

**Regular Meeting
Stafford Board of Education
Stafford Elementary School
July 13, 2015, 6:30 p.m.**

Board Members Present: Mr. Tony Frassinelli
Mr. Earl Goodell
Mr. Peter Kovaleski
Mrs. Andrea Locke
Mrs. Tracy Rummel, Chairperson
Ms. Sonya Shegogue, Secretary
Mrs. Kathy Walsh

Absent: Miss Allison Schoolnick, Student Representative

Also Present: Dr. Patricia A. Collin, Superintendent of Schools
Mr. Sam Adlerstein, Business Manager
Mr. Michael Bednarz, Director of Curriculum and Instruction
Ms. Jolene Piscetello, Assistant Principal, Stafford Elementary School

Item I. Call to Order- Establishment of Quorum

The meeting was called to order at 6:33 p.m. A quorum was established.

Item II. Pledge of Allegiance

Mrs. Rummel led the Board in the Pledge of Allegiance.

Item III. Secretary's Report- Approval of Minutes

Regular Meeting, 6/8/15

A consensus of the Board approved the Secretary's Report for the regular meeting held on June 8, 2015, as presented.

Item IV. Treasurer's Report

Grants, 6/10/15- \$18,931.79
Bills, 6/10/15- \$236,706.98
Grants, 6/24/15- \$31,154.27
Bills, 6/24/15- \$404,598.40
Grants, 7/6/15- \$11,537.02

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. Letter from Staff Member

Mrs. Rummel read a letter from a staff member regarding Mr. Valentine.

C. 2015 CABE / CAPSS Convention Information

The Board members were provided with a copy of the registration form for the CABE / CAPSS convention via the portal. Mrs. Rummel asked that interested Board members contact Mrs. Marinelli no later than August 31, 2015.

Item VI. Board Reports

A. Report from Student Representative

The student representative was not in attendance at this meeting.

B. Budget Committee

The Budget Committee members are Mrs. Rummel, Mr. Frassinelli and Mr. Kovaleski. Mr. Goodell and Ms. Shegogue are alternates. There was no report from this committee.

C. Curriculum Committee

The Curriculum Committee members are Ms. Shegogue, Mrs. Locke and Mrs. Walsh. There was no report from this committee.

D. Policy Committee

The Policy Committee members are Mr. Goodell, Mr. Kovaleski and Mrs. Walsh. There was no report from this committee.

E. Negotiation Committee

The Negotiation Committee members are Mrs. Rummel, Mr. Frassinelli and Mrs. Locke. Ms. Shegogue is an alternate. Mrs. Locke said that the committees were scheduled for mediation last Monday, but CSEA wasn't ready and cancelled the meeting. She said that they are trying to reschedule and are waiting on CSEA for their availability.

The first SEA negotiation meeting is scheduled for Wednesday, August 12, 2015.

Item VII. Superintendent's Reports

A. Cafeteria Profit and Loss through June 2015

Dr. Collin presented the Cafeteria Profit and Loss report for July through June 30, 2015, as prepared by Mr. Sam Adlerstein, Business Manager. While the program had a loss of \$2,874 for the month compared to a loss

of \$7,927 for the same month last year, the profit for the full year is \$20,231. Dr. Collin commended the Food Services Department for its efforts.

As indicated in the report, of the \$613,701 in revenues, \$340,032 or 55% is State and federal aid. The program received \$3,297 in State aid in June.

Approximately 50 families (75 children) have been selected by the State to receive meal assistance during the summer months. The district's summer meal program began on June 22nd.

By State law, the school district is obligated to reimburse the program for \$373.56 in student account balances as of June 30, 2015, which will be done in a separate payment in July. Should either this amount, as a result of department staff's efforts to recover the losses, or the June recording of catering income and interest, which are based on estimates, change, the Board will be notified and, if warranted, reimbursed.

Dr. Collin said that Mr. Adlerstein reported that the Rediker Point of Sale will improve operational efficiency, data collection and data accuracy for analysis and decision making and will allow for electronic payments to students' accounts.

In addition to adding more food options, the department is working to improve the lunch line flow at the middle school.

Guida Dairy, which has more flavor varieties than that of others, will return as our provider effective August 1st.

Mrs. Locke asked a clarifying question regarding the summer meal program. There were no other questions.

B. CSDE Request for Feedback about the Potential Adoption of the Next Generation Science Standards (NGSS)

Dr. Collin said that as indicated in the memorandum provided by Mr. Michael Bednarz, Director of Curriculum & Instruction, he served on the Science District Advisory Council (DAC), which was facilitated by a consultant for the Connecticut State Department of Education (CSDE). The role of the aforementioned council is to provide input regarding Science Frameworks, which are 10 years old, to ensure alignment with the Next Generation Science Standards.

Mr. Bednarz provided a presentation to the Board, which was developed by the Science DAC and the consultant to engage stakeholders. At the conclusion of the presentation, Mr. Bednarz asked for feedback from the Board members and Superintendent and for responses to a few questions, which he said he will forward to the CSDE for consideration. Mr. Bednarz stated that he will keep the Superintendent and the Board updated.

D. Wellness Committee Update (this item was moved up on the agenda)

Dr. Collin stated that as part of the No Child Left Behind (NCLB) Legislation, each public school district in the United States had to develop and implement a student wellness policy (6142.101). Furthermore, the policy had to include a provision for a periodic status report by the local Wellness Committee to the Board of Education.

Comprised of a variety of stakeholders, the Wellness Committee of Stafford Public Schools met on June 1, 2015, in the Curriculum Conference Room at the Stafford High School, to review suggested revisions to our policy and regulation. The suggested revisions will be reviewed and discussed by the district’s Administrative Policy Committee and, subsequently, the Board Policy Committee, prior to presentation to the full Board of Education.

Dr. Collin said that the following members were present at the meeting: Mr. Gregory Buonome, Assistant Principal, Stafford Middle School; Mr. Damian Frassinelli, Director of Athletics & Recreation; Mrs. Beth LaPane, Supervisor of Food Services; Ms. Shelley Michaud, Principal, West Stafford School; Mrs. Terry Holybee, RN, West Stafford School; Mr. Rob Schadt, Physical Education/Health Teacher, West Stafford School/Staffordville School; Mrs. Sharon Mlyniec, Physical Education/Health Teacher, Stafford Elementary School; Mrs. Amy Stevenson, Director of Pupil Services; Mrs. Jean Titus, Health Teacher, Stafford Middle School, and Dr. Collin.

The Committee also discussed the degree to which the wellness policy and its accompanying regulation are being implemented in the district, i.e. to report on the successes as well as concerns in implementing this policy at the school level. She said that one of the highlights of this year’s meeting was the viewing of a movie produced by one of our middle school students. The school was approached by representatives from King Arthur Flour, who asked that the school create a presentation about its annual Bread Baking Event, which has been held for the past eight years. The Board viewed the brief movie, which was created by Zackary Sladek, during the meeting. Mr. Sladek was present at the meeting to speak about the creation of the movie.

Dr. Collin said that a review and analysis of committee members’ collective responses to specific Board Policy/Regulation Statements indicated the following:

Board Policy/Regulation Statements	School/District Implementation
All food sold to students at all times must meet Connecticut Nutrition Standards.	With the exception of fundraisers sponsored by parent groups (e.g. Boosters, PTA, etc.) that offer food items for purchase, schools sell only foods through our Food Services Department, which must meet Connecticut Nutrition Standards. The Supervisor of Food Services has consulted with school staff who oversee the Café at SHS, which is operated by students, to ensure compliance. The manual used to guide this program, which is posted on our website with the menus, is updated annually: http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322432
Only five categories of beverages (CGS Section 10-221q) can be sold to students.	According to our Board Policy and Regulation 6142.10, “Foods and beverages meeting these requirements are contained in the CSDE’s <i>List of Healthy Foods and Beverages</i> a brand specific list of food products that meet the Connecticut Nutrition Standards, and beverages that meet the requirements of state statute.”
Lists of approved food/beverages for classroom events and activities will be provided.	There has been continuous improvement in terms of the consistency regarding this aspect of the regulation. Principals/Food Services Staff/Nurses continue to ensure consistency in adherence. Teachers are made aware of student with food allergies; food in classrooms is restricted.

	<p>Teachers in primary schools send letters home to parents of “acceptable” snacks. (See attached letter disseminated by the Kindergarten Team.) PASS program staff consults regularly re: decisions around snacks. Head Start/NAEYC programs adhere to USDA guidelines and meet with a nutrition consultant to review menus. The Food Services Department has posted on our district website a list of approved foods and beverages: Departments>Food Services>State Approved Snacks. Information is also forwarded to parents electronically, providing direct access through a link to the State’s list of acceptable foods. As recommended during the June 1, 2015, meeting, the list of acceptable snacks/food has also been posted on the district’s website: Departments>Health Services>Health & Wellness Information> CT SDE List of Acceptable Snacks in School.</p>
<p>Foods and beverages that do not meet CT Nutrition Standards are not allowed to be sold to students on school premises unless they are sold in connection with an event after the end of the regular school day or on the weekend, the sale is at the location of the event, and the food and beverages are not sold from a vending machine or school store.</p>	<p>Changes continue to be in effect which indicate compliance with this policy/regulation and overall, we have created much greater awareness of healthy and unhealthy foods and beverages. The Committee acknowledges adherence to this policy/regulation. Per consultation with the Supervisor of Food Services, school staff, who oversees the Café at SHS limits the number of items sold to assure adherence to the guidelines.</p>
<p>As a regular practice, recess should not be withheld as a punishment.</p>	<p>Students sometimes miss a short period of recess as a consequence for non-compliance (e.g. completing assignments in a timely manner) or for inappropriate behaviors which are of a safety concern.</p>
<p>There will be a variety of opportunities for staff to engage/encourage healthy lifestyles.</p>	<p>Per Board policy, “<i>Staff is encouraged to engage in activities that promote a healthy lifestyle and to serve as role models for students.</i>” Staff has engaged in group activities (e.g. bowling, student-faculty basketball/volleyball games, ziplining, walking as a group, etc.) as a faculty and with students (e.g. The Adventure and Ski Club at SHS). Some staff at the middle school participate in gymnastics after school with students. Preventive Care language has been incorporated in two of three bargaining unit agreements and middle school staff is exploring grant opportunities to promote the implementation of physical activity clubs after school. Lastly, provided by Ovation Benefits, monthly wellness newsletters are disseminated to all district employees. (See attached June Wellness Newsletter.)</p>
<p>Reminders of healthy eating should be sent home to parents/available on the website. Healthy eating habits should be encouraged. There will be posters in all cafeterias.</p>	<p>A variety of posters (healthy foods, fitness, & hygiene and many specific to “Fuel up to 60”) are displayed in the cafeterias, healthy eating habits are encouraged, and healthy recipes and activities are provided monthly in our FRC newsletter, which is disseminated to all families and staff. Our Head Start Nutrition Consultant provided a presentation</p>

	<p>to parents, demonstrating how to cook healthy meals on a budget. The Head Start Health Advisory Committee (HSHAC), the purpose of which is to link parents/guardians with community healthcare providers, meets annually. The HSHAC also provides educational opportunities for parents. In addition, such information is accessible via the Stafford School Nurses website: https://sites.google.com/a/stafford.k12.ct.us/stafford-public-school-nurses/. To promote the importance of a healthy breakfast, Health and Art at SMS combine classes for “Food Art”, whereby students make waffles adorned with fruit & vegetables to create artistic faces; they are introduced to new healthy foods to which they may not have otherwise been exposed. PASS showcases distributed literature with healthy food/snacks. On June 9th, the BOE approved of the purchase of new Health textbooks for SHS to promote healthy lifestyles, and nursing students from UConn give presentations to Health classes as part of their training.</p>
<p>A variety of physical education opportunities will be available to students.</p>	<p>The Physical Education Curriculum Team chairperson regularly disseminates information about professional development opportunities to staff. Students and staff take advantage of the traverse wall at SMS and there are fitness stations in PE classes. Some students access PE prior to start of class and many elect to be enrolled in Unified Physical Education at the high school and participate in Unified Sports, an extracurricular activity whereby student athletes engage in educational activities with partners. The district plans to extend the Unified Sports program to the middle school for the 2015-2016 school year. The middle school hosts programs, such as Zumba Night, for parents/guardians and students. At the primary grades, many students participate in the Runners Club at recess. The PASS program provides activities to promote wellness/fitness. Additional activities included the following: “Run for Fun” after school activity; Whole School Walk for Exercise (Spring 2014); Indoor Recess Dance Videos (utilized by many teachers); “Take a Brain Break” videos (utilized during instructional time) “Go Noodle” (gonoodle.com; free “brain” breaks that help channel energy) and 5th Grade Fitness Arcade (small groups, rotating basis), to name a few. Through the Fuel Up to Play 60 Program, the district is in the process of purchasing exercise bicycles for the middle school with grant funds, and Head Start and Preschool teachers have incorporated, “I am Moving, I am Learning” in their classrooms. Lastly, the district participated in “Project Aces”, where children, world-wide, exercise at 10:00 a.m. the first Wednesday in May.</p>
<p>A standards-based, developmentally</p>	<p>Health is not currently addressed in the district’s PK</p>

appropriate, sequential nutrition and physical fitness education program that meets health and physical education standards for Connecticut's Healthy & Balanced Living Curriculum Framework will be provided to students K-12.	curriculum, however, classroom teachers incorporate concepts of health, nutrition, and proper hygiene in their lessons. Required by NAEYC/Head Start, trainings are provided in bicycle and pedestrian safety. When Health and Physical Education staffs developed the Health and PE curriculum, they had to follow the CT's Healthy and Balanced Living Curriculum Framework for all Stafford students. We are providing more than what is required. Curriculum Team reviews updates to legislation on an annual basis.
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There were no questions or comments.

C. Summer Reading Programs 2015

Dr. Collin provided a report as prepared by Mr. Michael Bednarz, Director of Curriculum & Instruction, on the summer reading programs for 2015, as established by the building principals. Per Mr. Bednarz's report, all students, including those transitioning to another school, have received information about the programs specific to their grade levels.

As was the case last summer, students are being asked to read more non-fiction books this summer. This strategy is directly aligned with the Common Core State Standards for English Language Arts and Smarter Balanced Assessments.

Dr. Collin said that students in kindergarten through grade five will participate in the Governor's Summer Reading Challenge: "Connecticut Reads 2015". Students entering middle school will be required to read a 2016 Nutmeg nominated title and create a project. Information about the Reading Challenge and Nutmeg titles are attached for the Board's review.

For the fifth year of required reading, Stafford High School students will select at least one novel from the following: any Nutmeg, Teen Nutmeg, or Printz Award/Printz Honor book, the links of which are accessible through the high school's home page. As noted in his letter to parents/guardians and students, Mr. Pelliccia explains that students will be expected to present on their chosen book during an extended advisement period and provides both an explanation of and rubric for the project.

Mrs. Rummel stated that at the middle school level, students prepare a book review, which is posted outside the school library. She said that these reviews may encourage students to read a book if they know another student liked it.

Mr. Bednarz stated that they are trying something new at the elementary level. He said that approximately 10 students would be participating in a digital reading program, where they can download their own books. He noted that this program is funded by the Title I grant.

Item VIII. Public Forum

A member of the audience expressed concern about the lack of feedback from the teaching staff on the summer reading project. She noted that the students see this assignment as a punishment.

Item IX. Old Business

A. Review and Possible Approval of Replacements for Existing Board Policies

Dr. Collin stated that after consultation with Shipman & Goodwin, the Administrative Policy Committee met on May 6, 2015, to review and discuss the consideration of replacement policies specific to the reporting of child abuse & neglect and nondiscrimination (Personnel and Students). The Administrative Policy Committee (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 Dr. Collin, Superintendent of Schools. Subsequently, on May 15, 2015, the Board Policy Committee (BPC), comprised of Mrs. Kathy Walsh (Chairperson), Mr. Peter Kovaleski, and Mr. Earl Goodell, met to review and discuss the policies.

As a result of this process it was determined that the Board should replace three of its existing policies:

- **Policy 5141.4 Reporting of Child Abuse & Neglect**

It would be most efficient for us to replace our current Policy 5141.4 Reporting of Child Abuse & Neglect with Shipman & Goodwin's model policy (4000 series) due to the statutory changes since October 2014 and subsequent release by the SDE of a model mandated reporting policy. This policy will be replaced by Policy 4118: Personnel-Certified/Non-Certified: Reporting of Child Abuse & Neglect.

- **Policy 4118.11/4218.11 Personnel: Certified/Non-Certified: Nondiscrimination**

The text of our existing policy should be replaced with that of Shipman & Goodwin's policy. It is important to note, however, that the policy number will not change.

- **Policy 5145.4 Students: Nondiscrimination**

The text of our existing policy should be replaced with that of Shipman & Goodwin's policy. It is important to note, however, that the policy number will not change.

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." The policies were first presented to the Board on June 8, 2015.

Mrs. Walsh made a motion, seconded by Mr. Kovaleski, that the Board of Education replace existing policies **5141.4 Reporting of Child Abuse & Neglect, 4118.11/4218.11 Personnel: Certified/Non-Certified: Nondiscrimination and 5145.4 Students: Nondiscrimination** with Shipman & Goodwin's model policies, as presented. Mr. Frassinelli, Mr. Goodell, Mr. Kovaleski, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

B. Review and Possible Approval of of New Board Policies and Regulations

Dr. Collin stated that as discussed previously, the Administrative Policy Committee met on May 6, 2015, to review numerous policies. Subsequently, the Board Policy Committee met on May 15, 2015, to review and discuss the policies. As a result of this process it was determined that the Board should adopt three new policies:

- **Policy & Regulation 4118.12/4218.12 Personnel: Sex Discrimination and Harassment**
It is recommended that the Board of Education adopt a separate sex discrimination and harassment policy (which would be referenced by the nondiscrimination policy). The reason for this recommendation is because sexual harassment complaint procedures are more prescribed under Title IX and must include the Title IX coordinator, etc., whereas other forms of harassment still need to be investigated, but not necessarily by the Title IX coordinator. The proposed policy and regulation for personnel are attached.
- **Policy & Regulation 5145.6 Students: Sex Discrimination and Harassment**
In addition to personnel, the Board of Education is advised to have such a policy for students. The proposed policy and regulation for students are attached.
- **Policy & Regulation 5145.7 Students: Section 504 of the Rehabilitation Act of 1973**
We also suggest the Board of Education adopt a separate Section 504 policy (which would be referenced by the nondiscrimination policy) addressing discrimination and harassment on the basis of disability. Such a policy would cover students and staff with appropriate distinctions. Similar to sexual harassment, a separate Section 504 policy is recommended because there are distinct procedures under Section 504. In addition, the Section 504 policy contains the required grievance/complaint procedures. A proposed Section 504 policy and regulations are attached.

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 none of these changes are suggested revisions based on legislation, the presentation of these policies at the Board meeting on June 8th served as the first reading.

Mr. Frassinelli made a motion, seconded by Mrs. Walsh, that the Board of Education adopt **Policy & Regulation 4118.12/4218.12 Personnel: Sex Discrimination and Harassment, Policy & Regulation 5145.6 Students: Sex Discrimination and Harassment, and Policy & Regulation 5145.7 Students: Section 504 of the Rehabilitation Act of 1973**, as presented. Mr. Frassinelli, Mr. Goodell, Mr. Kovaleski, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried. Mr. Frassinelli, Mr. Goodell, Mr. Kovaleski, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

C. Review and Possible Approval to Repeal Existing Board Policies

Dr. Collin said that as discussed previously, the Administrative Policy Committee met on May 6, 2015, to review numerous policies. Subsequently, the Board Policy Committee met on May 15, 2015, to review and discuss the policies. As a result of this process it was determined that the Board should repeal three policies:

- **Policy 4117.41 Personnel-Certified: Disciplinary Action/Suspension/Dismissal**
This policy should be repealed from our manual since this topic is governed by teacher tenure laws (statutory) and addressed through discipline for “just cause” as outlined in the collective bargaining unit agreement.
- **Policy 4118.112/4218.112 Harassment**
With the adoption of the replacement Policy 4118.113/4218.113 Personnel-Certified/Non-Certified Sex Discrimination and Harassment in the Workplace, the Board’s existing harassment policy is unnecessary.

- **Policy 5145.5 Students: Sexual Harassment**

Although titled, “Sexual Harassment”, this policy is the Board’s existing general harassment policy. With the adoption of the new Policy 5145.6 Students: Sex Discrimination and Sexual Harassment, this policy is unnecessary.

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.” The policies were initially presented to the Board of Education on June 8th.

Mrs. Walsh made a motion, seconded by Ms. Shegogue, that the Board repeal existing **Policy 4117.41 Personnel-Certified: Disciplinary Action/Suspension/Dismissal, Policy 4118.112/4218.112 Harassment,** and **Policy 5145.5 Students: Sexual Harassment,** for the reasons presented. Mr. Frassinelli, Mr. Goodell, Mr. Kovaleski, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

Item X. New Business

A. Approval of Handwriting Program (PK through Grade 3)

Dr. Collin said that in April 2005, the Board of Education adopted the *D’Nealian* handwriting program for implementation in the 2005-2006 school year. At the time of its adoption, this program was the most popular and effective program for handwriting.

She said that as indicated in the memorandum as submitted by Mr. Michael Bednarz, Director of Curriculum & Instruction, the district’s experience with this program “fell far short of expectations and promises” as evidenced by feedback from parents, students and teachers. In response, the district began to research other programs, but due to budgetary constraints and other initiatives, it did not take action.

Subsequently, an ad hoc committee, consisting of representatives from each of the three elementary schools (Diana Bartus, West Stafford School; Sandi Bidwell, Staffordville School; and Sue Bourque, Joyce Brisson and Sandra O’Gara, Stafford Elementary School), contacted vendors and conducted analyses of available handwriting programs. In addition, committee members also contacted area schools to discuss their experiences with handwriting programs. They also solicited feedback from colleagues through their grade level meetings.

Dr. Collin said that as identified as the preferred program, *Handwriting Without Tears*, has numerous attributes, which are enumerated in Mr. Bednarz’s memorandum. The Board was also provided with supplementary information specific to the features of the program via the portal.

Dr. Collin reported that the cost of the program is \$12,168.20, funds which have been encumbered from the 2014-2015 budget due to the timing of the committee’s work and this evening’s presentation to the Board of Education. Included in the price are students workbooks, a classroom kit for each classroom and instructional support teacher, tactile resources (e.g. wood pieces, plastic strips, posters, wall cards, laminated letters, “roll-a-dough” letters, slate boards) for every classroom, digital/hard copy teacher editions (based on each teacher’s preference) and up to two days of professional development/consultation (3 hours each).

Mr. Bednarz stated that the new program is more traditional and tactile resources are available. He said that other districts highly rate this program.

Mrs. Walsh asked if the teachers would need to commit more time to this program. Mr. Bednarz said they would not.

Mr. Frassinelli asked how much money was spent over the last 10 years on the old program. He also requested the amount of money the district would have to spend on the new program in future years to replace the consumables. Lastly, he asked for specific information regarding how the new program was different from the old program. Mr. Bednarz stated that he did not have that information available at the meeting.

Mr. Frassinelli requested that this item be tabled until the Board could be provided with more information. The Board members agreed. This item was tabled until the August 17, 2015, Board meeting.

B. Acceptance of Donation- West Stafford School

Dr. Collin stated that Ms. Shelley Michaud, Principal, West Stafford School, recently received a donation check totaling \$50.00 from Target's "Thanks a Billion" Teacher Appreciation Campaign as a result of the corporation's receipt of "thank you" messages from people across the nation.

According to Stafford Board of Education Policy #3280, the Board of Education may accept on behalf of and for the schools any bequest or gift of money or property for a purpose deemed by the Board of Education to be suitable, and to utilize such money or property so designated. . . . All gifts shall be accepted for the school district as a whole, and not for a particular school. At the discretion of the Superintendent, the gift may be used in a particular school.

Mrs. Locke made a motion, seconded by Ms. Shegogue, that the Board accept the \$50 donation from Target to be used to support programs at West Stafford School, as presented. Mr. Frassinelli, Mr. Goodell, Mr. Kovaleski, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

C. Review and Possible Approval of St. Edward School Lunch Contract for 2015 – 2016

Dr. Collin reported that since 1996-1997, the Stafford Food Service Department has provided a lunch program for St. Edward School. The program provided to St. Edward School has been consistently described as being very successful by their administration and by the Stafford Food Service Department. While the meals are provided by the Stafford Food Service Department, St. Edward School provides its own milk, and staff members at St. Edward School assemble the lunches, e.g. hamburger patties are placed on buns, and trays for individual servings are assembled, as necessary.

Dr. Collin said that Mr. Sam Adlerstein, Business Manager, and Ms. Beth LaPane, Supervisor of Food Services, have reviewed the contract for the 2015-2016 school year. She noted that the only changes to the contract are the lunch prices for students (increase of 10 cents) as prescribed by the Paid Lunch Equity Tool, thereby resulting in a cost of \$2.35. As noted, the price for adults will remain at \$4.00 in accordance with that of Stafford Public Schools.

Mr. Frassinelli made a motion, seconded by Mr. Kovaleski, that the Board of Education enter into an agreement, as written, with St. Edward School to provide St. Edward School with a lunch program for the 2015-2016 school year. Mr. Frassinelli, Mr. Goodell, Mr. Kovaleski, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

Mr. Frassinelli made a motion, seconded by Mr. Kovaleski, that the Board of Education authorize Mrs. Tracy Rummel, Board of Education Chairperson, to sign the agreement with St. Edward School to provide St. Edward School with a lunch program for the 2015-2016 school year. Mr. Frassinelli, Mr. Goodell, Mr. Kovaleski, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

D. Possible Approval of Policy for Capital Expenditures Reserve (1%)

Dr. Collin stated that with the enactment of State legislation (Sec. 10-248a), “for the fiscal year ending June 30, 2011, and each fiscal year thereafter, notwithstanding any provision of the general statutes or any special act, municipal charter, home rule ordinance or other ordinance, the board of finance in each town having a board of finance, the board of selectmen in each town having no board of finance or the authority making appropriations for the school district for each town may deposit into a non-lapsing account any unexpended funds from the prior fiscal year from the budgeted appropriation for education for the town, provided such amount does not exceed one per cent of the total budgeted appropriation for education for such prior fiscal year.”

Since the enactment, many towns have embraced and implemented education reserve fund policies for a number of reasons:

- Such a fund supports long-range planning efforts;
- Provides transparency through the management of a fund, which requires establishment of a collaborative process for planning and use of the reserve;
- Makes available funds for emergencies; and
- Promotes less conservative budgeting and spending of unexpended budget funds, which are aligned with the long-range plan.

Dr. Collin provided via the portal a marked up copy of the draft created by the Board of Finance, which was modeled after Coventry’s policy. She noted that the Board of Finance limits the use of funds to items approved in a six-year capital improvement plan. She said that while the district intends to develop a **long-range plan** (which, in addition to projects such as replacement of the middle school gymnasium floor, may include, for example, “gifted & talented program”) **in lieu of a capital improvement plan**, Mr. Adlerstein recommends at this time that use of the fund be restricted to education-related expenditures that will be reflected in the long-range plan, which the Board of Finance is in agreement should be a combined town/district plan.

Dr. Collin said that in addition to a draft policy, she provided appendices which include the State legislation and examples from other towns (Coventry, Tolland and Milford) so that the Board may see how different towns establish and manage such a fund.

She said that the Board of Finance expects that the Board of Education will consider its draft and provide input prior to the former’s next meeting, which is scheduled for August 3, 2015, in order to inform its decision regarding the establishment and parameters of an education reserve fund.

Mr. Kovaleski made a motion, seconded by Mr. Frassinelli, that the Board of Education approve the revised Reserve Fund for Capital Expenditures as drafted by the Board of Finance, with the condition that the Board of Finance returns the policy to the Board of Education for further review should substantial changes be made. Mr. Frassinelli, Mr. Goodell, Mr. Kovaleski, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

Item XI. Personnel Matters

A. Acceptance of Resignations

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

NAME	POSITION	SCHOOL	EFFECTIVE DATE	REASON
Hall, Fiona	Chemistry Teacher	Stafford High School	June 25, 2015	To accept a position in another CT district.
Kelliher, Todd	Elementary Teacher	Stafford Elementary School	July 13, 2015	No reason specified.
Morhardt, Michael	Physical Education / Health Teacher	Stafford High School	July 11, 2015	Pursuit of new career.
Valentine, Kenneth	Principal	Stafford Middle School	July 1, 2015	Retirement

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

Mr. Kovaleski made a motion, seconded by Mrs. Walsh, that items XI.B. **Interview and Possible Appointment of Stafford Elementary School Principal (Executive Session Anticipated)**, XI.C. **Superintendent’s Evaluation (Executive Session Anticipated)**, and XII.A. **Consideration of Superintendent of School’s Recommendation for Early Readmission of Student C to Stafford High School (Executive Session Anticipated)**, be placed into executive session. Mr. Frassinelli, Mr. Goodell, Mr. Kovaleski, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

The Board took a brief recess at 9:00 p.m.

Item XII. Student Matters

A. Consideration of Superintendent of School’s Recommendation for Early Readmission of Student C to Stafford High School (Executive Session Anticipated) (This item was moved up on the agenda.)

Mr. Frassinelli made a motion, seconded by Mr. Goodell, to enter executive session. Mr. Frassinelli, Mr. Goodell, Mr. Kovaleski, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried. The Board entered executive session at 9:06 p.m. The father of Student C (14-15), Student C, Dr. Collin and Mrs. Marinelli were invited to attend.

Mr. Frassinelli made a motion, seconded by Mrs. Locke, to return to regular session. Mr. Frassinelli, Mr. Goodell, Mr. Kovaleski, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried. The Board returned to regular session at 9:17 p.m.

Ms. Shegogue made a motion, seconded by Mrs. Walsh, that the Board accept the Superintendent of Schools' recommendation that Student C be granted early readmission to Stafford High School, effective the first day of the 2015-2016 school year. Mr. Frassinelli, Mr. Goodell, Mr. Kovaleski, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

The Board took a brief recess at 9:20 p.m.

Item XI. Personnel Matters (continued)

B. Interview and Possible Appointment of Stafford Elementary School Principal (Executive Session Anticipated)

Mrs. Locke made a motion, seconded by Mr. Frassinelli, to enter executive session for the purpose of interviewing a candidate for the position of principal of Stafford Elementary School. Mr. Frassinelli, Mr. Goodell, Mr. Kovaleski, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried. The Board entered executive session at 9:35 p.m.

Mr. Frassinelli made a motion, seconded by Mrs. Locke, to return to regular session. Mr. Frassinelli, Mr. Goodell, Mr. Kovaleski, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried. The Board returned to regular session at 9:55 p.m.

Mr. Goodell made a motion, seconded by Mrs. Locke, that the Board appoint Ms. Jolene Piscetello to the position of principal of Stafford Elementary School, effective August 1, 2015, at a salary of \$121,027.00 (prorated). Mr. Frassinelli, Mr. Goodell, Mr. Kovaleski, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

C. Superintendent's Evaluation (Executive Session Anticipated)

Mr. Kovaleski made a motion, seconded by Mr. Goodell, to enter executive session for the purpose of discussing Dr. Collin's evaluation. Mr. Frassinelli, Mr. Goodell, Mr. Kovaleski, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried. The Board entered executive session at 10:00 p.m.

Mr. Frassinelli made a motion, seconded by Mr. Kovaleski, to return to regular session. Mr. Frassinelli, Mr. Goodell, Mr. Kovaleski, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried. The Board returned to regular session at 10:28 p.m.

Mr. Kovaleski made a motion, seconded by Mr. Frassinelli, that the Board extend Dr. Collin's three-year contract by one year and approve a salary increase of 2.5% for the 2015 – 2016 school year, effective July 1, 2015. Mr. Frassinelli, Mr. Goodell, Mr. Kovaleski, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

Item XIII. Adjournment

Mr. Kovaleski made a motion, seconded by Mr. Frassinelli, to adjourn. Mr. Frassinelli, Mr. Goodell, Mr. Kovaleski, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried. The meeting adjourned at 10:31 p.m.

Respectfully submitted,

Christine C. Marinelli, Recording Secretary

Tracy L. Rummel, Chairperson

Sonya Shegogue, Secretary

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