

**Regular Meeting
Stafford Board of Education
Stafford Elementary School
May 9, 2016, 6:30 p.m.**

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

Absent: Mr. Peter Kovaleski
Mrs. Andrea Locke
Mrs. Kathy Walsh

Also Present: Dr. Patricia A. Collin, Superintendent of Schools
Mr. Sam Adlerstein, Business Manager
Mr. Steve Montgomery, Assistant Principal, Stafford Elementary School
Ms. Lynn Reedy, Technology Integration Specialist
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 6:36 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, 04/11/16
Regular Meeting, 04/11/16
Special Meeting, 04/26/16

A consensus of the Board approved the Secretary's Report for the special and regular meetings held on 04/11/16, and the special meeting held on 04/26/16, as presented.

Item IV. Treasurer's Report

Bills, 04/13/16- \$254,075.23
Grants, 04/13/16- \$5,184.33
Bills, 04/28/16- \$150,482.92
Grants, 04/28/16- \$3,385.07

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. She also stated that the Board's Celebration of Excellence will be held during this meeting.

B. Town Meeting Reminder

Mrs. Rummel read the Town meeting reminder that was posted on the agenda.

Dr. Collin distributed invitations to Board members to the Top 20 Banquet. She also circulated articles regarding the Courage to Speak presentation that would take place at the middle school and regarding the high school play, *Mary Poppins*.

Item VI. Board Reports

A. Report from Student Representative

Miss Schoolnick distributed a report, which covered two of the schools' news and events, as well as a drama and music report. Miss Schoolnick also distributed a calendar of upcoming events in May, and Mr. Reynolds gave an update on sports 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. There were no updates 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 said that the Administrative Policy Committee is currently reviewing a transportation policy, which she hopes will be brought forward to the full Board at the meeting in June, in case there are changes that need to be communicated to parents, so they are able to make plans.

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 there are two items later on the agenda related to this committee's work.

Item VII. Superintendent's Reports

A. Technology Integration Recognitions

Dr. Collin began the presentation by highlighting the recent recognitions and opportunities that have been awarded in the area of technology integration. These are, as follows:

Connecticut Educators Computer Association (CECA) Tech Expo- Ms. Reedy and four fourth grade students presented at CECA at the State Legislative Office Building in Hartford.

Twitter Contest- As part of the computer enrichment group at Stafford Elementary School, students entered and won the Shopping Theme Cultures contest sponsored by Twitter as part of their Geo Show enrichment activity focused on Guatemala. Geo Show is sponsored by Learn Around the World.com. The contest was part the Geo Show theme of the week- shopping. Students took photographs to illustrate the variety of products and specialty foods from the Stafford area. The prize is a box of artifacts (unknown) that represents the country of Guatemala.

Professional Learning Opportunities- Ms. Reedy has been selected to participate in three very prestigious professional opportunities, as follows:

Based upon positive feedback about previous presentations at the Florida Educational Technology Conference (FETC), Ms. Reedy has been invited to be a featured presenter at their January, 2017 conference in Orlando. Free registration is included in the offer. In the past, Ms. Reedy has made presentations about the use of interactive whiteboards and designing technology integration activities across the curriculum.

As one of a very select group of instructional teachers and leaders around the nation, Ms. Reedy has been invited to participate in the *Google Expeditions* project. She will be offering insights and recommendations for the virtual reality (VR) program- Google Expeditions. According to educational technology experts, VR is one of the most promising new technology applications. Once the product is available, Stafford will have the option of participating in “beta” trials. Information about the *Expeditions* program was provided via the portal.

Ms. Reedy has been accepted into the *Google Certified Educator* program. Upon completion of the Level One and Level Two courses, she will be certified to teach other educators about *Google* applications. The training will take place this summer in Wilton, Connecticut. Grant funding will be used to pay for the registration and travel expenses. A brief description of the program was provided via the portal.

A recent professional article “8 Tips for Evaluating Classroom Technology for Your School” written by Ms. Reedy was posted as a blog on the *mimio* website. Ms. Reedy is a regular contributor to the blog. *Mimio* has received a significant amount of positive feedback from educators about the blog. She has been asked to elaborate on the article for use by *mimio* as feature article to promote their products at the national ISTE (International Society for Technology Education) conference in June. The email from Travis Rink, *mimio* Training Manager, and the blog article, were provided via the portal.

Ms. Lynn Reedy, Technology Integration Specialist, and 3 fourth grade students, Cole Hasel, Christian Martorelli, and Jessica Roy (Calvin Bareiss could not be present), from Stafford Elementary School, were present at the Board meeting to share their experiences with technology integration at the CECA Conference at the State Legislative Office Building, which was held on April 27, 2016. Ms. Reedy also showed a short video that highlighted their time at this event. At the end of the presentation, students were awarded with certificates and small gifts.

Mrs. Rummel stated that she is very appreciative of everything that Ms. Reedy does for the district. She thanked Ms. Reedy for the beautiful presentation and for representing the district so well.

B. Committee Report on SEA Co-Curricular Salaries

Dr. Collin stated that included in the *Professional Agreement between the Stafford Board of Education and the Stafford Education Association, July 1, 2016 through June 30, 2019*, is language relative to Article 30: Co-Curricular Salaries- *The parties agree to establish a committee for the purpose of studying the positions and pay rates contained in the schedules in Article 30 with regard to equitability. The Board or its designee and the Association shall each appoint three (3) members to the Committee. . . . The Committee shall make a report to the Board and the Association as scheduled by mutual agreement. Changes to the schedule of co-curricular salaries shall be based on the cost of general wage increases (GWI) for those years, allocated as parties may mutually agree based on the Committee's recommendation (hourly differentials shall be increased by the GWI in all three years). If no such agreement is reached by February 1, increases shall be allocated through the GWI for those years.*

She said that the Committee, comprised of herself, Patty Kritzman, Ed Kobelski, Laurie Dillon, Michael Bednarz, Damian Frassinelli, and Sam Adlerstein, initially met on Thursday, February 4, 2016, to review a list of current stipended positions and establish criteria to be used in determining the aforementioned ratings. In order to facilitate its important work, the committee asked staff members, who serve in a co-curricular capacity, to provide information about their roles & responsibilities. After several meetings, the committee established the Co-Curricular Salaries, which she said would be presented during Executive Session later on the agenda.

There were no questions.

C. Financial Report July 1 2015, through April 30, 2016

Dr. Collin presented the financial report of funds budgeted and encumbered/expended from July 1, 2015, through April 30, 2016, as prepared by Mr. Sam Adlerstein, Business Manager. She said that the total budget for the 2015-2016 school year is \$27,472,500, and that the period to date expenditures/encumbrances total \$26,488,000 or 96.4% (74.4% expended; 22.0% encumbered), leaving a \$984,500 balance of the total budget to be expended or encumbered by June 30, 2016.

Dr. Collin noted that Mr. Adlerstein also included a report, which includes State, federal and local grant awards, expenditures, and reimbursements received as of April 30, 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.

Mr. Gallison asked a question regarding the legal fees account being over expended. Mr. Adlerstein said that a transfer would be made at the end of the fiscal year to cover the expenses.

Mrs. Rummel asked Mr. Adlerstein if there were any accounts that he is concerned about. Mr. Adlerstein said that his office is in the process of reviewing the accounts and that there's nothing noteworthy at this time.

D. Cafeteria Profit and Loss through March 31, 2016

Dr. Collin presented the Cafeteria Profit and Loss report for July through March 31, 2016, as prepared by Mr. Sam Adlerstein, Business Manager. She said that the Food Services program had a profit of \$1,647 for the month of March, and the report indicates a year to date profit of \$18,711.

There were no questions.

E. Head Start Report through April 30, 2016

Dr. Collin stated that the Head Start fiscal year runs from February 1, 2016, through January 31, 2017.

She reported that the Basic Head Start (Fund 150) award for the first part of the current grant year is \$52,166 and reflects \$29,660 in expenditures as of April 30, 2016. The Early Head Start (Fund 180) award for the first portion of the current grant year is \$29,124 and reflects \$15,575 in expenditures as of April 30, 2016.

She said that 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, she 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.

Item VIII. Public Forum

A member of the audience stated that Ms. Reedy is essential to the district and that she is the closest thing to a gifted and talented program that the district has. She said that Ms. Reedy took the time to create a computer club for students after school.

Item IX. Old Business

There was no Old Business.

Item X. New Business

A. Review and Possible Approval of Revisions to Current Board Policies 6163-Selection of School Library Material and 6163.1- Material Selection Policy for School Libraries

Dr. Collin stated 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. She said that 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 Kovalski, and Mrs. Tracy Rummel.

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

- **Policy 6163 Instruction: Selection of School Library Material**
- **Policy 6163.1 Instruction: Material Selection Policy for School**

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 made to align with other Board policies (e.g. Obsolete Equipment) and/or are minor (e.g. "library media

center” vs. “school library”, updated appendices, etc.), the Board may consider approving the aforementioned policies, as presented.

Mr. Gallison asked a clarifying question regarding who made the changes to the appendices, since Dr. Collin didn’t review the changes with the Board. Dr. Collin stated that the district is accepting the documents as written by the American Library Association, so any changes are those that the Association has made since the last time the district’s policy was updated.

Ms. Shegogue made a motion, seconded by Mr. Roberts, the Board of Education approve revisions to **Policy 6163 Selection of School Library Material (to now read, “Selection of Library Media Center Material”)**; and **Policy 6163.1 Material Selection Policy for School Libraries**, as presented. Mr. Gallison, Mr. Roberts and Ms. Shegogue voted for the motion, which carried.

Item XI. Personnel Matters

A. Leave of Absence- Certified Staff Member

Dr. Collin said that a request for an unpaid leave of absence has been submitted by a certified staff member as listed below:

NAME	INITIAL EMPLOYMENT DATE	SCHOOL	EFFECTIVE DATE OF UNPAID LEAVE	ENDING DATE OF UNPAID LEAVE
Macrina, Ashley	August 25, 2010	Stafford High School	September 6, 2016	End of School Year, June 2017

She said that the request is in accordance with the professional agreement between the Stafford Board of Education and the Stafford Education Association and therefore, she recommended that the leave be granted. Mr. Gallison made a motion, seconded by Mr. Roberts, that the Board approve the unpaid leave of absence, as presented. Mr. Gallison, Mr. Roberts and Ms. Shegogue voted for the motion, which carried.

B. Resignation- Certified Staff Member

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

NAME	POSITION	SCHOOL	EFFECTIVE DATE	REASON
Messenger, Cassandra	Teacher, Grade 6	Stafford Middle School	4/27/16	Personal

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

The Board took a brief recess at 7:25 p.m.

Mr. Roberts made a motion, seconded by Mr. Gallison, that the Board enter executive session. Mr. Gallison, Mr. Roberts and Ms. Shegogue voted for the motion, which carried. The Board entered executive session at 7:32 p.m.

Mr. Gallison made a motion, seconded by Mr. Roberts to return to regular session. Mr. Gallison, Mr. Roberts and Ms. Shegogue voted for the motion, which carried. The Board returned to regular session at 8:23 p.m.

C. Review and Possible Ratification of CSEA Contract, 07/01/15-06/30/18 (Executive Session Anticipated)

Dr. Collin reminded the Board that the Board of Education Negotiation Committee members assigned to negotiate the collective bargaining agreement between the Stafford Board of Education and the CSEA Local 2001, SEIU, effective July 1, 2015, through June 30, 2018, were the following: Ms. Andrea Locke (Chairperson), Mrs. Tracy Rummel, Mr. Tony Frassinelli, and Ms. Sonya Shegogue (Alternate). Their work began on August 27, 2014, with a “meet and greet” at Stafford Elementary School followed by a formal meeting on September 17, 2014, to discuss ground rules and establish a schedule for negotiations. After numerous meetings and a significant delay beyond our control, on Thursday, April 28, 2016, the CSEA voted to ratify the contract on which there was agreement from the Board and CSEA committee members.

The Board members were provided via the portal written affirmation of the ratification and the “marked up” version of the proposed contract for their review and consideration.

Ms. Shegogue made a motion, seconded by Mr. Roberts, that the Board of Education agree to ratify the bargaining unit agreement between the Stafford Board of Education and the CSEA Local 2001, effective July 1, 2015, through June 30, 2018, as presented. Mr. Gallison, Mr. Roberts and Ms. Shegogue voted for the motion, which carried.

Ms. Shegogue made a motion, seconded by Mr. Roberts, that the Board authorize Mrs. Tracy Rummel, Chairperson, to sign the bargaining unit agreement between the Stafford Board of Education and the CSEA Local 2001, effective July 1, 2015, through June 30, 2018, on the Board’s behalf. Mr. Gallison, Mr. Roberts and Ms. Shegogue voted for the motion, which carried.

D. Review and Possible Approval of SEA Memorandum of Understanding (Executive Session Anticipated)

Dr. Collin provided via the portal a copy of the proposed Memorandum of Understanding (MOU) with the Stafford Education Association (SEA), which was approved by the SEA Executive Board and ultimately signed by Mr. Nicholas Morse, SEA President, on April 14, 2016.

Mr. Roberts made a motion, seconded by Mr. Gallison, that the Board approve the Memorandum of Understanding regarding co-curricular salaries with the Stafford Education Association. Mr. Gallison, Mr. Roberts and Ms. Shegogue voted for the motion, which carried.

Mr. Roberts made a motion, seconded by Mr. Gallison, that the Board of Education authorize Ms. Tracy Rummel, Chairperson, to sign the Memorandum of Understanding on the Board’s behalf. Mr. Gallison, Mr. Roberts and Ms. Shegogue voted for the motion, which carried.

E. Superintendent of Schools' Evaluation (Executive Session Anticipated)

No action was taken on this item. A special working meeting will be scheduled on Monday, May 23, 2016, at 5:30 p.m., for this purpose.

Item XII. Student Matters

There were no Student Matters.

Item XIII. Adjournment

Mr. Roberts made a motion, seconded by Mr. Gallison, to adjourn. Mr. Gallison, Mr. Roberts and Ms. Shegogue voted for the motion, which carried. The meeting adjourned at 8:25 p.m.

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

Tracy L. Rummel, Chairperson

Sonya Shegogue, Secretary