

**Regular Meeting
Stafford Board of Education
Stafford Elementary School
November 23, 2015, 6:30 p.m.**

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

Absent: Mr. Peter Kovaleski

Also Present: Dr. Patricia A. Collin, Superintendent of Schools
Mr. Sam Adlerstein, Business Manager
Ms. Peggy Falcetta, Principal, Staffordville School
Ms. Laurie Dillon, Teacher, Stafford High School (arrived at 6:55 p.m.)
Mr. Dean Fortin, IT / Network Coordinator
Mr. Dan Kardos, Intervention Specialist, Stafford High School
Ms. Shelley Michaud, Principal, West Stafford School
Ms. Jolene Piscetello, Principal, Stafford Elementary School
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 6:35 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

Regular Meeting, 10/19/15
Special Meeting, 11/16/15

A consensus of the Board approved the Secretary's Report for the regular meeting held on 10/19/15, and the special meeting held on 11/16/15, as presented.

Item IV. Treasurer's Report

Bills, 10/27/15- \$171,972.57
Grants, 10/27/15- \$3,462.77
Bills, 11/12/15- \$135,863.67
Grants, 11/12/15- \$18,110.04

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. Resignation Letter- Board Member

Mrs. Rummel read a resignation letter from a board member, Mr. Anthony Frassinelli, effective immediately, due to the fact that he was elected as the first selectman.

X.D. Veterans' Day Assembly Presentation

This item was moved up on the agenda.

Mr. Daniel Kardos, district employee and Army Specialist, presented Dr. Collin with an award from the Office of the Secretary of Defense for "Employer Support of the Guard and Reserve". Also, the award deemed Dr. Collin a "Patriotic Employer" "for Contributing to National Security and Protecting Liberty and Freedom by Supporting Employee Participation in America's National Guard and Reserve Force".

Item VI. Board Reports

A. Report from Student Representative

Miss Schoolnick provided a report, which covered three of the schools' news and events, as well as a high school drama and music department update and an update on town wide news. Miss Schoolnick distributed photos of Ecumenical Thanksgiving, NCCC Scholarship, NCCC Band and Choir, the Veterans' Day Assembly, Drumming Up Jazz, the Disney Choral Concert and the 30th Annual Coffee House. Mr. Reynolds gave an update on sports.

B. Budget Committee

The Budget Committee members are Mrs. Rummel, Ms. Shegogue and Mr. Kovaleski (Mrs. Locke, alternate). Mrs. Rummel stated that the committee has not met since the September meeting, but that a meeting is scheduled prior to the 12/7 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 Mrs. Rummel, Mr. Kovaleski and Mrs. Walsh. There was no update from this committee.

E. Negotiation Committee

The Negotiation Committee members are Mrs. Locke, Ms. Shegogue and Mr. Roberts. Dr. Collin stated that a new representative has been assigned to the CSEA group, and they held their first meeting tonight.

Item VII. Superintendent's Reports

A. Administrators' Reports on 2014 – 2015 School Goals and Presentation of 2015 – 2016 School Improvement Plans (SIPs)- Stafford Elementary School, West Stafford School and Staffordville School

Dr. Collin said that Ms. Jolene Piscetello, Principal, Stafford Elementary School, Mrs. Peggy Falcetta, Principal, Staffordville School, and Ms. Shelley Michaud, Principal, West Stafford 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 elementary 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.

Ms. Piscetello explained that Mr. Montgomery was not available to attend the meeting for medical reasons. The principals reviewed the progress on the 14-15 plans and gave an overview of the 15-16 plans.

Mr. Rummel asked Ms. Piscetello how she addresses the fact that a grade level did not perform as well as expected. Ms. Piscetello explained that the results for every student in that grade level are reviewed (as they are for all of the other grade levels) and individual student interventions are assessed to determine how they are working and if they need to be changed. Additionally, the teacher's data is reviewed, along with the results of other assessments for that student.

B. Cafeteria Profit and Loss through October 2015

Dr. Collin presented the Cafeteria Profit and Loss report for July through October 31, 2015, as prepared by Mr. Sam Adlerstein, Business Manager. She said that while the Food Services program had a profit of \$6,849 for the month of October, the report indicates an actual year to date profit of \$2,267. She noted that via the portal, the Board has access to Mr. Adlerstein's memorandum, which includes a graph that shows the trend of profit and loss for the fiscal years 2013-14, 2014-15 and 2015-16 to date as well as an explanation of revenue sources and financial system improvements.

Dr. Collin said that Ms. Beth LaPane, Supervisor of Food Services, has reported that the food service department plans to expand its deli options, and that she recently attended a conference, which addressed topics relative to her day-to-day operations such as security & fraud control measures, production records and their use for cost control, etc. Dr. Collin said that the Board was provided with her memorandum via the portal, which contains a more detailed list. Lastly, Dr. Collin said that the program offered its annual turkey dinner menu to students and staff on Wednesday, November 18th.

C. Update on PayForIt.net

Dr. Collin reported that on November 2, 2015, the food service department implemented a new service called PayForIt.net for parents/guardians of students in grades six through 12. Because the PowerSchool template letter required revisions coupled with the need to provide adequate time to notify staff, who were not yet using PowerSchool to share information, and prepare the mailings, the district decided to stagger the implementation, with parents/guardians of students in grades kindergarten through five receiving notification on Friday, November 20, 2015.

She noted that PayForIt.net requires parents to access their child's Student ID Number, which is available on the main student page in the Parent Portal of PowerSchool. Parents, who have not yet activated the Parent Portal in PowerSchool and are interested in using the new service, have been instructed to contact the school office. Because of the sensitivity of the information, student ID numbers are NOT given out over the phone. Rather, parents were given the instructions and codes to activate their child's PowerSchool account, which will give them access to the Student ID Number.

Lastly, Dr. Collin said that a folder has been added to the "Food Service Department" section of the district and school websites, which contains a direct link to PayForIt.net, as well as copies of relative documents.

There were no questions.

D. Head Start Report through October 2015

Dr. Collin stated that the Head Start fiscal year runs from February 1, 2015, through January 31, 2016.

The Basic Head Start (Fund 150) award for the first portion of the previous grant year was \$52,166, which ended in June 2015, and reflected a balance of \$0. The Basic Head Start (Fund 160) award for the first part of the current grant year is also \$52,166 and ends in January 31, 2016. Of this amount, \$12,096 has been expended.

The Early Head Start (Fund 180) award for the first portion of the previous grant year was \$29,124 (covered five months), which also ended in June 2015, and reflected a balance of \$0. The Early Head Start (Fund 182) award for the first portion of the current grant year is \$40,773 (covers seven months) and ends in January 2016. Of this amount, \$17,343 has been expended.

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, it has been 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.

There were no questions.

E. Financial Report through October 2015

Dr. Collin provided via the portal the financial report of funds budgeted and encumbered/expended from July 1, 2015, through October 31, 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. The period to date expenditures/encumbrances total

\$25,063,274, or 91.2%, leaving a \$2,409,226 balance of the total budget to be expended or encumbered by June 30, 2015.

Also included via the portal is a report, which includes State, federal and local grant awards, expenditures, and reimbursements received as of October 31, 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.

There were no questions.

F. Quarterly Update on Self-Funded Health and Dental Insurance

Dr. Collin provided via the portal a memorandum and documentation prepared by Mr. Sam Adlerstein, Business Manager, regarding the status of the district's self-funded health and dental insurance programs.

She said that the health insurance fund reflected a total balance of \$1,289,083 as of October 31, 2015. At this time last year, the health insurance fund reflected a balance of \$384,837.79. Additionally, on October 31, 2015, the dental insurance fund reflected a balance of \$86,032. At this time last year, the dental insurance fund reflected a balance of \$35,404.94.

There were no questions.

G. CAPSS Student Recognition Awards

Dr. Collin reported that the Connecticut Association of Public School Superintendents (CAPSS) Award is presented to students who have served their respective communities, served others, achieved academic prowess relative to their ability, and demonstrated leadership to the school community. The spirit of the Superintendent's award is also noted in the mission statement of CAPSS: to advocate for the continuous improvement of public education and to advocate for children.

She said that on Wednesday, November 4, 2015, the University Region Superintendents' Association (URSA) formally recognized four students, who have demonstrated intellectual curiosity, social responsibility, democratic engagement and productivity, and who have excelled in the diverse programming offered in our schools. In addition to family members, students were joined by Mr. Marco Pelliccia, Principal, Stafford High School, and Mrs. Jennifer Hoffman, Principal, Stafford Middle School. Stafford students, who were recognized were Sarah Provencher and Ethan Lawlor, juniors at Stafford High School, and Mikenna Mallard and Samuel Yefko, eighth graders at Stafford Middle School.

The student biographies, which were published in the program, were provided via the portal for the Board members' review. Dr. Collin also made available a copy of the program.

Item VIII. Public Forum

There were no questions or comments.

Item IX. Old Business

A. Update on District Phone System

Dr. Collin said that as indicated during the October 19, 2015, Board of Education meeting, the district's obsolete phone system will no longer be supported after June 30, 2016. During the meeting, Mr. Sam Adlerstein, Business Manager, reviewed the situation with the Board and provided potential funding options.

The Board then asked that a second report be provided at this meeting with more details regarding the possible funding sources, more accurate pricing/quotes and feedback from the town regarding challenges it encountered during implementation, prior to the matter being forwarded to the Board of Finance for consideration at a subsequent meeting.

Mr. Adlerstein explained that the district could provide the funding for the switches as detailed in his memo. However, due to the cost of the phones (approx. \$130,000) a determination will have to be made regarding the funding source for this equipment. He said that a 5-year lease is an option. Mr. Adlerstein said that he recommends discussing alternatives with the Board of Finance to assess the possibility of avoiding finance costs.

After discussion, Mrs. Rummel and the Board agreed that the district should move forward with contacting the Board of Finance so that this matter can be placed on a future agenda for discussion. The Board members asked that they be notified when the date is confirmed.

Item X. New Business

A. Election of Board of Education Officers and Appointment of Committee Members

Dr. Collin informed the Board that in accordance with **Policy 9120 Bylaws of the Board: Election of Officers** and Connecticut General Statutes, *The Board shall, not later than one month after the date on which newly elected members take office, elect from its number, a Chairperson and a Secretary. A majority vote of those present shall be necessary for election. These officers shall take office immediately upon election. They shall remain in office, while members of the Board, for two years, or until their successors are chosen.*

She said that in addition to their regular responsibilities as members of the full Board of Education, individuals also serve on committees: Policy, Curriculum, Budget and Negotiation. While they may not make decisions on behalf of the full Board, Committee members report and may make recommendations to the full Board.

She noted that with the exception of the Negotiation Committee, which meets for a short period of time, committees typically meet on a monthly/bimonthly basis. While committees may conduct their business in open session with a minimum of two members, it is desirable to have at least three members on each committee. In addition, it is advisable to have an alternate member for each one.

Mrs. Locke made a motion, seconded by Mrs. Walsh, to nominate Ms. Shegogue as Secretary. Mrs. Locke, Mr. Roberts, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

Mrs. Walsh made a motion, seconded by Mr. Roberts, to nominate Mrs. Rummel as Chairperson. Mrs. Locke, Mr. Roberts, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

The committee members were appointed, as follows: Budget Committee- Mrs. Rummel, Ms. Shegogue, Mr. Kovaleski and Mrs. Locke (alternate); Curriculum Committee- Mrs. Walsh, Mrs. Shegogue and Mrs. Locke; Negotiations- Mrs. Locke (chair), Ms. Shegogue and Mr. Roberts; Policy Committee- Mr. Kovaleski, Mrs. Rummel and Mrs. Walsh.

B. Review and Approve the 2016 Schedule of Regular Board of Education Meetings

Dr. Collin provided via the portal a proposed calendar of regular Board of Education meetings for 2016. She said that with the exception of January, February (which has three meetings scheduled), March, and May, there is one meeting scheduled per month. She also provided for the Board members' information, the Board of Finance's draft 2016 calendar of regular meetings.

Mrs. Walsh made a motion, seconded by Mrs. Locke, that the Board of Education approve the Stafford Board of Education schedule of regular meetings for 2016, as presented. Mrs. Locke, Mr. Roberts, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

C. Acceptance of Donations

Dr. Collin stated that in accordance with BOE Policy 3280 Business and Non-Instructional Operations: Gifts, Grants and Bequests, *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 for a particular school.*

She reported that as indicated in the memorandum from Mr. Michael Bednarz, Director of Curriculum & Instruction, the staff and students of Stafford Elementary School recently received four boxes of 3M products, which included post-it notes, mounting hooks and frames, office supplies (such as tape, tape dispensers, and adhesive rolls), and thermal laminators. The total value of this donation is \$4,420. She said that Mr. Bednarz has offered to contact Ms. Alisa Wood, Local 3M Plant Manager, to express the district's appreciation of this most recent donation.

Dr. Collin reported that on behalf of the school district, Mrs. Magdalena O'Brien, Music Teacher, recently submitted an application to "Horns for Kids" which is a tax-exempt, non-profit organization. Its purpose is "to encourage children to experience the thrill of performing music in school and as a life-long activity."

Dr. Collin said that Mrs. O'Brien had a rescheduled class this evening, so could not attend, but sent a memorandum with additional details, which Dr. Collin read to the Board.

Dr. Collin said that she is pleased to report that on November 4, 2015, Stafford Middle School was awarded a Yamaha alto saxophone. For the Board's review, a complete listing of award recipients may be found at <http://www.hornsforkids.org/instaward.html>.

Mr. Roberts made a motion, seconded by Mrs. Walsh, that the Board accept the gifts from 3M Corporation, as presented. Mrs. Locke, Mr. Roberts, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

Mr. Roberts made a motion, seconded by Mrs. Walsh, that the Board of Education accept the donation of an alto saxophone from "Horns for Kids" to be used by the music department at Stafford Middle School for performances and other related activities. Mrs. Locke, Mr. Roberts, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

D. Veterans' Day Assembly Presentation

This item was moved up on the agenda.

Item XI. Personnel Matters

A. Resignation- Certified Staff Member

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

NAME	POSITION	SCHOOL	EFFECTIVE DATE	REASON
Craven, Nicholas	Math Teacher (.50 FTE)	Stafford High School	10/30/15	Personal.

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

B. Ratification of the Agreement between the Stafford Board of Education and the Stafford Education Association, July 1, 2016, through June 30, 2019 (Executive Session Anticipated)

Dr. Collin stated that the Board of Education Negotiation Committee members assigned to negotiate the professional agreement between the Stafford Board of Education and the Stafford Education Association (S.E.A.), July 1, 2016, through June 30, 2019, were the following: Mrs. Andrea Locke, Chairperson, Mrs. Tracy Rummel, and Ms. Sonya Shegogue. The Board was represented by Attorney Peter Janus; Mr. Sam Adlerstein, Business Manager, and Dr. Collin were also present. The S.E.A. Negotiation Committee consisted of 9 teacher representatives and Ms. Lauren Hebert, Uniserv Representative.

She said that the important work began in August 2015 with a formal meeting to discuss ground rules and establish a schedule for negotiations. After numerous meetings and in mediation, the parties came to an agreement on Wednesday, October 7, 2015.

Dr. Collin reported that S.E.A. met on November 4th to ratify the agreement. In executive session, Dr. Collin presented the tentative agreements between the parties to the full Board. Due to the fact that additional revisions / corrections were required, this item was tabled.

Item XII. Student Matters

There were no Student Matters.

Item XIII. Adjournment

Ms. Shegogue made a motion, seconded by Mr. Roberts, to adjourn. Mrs. Locke, Mr. Roberts, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried. The meeting adjourned at 8:26 p.m.

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

Tracy L. Rummel, Chairperson

Sonya Shegogue, Secretary

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