

**Regular Meeting  
Stafford Board of Education  
Stafford Elementary School  
August 17, 2015, 6:30 p.m.**

**Board Members Present:** Mr. Tony Frassinelli  
Mr. Earl Goodell  
Mr. Peter Kovaleski  
Mrs. Andrea Locke  
Mrs. Tracy Rummel, Chairperson

**Absent:** Ms. Sonya Shegogue, Secretary  
Mrs. Kathy Walsh  
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  
Mr. Dean Fortin, District IT / Network Coordinator  
Ms. Shelley Michaud, Principal, West Stafford School  
Ms. Jolene Piscetello, Principal, Stafford Elementary School  
Ms. Lynn Reedy, Technology Integration Specialist

**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**

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

**Item III. Secretary's Report- Approval of Minutes**

Regular Meeting, 7/13/15

A consensus of the Board approved the Secretary's Report for the regular meeting held on July 13, 2015, as presented.

**Item IV. Treasurer's Report**

Bills, 7/6/15- \$174,289.28 (Encumbered)  
Grants, 7/21/15- \$50,283.77 (Encumbered)  
Bills, 7/21/15- \$200,417.75 (Encumbered)  
Grants, 7/23/15- \$129.55  
Bills, 7/23/2015- \$344,198.72  
Grants, 7/30/2015- \$2,565.40 (Encumbered)  
Bills, 7/30/2015- \$26,443.34 (Encumbered)  
Bills, 7/30/2015- \$570,546.18

Bills, 8/13/2015- \$571,763.44 (Encumbered)  
Grants, 8/13/2015- \$47,648.89 (Encumbered)

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. 2015 CABA / CAPSS Convention Information**

The Board members were provided with a copy of the registration form for the CABA / CAPSS convention via the portal. Mrs. Rummel asked that interested Board members contact her within the next week as she'd like to have one other Board member attend with her. She also indicated she would like to reserve one registration for a newly-elected Board member.

**Item VI. Board Reports**

**A. Report from Student Representative**

The student representative was not in attendance at this meeting. Mrs. Rummel said that she is scheduled to meet with Miss Schoolnick next week.

**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. Dr. Collin discussed a possible meeting on Monday, September 28, 2015. Mrs. Marinelli indicated that she'd send an email to the Board members to determine availability.

**C. Curriculum Committee**

The Curriculum Committee members are Ms. Shegogue, Mrs. Locke and Mrs. Walsh. There was no report from this committee. Mr. Bednarz said that he is working to schedule a meeting in late September or early October.

**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 CSEA committee is scheduled to meet Wednesday night for mediation.

She said that the first SEA negotiation meeting was held on Wednesday, August 12, 2015. She said that the next meeting will be held on Monday, August 31, 2015.

## **Item VII. Superintendent's Reports**

### **A. Preliminary Financial Report through June 2015**

Dr. Collin presented the financial report of funds budgeted and encumbered/expended from July 1, 2014, through June 30, 2015, as prepared by Mr. Sam Adlerstein, Business Manager. She said that the period to date expenditures/encumbrances total \$26,796,926 of the \$26,909,795 total budget. She also noted that \$92,153 across 34 different purchase orders is still encumbered leaving a preliminary balance of \$20,717 in unexpended funds.

Dr. Collin said that upon review of the reports, Board members will note that the District is overspent in some lines and thus may anticipate the presentation of final transfers next month, after the majority of the remaining encumbrances have been paid, in accordance with district practice.

Mr. Adlerstein also included a report, which includes State, federal and local grant awards, expenditures, and reimbursements received as of June 30, 2015. Dr. Collin said that 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. Most grants require monthly expense reporting to the State from which the aforementioned reimbursement payments are determined.

Mrs. Rummel asked if the excess cost monies would be used to cover the overage in the 500 line. Mr. Adlerstein stated that due to the fact that other lines are under-expended, that probably won't be necessary.

Mrs. Rummel asked why the social security line is over-expended while the Medicare line is under-expended. Mr. Adlerstein stated that it was probably a budgeting error. Mrs. Rummel asked that he double-check.

Mrs. Rummel asked why the "Payments to Date" column doesn't seem to be accurate. Mr. Adlerstein said that he would look into this matter.

### **B. Head Start Report through June 2015**

Dr. Collin presented the Head Start Reports, as prepared by Mr. Sam Adlerstein, Business Manager. She noted that the Head Start fiscal year runs from February 1, 2015, through January 31, 2016.

The Head Start (Fund 150) award for the first portion of the grant year is \$52,166, which ends in June 2015. Of that amount, records indicate expenditures total \$52,166. The balance of this fund is \$0.

She said that Mr. Adlerstein also reports the Early Head Start (Fund 180) award for the first portion of the grant year is \$29,124, which also ends in June 2015. Of that amount, records indicate expenditures total \$29,124. The balance in this fund is \$0.

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, it has been determined that the district would meet this requirement 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.

There were no questions or comments.

**C. Update on Self-Funded Health and Dental Insurance Programs**

Dr. Collin updated the Board regarding the status of the district's self-funded health and dental insurance programs. She reminded the Board members that a zero percent premium increase has been budgeted for 2015-2016.

The health insurance fund reflected a total balance of \$1,535,352 as of June 30, 2015. At this time last year, the health insurance fund reflected a balance of \$427,383.

The dental insurance fund reflected a balance of \$66,998. At this time last year, the dental insurance fund reflected a balance of \$62,221.

Dr. Collin said that this account will be assessed by the Town and District in October to determine if funds should be moved to a reserve account. In order to do so, however, the Board of Finance will need to establish a policy regarding Excess Self Insurance Funds. The purpose of such a fund is to stabilize premium cost increases and/or meet unanticipated self-insurance financial needs. Dr. Collin provided a sample policy, which was provided by Ovation Benefits, for the Board's review.

There were no questions or comments.

**D. 3M Ingenuity Grant Award**

Dr. Collin reported that Mr. Michael Bednarz, Director of Curriculum & Instruction, has informed her that the district's proposal for the 3M Ingenuity Grant has been approved in the amount of \$2,500. She said that the proposal, presented by Ms. Alisa Wood, 3M Plant Manager, Stafford Springs, was developed by Mr. David Gorski, Stafford High School Technology Teacher, and Mr. Bednarz. The grant will be used to upgrade equipment and the purchase of materials related to class projects.

Mr. Bednarz noted that Stafford Public Schools, with whom 3M is a partner, has received grant awards and product donations valued at approximately \$100,000 over the past several years.

Mrs. Rummel asked how many years the district has been receiving grants from 3M. Mr. Bednarz stated that it has been about five years. The Board expressed its appreciation of 3M's generosity.

**E. Annual Status Report for the Long Range Technology Plan**

Dr. Collin stated that each year, as part of an annual review process mandated by the Connecticut State Department of Education (CSDE), the district works with an outside consultant from EASTCONN, Ms. Jane Cook, to assess progress toward the goals set forth in our Long Range Technology Plan. She said that Ms. Cook has worked with the District to promote technology over two decades.

Dr. Collin provided a copy via the portal of the status report on the implementation of the plan as prepared by Mr. Michael Bednarz, Director of Curriculum & Instruction. She said that Mr. Bednarz credits a large part of the technology accomplishments of 2014-2015 to Mr. Dean Fortin, District IT/Network Coordinator, Ms. Lynn Reedy, Technology Integration Specialist, and our three computer technicians, Mr. Thomas Pomeroy (recently resigned), Mr. Alexander DeCicco, and Mr. Dominic DePellegrini.

Ms. Lynn Reedy provided a presentation, which showcased examples of technology-rich activities. She thanked the IT Department for their support.

There were no questions.

### **Item VIII. Public Forum**

There were no questions or comments.

### **Item IX. Old Business**

#### **A. Review and Possible Approval of New Handwriting Program for Grades Prekindergarten through Three**

Dr. Collin stated that Mr. Michael Bednarz, Director of Curriculum & Instruction, initially presented a proposal to adopt a new handwriting program at the Board of Education meeting on July 13, 2015. During the discussion that followed, Board members requested that additional information be provided, and thus, the agenda item was tabled. Subsequent to that meeting, he disseminated to Board members via email an excerpt from the Marshall Memo (July 2015), entitled, "Five Questions About Early Literacy Instruction," which emphasizes the importance of explicit handwriting instruction at the elementary level and was provided via the portal for the Board's review and convenience.

Mr. Bednarz provided a memo via the portal, which responds to the Board's request for additional information and questions. Specifically, he provided written responses to the following:

1. What were the reasons for switching to the D'Nealian program in 2005?
2. How much did the D'Nealian program cost in 2005?
3. What are the recurring budget costs for the proposed *Handwriting Without Tears* program?

Dr. Collin said that in July, Mr. Bednarz indicated the start-up cost of the program is \$12,168.20, funds which had been encumbered from the 2014-2015 budget due to the timing of the committee's work and the 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). For the 2016-2017 school year, the recurring costs, as presented, are for consumable student materials and estimated at \$6,383, approximately \$10 per student.

Mr. Frassinelli made a motion, seconded by Mr. Kovaleski, that the Board of Education adopt *Handwriting Without Tears* for grades prekindergarten through three, as presented. Mr. Frassinelli, Mr. Goodell, Mr. Kovaleski, and Mrs. Locke voted for the motion, which carried.

#### **B. Review and Approve Revised 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.”

She reminded the Board that at its meeting on July 13, 2015, they approved a revised draft to be forwarded to the Board of Finance for the latter’s consideration. This version referenced a “long range plan” in lieu of “capital improvement plan” and allowed use of the funds for “education-related projects.” The BOE’s version also stated that amounts would be transferred from the general fund to the Board of Education operating surplus “within 60 days of the completion of the yearend audit.”

Dr. Collin reported that after much discussion, on August 3, 2015, the Board of Finance accepted most of the Board of Education’s version. In addition to maintaining that funds be transferred “no later than August 31,” since adjustments could be made after the year-end audit, as warranted, the Board of Finance also renamed the fund, “Unexpended Education Funds Account.” The final policy approved by the Board of Finance was provided via the portal for the Board of Education’s review.

Mr. Frassinelli made a motion, seconded by Mrs. Locke, that the Board of Education approve the Unexpended Education Funds Accounts policy as formally approved by the Board of Finance on August 3, 2015. Mr. Frassinelli, Mr. Goodell, Mr. Kovaleski, and Mrs. Locke voted for the motion, which carried.

#### **Item X. New Business**

##### **A. Acceptance of Donation from TTM**

Dr. Collin said that Mr. Sam Adlerstein, Business Manager, has informed her that TTM Technologies would like to donate a total of 18 used file cabinets, which are currently being stored by the company, to Stafford Public Schools. Specifically, the donation consists of the following:

- Nine 4-drawer pull out file cabinets
- Four 5-drawer pull out file cabinets
- Five 5-drawer lateral file cabinets

*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.*

Mr. Frassinelli made a motion, seconded by Mr. Goodell, that the Board accept the donation of 18 used file cabinets from TTM Technologies, Stafford Division, as presented. Mr. Frassinelli, Mr. Goodell, Mr. Kovaleski, and Mrs. Locke voted for the motion, which carried.

##### **B. Review and Approval of New Long Range Technology Plan, 2015 - 2018**

Dr. Collin stated that in response to the need to develop a new long range technology plan, a 15-member Technology Planning Committee was formed to include representatives from a variety of stakeholder groups. Through consultation with Ms. Jane Cook, EASTCONN, the committee met on a number of occasions. In

addition, Dr. Collin credited Ms. Lynn Reedy, Technology Integration Specialist, Mr. Dean Fortin, District IT/Network Coordinator, and Mr. Michael Bednarz, Director of Curriculum & Instruction, who assumed the responsibility for organizing the efforts to develop the Plan.

She said that although the Connecticut State Department Education (CSDE) no longer requires districts to have Long-Range Technology Plans in place for e-rate purposes, she believes it would be in the district's best interest to continue the practice of reviewing and revising the plan to inform programming, instructional and budgetary decisions. As Mr. Bednarz notes, "It [also] provides a system of accountability and sustainability for continuous growth."

As indicated in the memorandum from Michael Bednarz, the committee focused on the following elements:

- Build upon the successes of the current Technology Plan
- Concentrate on "near future, achievable" action steps
- Integrate feedback from staff about technology priorities
- Create a sharper focus for action steps related to 21<sup>st</sup> Century Skills and technology-rich learning environments

Mr. Bednarz and Ms. Reedy were at the Board meeting to provide an overview of the Plan and to respond to questions of Board members.

The Board members agreed that although it's no longer a requirement, they would like the district to continue to develop a long-range technology plan.

Mr. Frassinelli made a motion, seconded by Mr. Kovaleski, that the Board approve the Long Range Technology Plan 2015-2018, as presented. Mr. Frassinelli, Mr. Goodell, Mr. Kovaleski, and Mrs. Locke voted for the motion, which carried.

### **C. Family Resource Center Grant Approval**

Dr. Collin said that the district has submitted a Request for Proposals (RFP) to the State for funding in the amount of \$109,500 for the operation of our Family Resource Center program, as prepared by Ms. Shelley Michaud, principal of West Stafford School. Located at West Stafford School, the funding would support the program from July 1, 2015, through June 30, 2017. The grant application, which was provided via the portal, was due July 15, 2015.

Dr. Collin reported that in accordance with the terms of the grant submission process, "The application requires official approval and/or endorsement of any Board or like body (e.g. Board of Education, town council, etc.) [and that] the approval and/or endorsement of such body should be submitted with the grant application. If it is not possible to obtain Board . . . approval prior to the submission of the grant application, then the official Board approval or like document should be sent under separate cover no later than September 15, 2015."

Ms. Michaud was in attendance at the meeting and provided an overview of the positive impact this grant program, as well as the other grant programs housed at West Stafford School, has had on the children and families of Stafford.

Mr. Frassinelli made a motion, seconded by Mrs. Locke, that the Board of Education approve the *Application Package for the Renewal of a Family Resource Center Program*, July 1, 2015, through June 30, 2017, as presented. Mr. Frassinelli, Mr. Goodell, Mr. Kovalski, and Mrs. Locke voted for the motion, which carried.

**D. Obsolete Equipment**

Dr. Collin presented a list from Mr. Dean Fortin, District IT/Network Coordinator, regarding equipment located at our schools. She said that the equipment (an assortment of camcorders, cameras, batteries, chargers, tapes, and cassettes, etc.) is either nonoperational, no longer being used at their respective locations, or too old to warrant the cost of repairs. Additionally, the aforementioned obsolete items will not be used by Stafford Public Schools.

According to Board of Education policy 3260-*Sales and Disposal of Books, Equipment, and Supplies*, such obsolete equipment must be returned to the Town of Stafford. In anticipation of Board action, Mr. Fortin has shared the list of equipment with Town IT personnel, who expressed interest in some of the items.

Mr. Frassinelli made a motion, seconded by Mrs. Locke, that the Board of Education approve the return of the obsolete equipment, as indicated above, to the Town of Stafford, according to the provisions of Board policy 3260-*Sales and Disposal of Books, Equipment, and Supplies*. Mr. Frassinelli, Mr. Goodell, Mr. Kovalski, and Mrs. Locke voted for the motion, which carried.

**E. Approval of District's CSDE-Approved Educator Evaluation Plan**

Dr. Collin said that as indicated in the memorandum provided by Mr. Michael Bednarz, Director of Curriculum & Instruction, the Professional Development & Educator Evaluation Committee convened on April 8, 2015, for the purpose of reviewing and revising *Stafford Public Schools' Professional Learning and Evaluation Plan*, most recently approved by the Board of Education on August 18, 2014.

She said that in accordance with State Statute, such a review must occur annually. Mr. Bednarz shared the proposed changes to the Plan with the Board of Education at its meeting on May 11, 2015, prior to submission to the Connecticut State Department of Education, as directed. Once approved by the State, the Plan must be presented to local Boards of Education for approval prior to the start of the upcoming school year. A copy of the CSDE's approval notification was provided via the portal.

Mr. Bednarz also provided a memorandum enumerating the changes to the district's plan. He was also in attendance at the meeting to provide a brief overview of the revisions and to respond to questions.

Board members indicated that they liked the change to the dispute resolution process in the administrators' plan.

Mr. Frassinelli made a motion, seconded by Mr. Kovalski, that the Board of Education approve *Stafford Public Schools' Professional Learning and Evaluation Plan* as recently approved by the Connecticut State Department of Education and as presented. Mr. Frassinelli, Mr. Goodell, Mr. Kovalski, and Mrs. Locke voted for the motion, which carried.



**Item XI. Personnel Matters**

**A. Resignations- Certified Staff Members**

Mr. Frassinelli 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
Allen, Reena	Art Teacher (.60 FTE)	West Stafford and Staffordville Schools	7/21/15	To accept a full-time position in another district.
Finkelman, Lisa	Mathematics Teacher (.50 FTE)	Stafford High School	8/12/15	To accept a full-time position in another district.

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

Mr. Kovaleski made a motion, seconded by Mrs. Locke, that item XI.B. **Interview Candidate for the Position of Principal of Stafford Middle School (Executive Session Anticipated)**, be placed into executive session. Mr. Frassinelli, Mr. Goodell, Mr. Kovaleski, and Mrs. Locke voted for the motion, which carried.

The Board took a brief recess at 8:40 p.m.

Mrs. Locke made a motion, seconded by Mr. Frassinelli, to enter executive session. Mr. Frassinelli, Mr. Goodell, Mr. Kovaleski, and Mrs. Locke voted for the motion, which carried. The Board entered executive session at 8:45 p.m.

Mrs. Locke made a motion, seconded by Mr. Frassinelli, to return to regular session. Mr. Frassinelli, Mr. Goodell, Mr. Kovaleski, and Mrs. Locke voted for the motion, which carried. The Board returned to regular session at 9:30 p.m.

**B. Interview Candidate for the Position of Principal of Stafford Middle School (Executive Session Anticipated)**

Mr. Frassinelli made a motion, seconded by Mrs. Locke, that the Board appoint Ms. Jennifer Hoffman to the position of principal of Stafford Middle School, at a salary of \$127,298.00 (pro-rated), effective date to be determined. Mr. Frassinelli, Mr. Goodell, Mr. Kovaleski, and Mrs. Locke 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. Frassinelli, Mr. Goodell, Mr. Kovaleski, and Mrs. Locke voted for the motion, which carried. The meeting adjourned at 9:35 p.m.

**Respectfully submitted,**

**Christine C. Marinelli, Recording Secretary**

**Tracy L. Rummel, Chairperson**

**Sonya Shegogue, Secretary**

DRAFT