allowing the district to develop administrative regulations is appropriate to allow us flexibility to implement the details of these requirements and the flexibility to revise them administratively as the legal requirements in this area change. The State Department of Education will be revising its restraint and seclusion regulations at some point, which will require another revision of board procedures. Having the procedures as administrative regulations rather than board policy will allow for greater adaptability.
2. In addition, as noted above, the restraint/seclusion laws have changed substantially and the District's current policy does not address the legal requirements and procedures that are now required. These model regulations are based on the new legislative changes and recent SDE interpretive guidance. Also, the SDE has updated the restraint and seclusion incident report forms, so S & G recommends deleting the old versions from the current policy as well and replacing them with the new versions.

Second, there have also been significant legislative changes to the Board's Family and Medical Leave Act (FMLA) **Policy 4152.6/4252.6**. In addition to adopting Shipman & Goodwin's model policy, it is recommended that the district use the U.S. Department of Labor forms for FMLA that are used only to collect the required information and notification to which the federal FMLA provisions apply.

Both existing and replacement policies were made available for the Board's review.

Dr. Collin said that typically, when new policies are presented to the Board of Education, the initial presentation serves as a "first reading" to allow for ample review, discussion and public comment prior to possible approval at a subsequent meeting, which serves as the "second reading." Because the policies suggested are intended to replace current policies, the presentation of these policies at this time may serve as the first reading.

Mrs. Walsh made a motion, seconded by Mrs. Locke, that the Board replace its current **Policy 5144.1 Students: Physical Restraint(s)/Seclusion of Students**, and **Policy 4152.6/4252.6 Personnel: Personal**

Leaves: Family and Medical Leave Act, with the new policies, as presented. Mr. Gallison, Mr. Kovaleski, Mrs. Locke, Mr. Roberts, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

C. Review and Possible Approval to Repeal Existing Board Policy

Dr. Collin stated that the Administrative Policy Committee and, subsequently, the Board Policy Committee met to review and discuss replacement policies for its current policies as indicated below. This recommendation is due to the significant changes in the law regarding physical restraint and seclusion and FMLA.

- **Policy 5144.1 Students: Physical Restraint(s)/Seclusion of Students**
- **Policy 4152.6/4252.6 Personnel: Personal Leaves: Family and Medical Leave Act**

Dr. Collin stated that since the Board approved Policy 5144.1 Students: Physical Restraint(s)/Seclusion of Students and Policy 4152.6/4252.6 Personnel: Personal Leaves: Family and Medical Leave Act as presented, the district's current policies should be repealed from our manual since the new policies are more comprehensive and meet current legislative requirements. Additionally, repealing these policies will allow the district to implement the new policies immediately.

Mr. Roberts made a motion, seconded by Mrs. Walsh, that the Board repeal existing **Policy 5144.1 Students: Physical Restraint(s)/Seclusion of Students** and **Policy 4152.6/4252.6 Personnel: Personal Leaves: Family and Medical Leave Act**, as presented. Mr. Gallison, Mr. Kovaleski, Mrs. Locke, Mr. Roberts, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

D. Review and Possible Approval of Middle School World Geography and High School Chemistry and U.S. History Textbooks

Dr. Collin reported that the district has a three-year plan to replace secondary textbooks, which address new curricular standards, including the Common Core. As a result, she and Mr. Bednarz are presenting for the Board's consideration and adoption three textbooks, as follows:

- *Discovering World Geography* (McGraw Hill Education, 2014) intended to replace *World Geography* (Pearson, 2007);
- *Active Chemistry* (It's About Time, 2015) intended to replace College Chemistry's *Modern Chemistry* (Holt, Rinehart and Winston, 2002) and General Chemistry's *World of Chemistry* (Zumdahl and DeCoste, 2011) at Stafford High School; and
- *United States History* (Pearson, 2016), intended to replace *The Americans/Creating America* (McDougal-Littell, 2006) at Stafford High School.

Dr. Collin said that in addition to the New Textbook Recommendation Process, the corresponding New Textbook Request Forms, which provide the rationale for new textbooks and identifies other textbooks examined, were provided for the Board via the portal. Dr. Collin noted that prior to presentation to the full Board of Education, the textbooks were introduced to the Board Curriculum Committee, as indicated by Mrs. Locke and Ms. Shegogue earlier in the meeting.

Dr. Collin stated that the final negotiated cost of the purchase of all three textbooks is \$38,070.74, and that funds are available in the current Curriculum & Instruction budget.

Mr. Bednarz was present at the meeting and prepared to respond to questions from Board members about the textbook selections. Mr. Bednarz stated that he negotiated a savings of almost \$15,000 on the cost of the textbooks.

Mrs. Rummel asked about the plans for the old textbooks. Mr. Bednarz stated that he would be contacting used textbook companies and recycling companies.

Mr. Kovaleski made a motion, seconded by Mr. Roberts, that the Board adopt *Discovering World Geography*, *Active Chemistry* and *United States History*, as presented. Mr. Gallison, Mr. Kovaleski, Mrs. Locke, Mr. Roberts, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

E. Review and Possible Approval of 2015 – 2016 Budget Transfers

Dr. Collin stated that Board Policy #3160: Transfer of Funds Between Categories, addresses the Board’s ability to transfer appropriations “for school purposes to any other item of such itemized estimate, but expenditures shall not exceed the appropriation made by the fiscal authority combined with such money as may be received from other sources for school purposes.”

Dr. Collin said as indicated in the memorandum prepared by Mr. Sam Adlerstein, Business Manager, while the total budgeted for insurance has not changed, in order to accurately address the funds, which need to be allocated for property insurance, he is recommending a transfer of funds from workers’ compensation and liability insurance to cover the deficit. In addition, Mr. Adlerstein recommends we offset the over expenditure in legal fees by funds available in salaries.

Mrs. Walsh made a motion, seconded by Mrs. Locke, that the Board of Education approve of the following transfers as presented:

Account Name	Account #	Current Budget	Transfer to / (Transfer from)	Revised Budget
Workers’ Compensation	001.08.270.2310.226	\$174,700	(\$22,702)	\$151,998
Property Insurance	001.08.520.2600.122	\$67,100	\$34,351	\$101,451
Liability Insurance	001.08.521.2600.120	\$76,700	(\$11,649)	\$65,051
SES Teacher Salary	001.05.111.1110.002	\$2,383,000	(\$30,000)	\$2,353,000
Special Ed Teacher Salary	001.04.111.1260.012	\$1,068,100	(\$11,258)	\$1,056,814
District Legal Fees-Special Education	001.04.340.2310.128	-	\$6,000	\$6,000
District Legal Fees	001.08.340.2310.128	\$45,000	\$35,286	\$80,286

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

Item XI. Personnel Matters

A. Resignations- Certified Staff Members

Mr. Roberts made a motion, seconded by Mr. Kovaleski, that the Board of Education accept the resignations of the following staff members, as indicated:

NAME	POSITION	SCHOOL	EFFECTIVE DATE	REASON
Bis, Carole L.	Special Education Teacher	Stafford Elementary School	Last day of school year, June 2016	Personal
Blair, Shannon	Elementary Teacher	Stafford Elementary School	Last day of school year, June 2016	Personal
Serrell-Dube, Erik	English Teacher	Stafford High School	Last day of school year, June 2016	Personal
Shepard, Christopher	Science, Grades 7&8	Stafford Middle School	Last day of school year, June 2016	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 8:40 p.m.

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

Tracy L. Rummel, Chairperson

Sonya Shegogue, Secretary