

**Regular Meeting  
Stafford Board of Education  
Stafford Elementary School  
October 19, 2015, 6:30 p.m.**

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

**Absent:** Mr. Earl Goodell

**Also Present:** Dr. Patricia A. Collin, Superintendent of Schools  
Mr. Sam Adlerstein, Business Manager  
Mr. Dean Fortin, District Network and IT Coordinator  
Ms. Christine Griswold, Assistant Principal, Stafford High School  
Ms. Jennifer Hoffman, Principal, Stafford Middle School  
Ms. Eileen Laramie, Teacher, Stafford High School  
Mr. Marco Pelliccia, Principal, Stafford High School  
Mr. Damon Reynolds, Alternate Student Representative  
Miss Allison Schoolnick, Student Representative  
Ms. Danielle Wetherell, Teacher, Stafford High School

**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, 10/5/15

A consensus of the Board approved the Secretary's Report for the special meeting held on October 5, 2015, as presented.

**Item IV. Treasurer's Report**

Bills, 9/30/15- \$104,025.31  
Grants, 9/30/15- \$8,814.83  
Bills, 10/14/15- \$161,611.93  
Grants, 10/14/15- \$1,452.78

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. Dr. Collin noted that Mrs. Dillon sent tickets to her for the Disney Choral Concert to distribute to the Board members.

**Item VI. Board Reports**

**A. Report from Student Representative**

Miss Schoolnick provided a report, which covered four of the schools' news and events, as well as a high school sports, drama and music department update. Miss Schoolnick distributed photos of the Play for the Cure field hockey game. Both of the student representatives spoke highly of the speaker that presented at the high school earlier in the day. Mr. Pelliccia stated that the reporter from the JI was in attendance and would be writing a story about the presentation.

Dr. Collin distributed a photo of her trip into the woods with a group of middle school students to find a geocache.

**B. Budget Committee**

The Budget Committee members are Mrs. Rummel, Mr. Frassinelli and Mr. Kovaleski. Mr. Goodell and Ms. Shegogue are alternates. Mrs. Rummel stated that the committee has not met since the September meeting, but she hopes that the committee will meet prior to the next Board meeting.

**C. Curriculum Committee**

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

**D. Policy Committee**

The Policy Committee members are Mr. Goodell, Mr. Kovaleski and Mrs. Walsh. There was no update 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 after a very long mediation meeting, the SEA contract was settled. Dr. Collin stated that she has been notified that a ratification meeting will take place on Wednesday, November 4, and that the contract will be presented to the full Board on November 23 for approval.

**Item VII. Superintendent's Reports**

**A. Administrators' Reports on 2014 – 2015 School Goals and Presentation of 2015 – 2016 School Improvement Plans (SIPs)- Stafford High School and Stafford Middle School**

Dr. Collin said that Mr. Marco Pelliccia and Ms. Christine Griswold, Principal and Assistant Principal, respectively, Stafford High School, and Ms. Jennifer Hoffman, Principal, Stafford Middle School, would briefly highlight progress on the 2014-2015 School Improvement Plans (SIPs), as well as give an overview of

the 2015-2016 School Improvement Plans, which are written in S.M.A.R.T. (Specific, Measurable, Attainable, Realistic and Timely) format and were provided for the Board's review via the portal.

Dr. Collin noted that in addition to the secondary school administrators and in accordance with the district's new educator evaluation plan, Mrs. Amy Stevenson, Director of Pupil Services, and Mr. Michael Bednarz, Director of Curriculum & Instruction, are working collaboratively with all building administrators to attain student learning outcomes. She said that Mr. Bednarz and Mrs. Stevenson were unable to attend the meeting, however, they are available via email if Board members had questions.

Dr. Collin also informed the Board that administration has learned that there were irregularities in the test administration at the middle school, meaning that the data is not reliable. The matter is under investigation, and the Board will receive further information/clarification of the test scores once the investigation is complete.

The principals reviewed the progress on the 14-15 plans and gave an overview of the 15-16 plans.

Mrs. Walsh asked a question regarding the number of high school students at risk of not passing at this time. Mr. Pelliccia said that at any one time there are about 10 students being monitored and offered extra support.

#### **B. Update on Freshmen House**

Dr. Collin reported that in 2011-2012 the Freshmen House was implemented to address the dropout rate (more specifically, the ninth grade failure rate), improve the transition of freshmen from eighth grade, and promote student academic and behavioral achievement.

Mr. Marco Pelliccia, Principal, and Ms. Christine Griswold, Assistant Principal, prepared a presentation for the Board, which provided trend data relative to graduation and drop-out rates and highlighted changes in the model since its implementation. Ms. Eileen Laramie and Ms. Danielle Wetherell, high school teachers, and two students were also present to share their experiences with the program.

Mr. Pelliccia and Ms. Griswold noted that since the 10-11 school year, the number of disciplinary actions has decreased from 388 to 57 during the 14-15 school year, while the graduation rate has increased from 72.09% to 95%!

#### **C. Enrollment Report for October 1, 2015 (Unaudited)**

Dr. Collin stated that Board members were provided with enrollment reports, prepared based on data collected on October 1, 2015, which is the date the State Department of Education (SDE) uses to determine the district's official enrollment count for the school year. She said that this enrollment number is used to set reimbursement amounts for many State grants.

Dr. Collin reported that the total enrollment as of 10/1/15 was 1,544, which includes 10 students who are currently attending non-reporting schools out of district. The total enrollment figure is a decrease of 42 students from last year's enrollment count of 1586 (October 2014). She also noted that parents of 38 students had filed with the district, in accordance with Board policy, a form of their intent to home school their children for the 2015-2016 school year. However, parents/guardians of 12 students on this list have yet to submit their intent to homeschool forms.

Mrs. Marinelli, Administrative Assistant to the Superintendent of Schools / Human Resources Coordinator, reviewed the following reports, which were provided for Board members via the portal:

- Attachment A: SPS 2015-2016 Enrollment Report (Unaudited) as of October 1, 2015
- Attachment B: Tracking of Enrollment by Grade Level
- Attachment C: Tracking of Enrollment by Cohort: 2012 to 2015
- Attachment D: Students Attending Stafford Public Schools & Reported by Stafford to the State
- Attachment E: Out-of-District Enrollment as of 10/01/2014

Mrs. Rummel asked a clarifying question regarding the number this year, versus the number last year of students for which the district is financially responsible.

**D. Update on District Phone System**

Dr. Collin said that at the end of the 2014-2015 school year, the district learned that its obsolete phone system would no longer be supported after June 30, 2016. She introduced Mr. Adlerstein, Business Manager.

Mr. Sam Adlerstein, Business Manager, reviewed the situation with the Board as well as potential funding options. Mrs. Rummel stated that she would like a second report to the Board on November 23, with more details regarding the possible funding sources, more accurate pricing / quotes and feedback from the town regarding challenges they encountered during implementation. The matter may then be forwarded to the Board of Finance for consideration at a subsequent meeting.

**E. Update on Payforit.net**

Dr. Collin reported that at the Board of Education meeting on July 13, 2015, Mr. Sam Adlerstein, Business Manager, spoke of the Food Service Program's efforts to improve operational efficiency, data collection and data accuracy for analysis and decision-making and allow for electronic payments to students' accounts through the use of software known as Rediker Point of Sale. Subsequently, at the meeting on September 14<sup>th</sup>, he presented a "PayForIt.Net" flyer, stating that this program would be available to parents on November 2, 2015.

Mr. Adlerstein provided a status report, which was available to the Board members via the portal. He noted that implementation is moving along as scheduled and that the parent information would be disseminated within the next couple of weeks with November's lunch menu.

There were no questions or comments.

**F. Financial Report July 1, 2015, through September 30, 2015**

Dr. Collin provided via the portal a copy of the financial report of funds budgeted and encumbered/expended from July 1, 2015, through September 30, 2015, 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 \$22,695,760, or 83%, leaving a \$4,446,740 balance of the total budget to be expended or encumbered by June 30, 2015.

She said that Mr. Adlerstein also included a report, which includes State, federal and local grant awards, expenditures, and reimbursements received as of September 30, 2015. 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.

Mrs. Rummel asked if there were any accounts that Mr. Adlerstein would like to bring to the Board's attention. He noted that the Property Insurance line is showing as over-expended. However, when all four insurance lines are considered together, the net amount is not over the budgeted figure. Mrs. Rummel asked about the lease / rental line. Mr. Adlerstein stated that adjustments are still being made to that line due to the change in copier leases.

**Item VIII. Public Forum**

There were no questions or comments.

**Item IX. Old Business**

There was no Old Business.

**Item X. New Business**

There was no New Business.

**Item XI. Personnel Matters**

There were no Personnel Matters.

**Item XII. Student Matters**

There were no Student Matters.

**Item XIII. Adjournment**

Mr. Kovaleski made a motion, seconded by Ms. Shegogue, to adjourn. Mr. Frassinelli, Mr. Kovaleski, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried. The meeting adjourned at 8:33 p.m.

**Respectfully submitted,**

**Christine C. Marinelli, Recording Secretary**

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**Tracy L. Rummel, Chairperson**

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**Sonya Shegogue, Secretary**