

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

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

Absent: Mr. Peter Kovaleski

Also Present: Dr. Patricia A. Collin, Superintendent of Schools
Mr. Sam Adlerstein, Business Manager
Mr. Michael Bednarz, Director of Curriculum and Instruction
Ms. Jennifer Hoffman, Principal, Stafford Middle 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
Ms. Amy Stevenson, Director of Pupil Services

Item I. Call to Order- Establishment of Quorum

The meeting was called to order at 6:35 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, 03/21/16
Regular Meeting, 03/21/16

A consensus of the Board approved the Secretary's Report for the special and regular meetings held on 03/21/16, as presented.

Item IV. Treasurer's Report

Bills, 03/17/16- \$246,623.95
Grants, 03/17/16- \$3,244.89
Bills, 03/31/16- \$107,798.20
Grants, 03/31/16- \$27,985.10

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. Second Public Hearing Reminder

Mrs. Rummel read the public hearing reminder that was posted on the agenda.

C. Connecticut Educators Computer Association 2016 Technology Exposition

Dr. Collin said that Ms. Lynn Reedy would give a presentation regarding this information at the May 9 Board meeting.

Item VI. Board Reports

A. Report from Student Representative

Miss Schoolnick distributed a report, which covered all five of the schools' news and events, as well as a drama and music report and photos of many events. Miss Schoolnick also distributed an invitation for Jazz Night, and Mr. Reynolds gave an update on the Points of Pride Awards, the Highland Games and a sports update. Dr. Collin updated the Board on the status of the students' request to retain the last day of school on Friday, June 10, 2016.

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. Walsh noted that the Curriculum Committee met last Friday, April 8, 2016, and that the teachers involved made a presentation to the committee regarding their proposal, which would appear later on the Board meeting agenda. Mrs. Walsh gave the Board an update on the seven new and modified course proposals that were discussed at the committee meeting. Mrs. Rummel added that the teachers in attendance at the meeting explained how the classes would be configured and how they would benefit the students.

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. Mrs. Locke stated that negotiations with the administrators would begin on July 27, 2016. She also noted that the CSEA negotiations are moving forward, and she hopes that the contract would be finalized by the end of May. Dr. Collin stated that she has a meeting with Mr. Glidden on Thursday to sign off on tentative agreements. She noted that CSEA has a ratification meeting scheduled on 4/28/16, and she is hopeful that the Board will have a contract to approve at the 5/9/16 Board meeting.

Item VII. Superintendent's Reports

A. Next Generation Accountability System Results

Dr. Collin stated that in December 2013, the Connecticut State Department of Education (CSDE) published District Performance Index (DPI) and School Performance Index (SPI) reports, which provided information relative to areas of strength and in need of improvement, by subject area and subgroup, in order to reveal achievement gaps. These reports identified targets for CMT and CAPT performances and graduation rates and a "classification" for each school and district in Connecticut based on the new accountability system: Excelling, Progressing, Transitioning, Focus, or Turnaround. She reported that Stafford's data indicated there were no achievement gaps, and Stafford Middle School was recognized as a School of Distinction for its highest overall performance on the CMT.

Dr. Collin said that this year, the CSDE released the Next Generation Accountability System for schools and districts, which reports on indicators (16 indicators at the high school and district levels) based on 2014-2015 school year data. She said that the indicators address English Language Arts (ELA), math, and science performance, chronic absenteeism, preparation of College & Career Readiness (CCR), graduation rate data, post-secondary entrance, physical fitness, and access to the arts. Scores are also reported for "all students" and for "high needs students". Dr. Collin said that it is expected that districts use the 2014-2015 data as a baseline and to identify strengths and areas for school and district improvement.

Mr. Bednarz, Director of Curriculum & Instruction, provided the Board with a PowerPoint presentation, along with a brief explanation of the indicators as they relate to Stafford. Mr. Bednarz noted that this is a much more complicated system as compared to the one used last year. Mr. Bednarz also reviewed the points system for the new indicators.

Mr. Bednarz stated that if Board members have questions, they should feel free to contact him.

B. Staff Realignment at Stafford Middle School

Dr. Collin stated that the district has experienced a decrease in enrollment of 96 students over the past three years (as reported on October 1st, excluding special education students attending private out-of-district facilities). Throughout the budget development process (and over the past several years) administration has been monitoring attendance on a monthly basis in addition to class sizes. It has also been reviewing class size data for 2013-2014, 2014-2015, and 2015-2016, which was provided via the portal for the Board's review. She said that it is important to note the fluctuations in enrollment from year to year. For example, for 2013-2014, 2014-2015, and 2015-2016, West Stafford School had enrollments of 165, 176 and 160, respectively while Stafford High School had enrollments of 480, 416, and 418, respectively.

Dr. Collin reported that in response to concerns regarding declining enrollment, Jennifer Hoffman, Stafford Middle School Principal, who is new to the district, convened a committee at the beginning of the current school year to analyze staffing structure as it relates to the school schedule. Due to circumstances beyond the district's control, the timeline for informing the 2016-2017 budget had been delayed. Dr. Collin said that the current staffing structure and schedule reflects a variety of teams (e.g. sixth grade team, grade 7 E, grade 7W, etc.). She said that the anticipated staffing structure for the upcoming school year will reflect retention of the unified arts team and single grade level teams (i.e. grade six team, grade seven team, and grade eight team), with certified instructional support teachers assigned to each team. Dr. Collin said that administration believes

that this new structure will better accommodate the increasing level of student need while addressing declining enrollment.

Dr. Collin reported that over the past several weeks, she has been meeting with administrators to discuss options, realignment, and possible reduction of staff. She said that as a result of those discussions, and in consideration of recent resignations, the district will be eliminating four certified staff positions. Two of the four eliminated positions are open positions in 2016-2017, and two middle school staff members will be transferred to open positions in other schools and their current positions at the middle school will be eliminated.

Mrs. Rummel thanked everyone involved for their effort on this project.

C. Update on the 2016 – 2017 Budget for the Stafford Public School District

Dr. Collin stated that at the Board of Education meeting on February 1, 2016, the Board of Education approved a budget, which totaled \$27,856,411, representing an increase of \$383,911 or 1.4%. Subsequently, the district continued to analyze the 2016-2017 budget, which included class size data and savings that may be realized as a result of a number of staff retirements and resignations, which usually result in savings realized as the district is able to recruit and appoint staff members at salaries lower than the personnel they are hired to replace.

Dr. Collin said that as reported previously, Jennifer Hoffman, Stafford Middle School Principal, convened a committee at the beginning of the current school year to analyze staffing structure as it relates to the school schedule. Due to circumstances beyond the district's control, the timeline for informing the 2016-2017 budget had been delayed. However, over the past couple of weeks, Dr. Collin has been meeting with Jennifer and Marco Pelliccia, Stafford High School Principal, to discuss options and realignment, and possible reduction, of staff.

Dr. Collin reported that as a result of discussions about staffing adjustments and other factors that impact the budget, she plans to present a revised 2016-2017 budget for the Board's consideration later on the agenda. She said that this revised budget totals \$482,386 in reductions. It reflects a decrease of \$28,240 per the Board of Finance decision on Wednesday, April 6th, to fund the cost of the district's new phone system, \$37,200 for preschool tuition, \$30,000 in transportation and \$384,846 in staffing adjustments, which include savings realized through retirements, replacements and eliminated positions.

She said that should the Board vote to approve of the aforementioned revisions to its approved budget, the revised budget would total \$27,373,424, representing a decrease of \$99,076 or -0.36% as compared to the 2015-2016 approved budget.

Mrs. Rummel asked that a line by line budget be sent to the Board members.

Dr. Collin said that she will explain to the Board of Finance that this type of reduction will not be possible every year.

Mrs. Locke said that she's happy that the district is able to achieve these adjustments with transfers and elimination of open positions rather than laying staff members off.

Item VIII. Public Forum

A member of the audience asked a question regarding the next generation accountability system results as they relate to physical fitness and chronic absenteeism for students with medical issues. Mr. Bednarz responded that he has shared similar concerns with the State, but at this time there are no medical exemptions. Mrs. Stevenson said that her office has been looking into this matter as well.

Item IX. Old Business

There was no Old Business.

Item X. New Business

A. Review and Possible Approval of New and Modified Course Proposals for Stafford High School

Dr. Collin reported that as the district continues to identify programming needs and to appeal to the interests of our students, Stafford High School staff and teachers have prepared seven proposals for new or modified courses. She said that Mr. Michael Bednarz, Director of Curriculum & Instruction, has provided the process in the memorandum, which was provided for the Board via the portal. In addition to the course proposal forms, Mr. Bednarz provided a table, which enumerates the following information: course, credit, type (i.e. modification, new), teacher, grade(s), rationale, impact on teaching schedule and cost (if applicable).

Dr. Collin said that the Board Curriculum Committee met on Friday, April 8, 2016, at which time Stafford High School teachers and administrators described the courses and responded to questions, as Mrs. Rummel and Mrs. Walsh reported earlier on the agenda.

Mr. Bednarz thanked Ms. Griswold for her assistance with this project.

Mr. Gallison asked how these courses were selected. Mr. Pelliccia responded that the courses are either student or teacher proposed. Additionally, Mr. Pelliccia said that the expertise of his current staff is also a consideration. Mr. Gallison also asked a question regarding the number of ECE classes at the high school.

Mr. Reynolds asked about the textbooks and support materials for these courses. Mr. Bednarz stated that about 20 textbooks would be required, and also web-based resources will be available.

Mrs. Walsh said that she'd like to commend the teachers and administrators for their work to constantly improve the courses and curriculum offered to better prepare students for the future.

Mrs. Walsh made a recommendation, seconded by Ms. Shegogue, that the Board approve the following new courses, as presented: **Advanced Placement European History; Advanced Placement Government; Advanced Placement Studio Art; Advanced Algebra with Financial Applications; Team Activities, Games & Fitness; Unified Physical Education; and Unified Music.** Mr. Gallison, Mrs. Locke, Ms. Shegogue, Mr. Roberts and Mrs. Walsh voted for the motion, which carried.

B. Obsolete Equipment

Dr. Collin said that Mr. Robert Michalak, High School Technology Teacher, indicates that the district has a welder (Circa 1965), the cables of which are cracked and split beyond repair. The welder has been deemed unsafe and obsolete.

She said that in accordance with Board of Education policy 3260-*Sales and Disposal of Books, Equipment, and Supplies*, such obsolete equipment must be returned to the Town of Stafford.

Mrs. Rummel asked if this welder would be replaced. Mr. Pelliccia said that this welder has not been used in quite some time and there are other welders already available in the department.

Ms. Shegogue made a motion, seconded by Mrs. Walsh, that the Board of Education approve the return of the welder, as indicated in the attached memorandum, 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 welder, the district will assume responsibility for proper disposal. Mr. Gallison, Mrs. Locke, Ms. Shegogue, Mr. Roberts and Mrs. Walsh voted for the motion, which carried.

C. Approval of Revisions to the 2016 – 2017 Budget for the Stafford Public School District

Dr. Collin said that earlier this evening, she presented a revised budget proposal, which totaled \$27,373,424, representing a decrease of \$99,076 or -0.36% as compared to the 2015-2016 approved budget.

Mr. Roberts made a motion, seconded by Mrs. Walsh, that the Board of Education approve revisions to the 2016-2017 budget for the Stafford Public School District, as presented. Mr. Gallison, Mrs. Locke, Ms. Shegogue, Mr. Roberts 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 Mrs. Locke, that the Board of Education accept the resignations of the following staff members, as indicated:

NAME	POSITION	SCHOOL	EFFECTIVE DATE	REASON
Falcone, Lisa	Elementary Teacher	Stafford Elementary School	End of School Year, June 2016	Retirement
Meakim, Marcia	Instructional Support Teacher	Stafford Elementary School	End of School Year, June 2016	Retirement

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

B. Teachers Eligible for Tenure / Teachers' Performance (Executive Session Anticipated)

No action was taken on this item. Executive session was not necessary.

Item XII. Student Matters

There were no Student Matters.

Item XIII. Adjournment

Mr. Roberts made a motion, seconded by Mrs. Walsh, to adjourn. Mr. Gallison, Mrs. Locke, Ms. Shegogue, Mr. Roberts and Mrs. Walsh voted for the motion, which carried. The meeting adjourned at 8:07 p.m.

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

Tracy L. Rummel, Chairperson

Sonya Shegogue, Secretary

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