

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

**Board Members Present:** Mr. Tony Frassinelli  
Mr. Earl Goodell  
Mrs. Andrea Locke  
Mrs. Tracy Rummel, Chairperson  
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  
Mr. Michael Bednarz, Director of Curriculum and Instruction  
Mr. Devin Cowperthwaite, Supervisor of Building Services  
Ms. Peggy Falcetta, Principal, Stafford Elementary School  
Mr. Dean Fortin, Network Coordinator  
Mr. Damian Frassinelli, Director of Athletics and Recreation  
Mr. Nicholas Girard, Student Representative  
Ms. Shelley Michaud, Principal, West Stafford School  
Mr. Matthew Moore, Alternate Student Representative  
Mr. Marco Pelliccia, Principal, Stafford High School  
Ms. Lynn Reedy, Technology Integration Specialist  
Mr. Kenneth Valentine, Principal, Stafford Middle School

**Item I. Call to Order- Establishment of Quorum**

The meeting was called to order at 6:36 p.m. A quorum was established.

**Item II. Pledge of Allegiance**

The student representatives led the Board in the Pledge of Allegiance.

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

Special Meeting, 2/11/15

A consensus of the Board approved the Secretary's Report for the special meeting held on February 11, 2015, as presented.

**Item IV. Treasurer's Report**

Bills, 2/17/15- \$326,145.99  
Grants, 2/17/15- \$13,388.24

A consensus of the Board approved the Board 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. Notification of NAEYC Accreditation (Staffordville School)**

Dr. Collin notified the Board that Staffordville School's NAEYC accreditation was renewed for five years. She said that the notification letter was provided for Board members via the portal.

Mrs. Falcetta thanked Ms. Michaud for her help during the accreditation visit, as she covered for Mrs. Falcetta when she was ill with the flu.

**C. Letter from Retired Staff Member Regarding Substitute Pay**

A letter was provided for Board members via the portal from a retired staff member. Dr. Collin said that the retired staff member had concerns regarding the rate of pay for substitute teachers in the district. Dr. Collin reported that the district is working to compile information from surrounding districts regarding the rates paid to substitute teachers, as well as researching the possibility of utilizing an outside service.

Mrs. Rummel distributed a laminated guide from CAFE entitled "Tips for Effective Lobbying".

**Item VI. Board Reports**

**A. Report from Student Representative**

Mr. Girard reported on the following topics:

- Eighth Grade Orientation
- National Honor Society Induction
- National Honor Society Blood Drive
- Hovercraft Update
- Points of Pride Breakfast
- Dr. Seuss Read Across America Week, 3/2-3/9
- Parent / Teacher Conferences at WS and SV, 3/11,12
- PTA Meeting at WS, 4/7

Mr. Moore reported on the following topics:

- Music Update
- Sports Update
- Ski Trip

Miss Schoolnick reported that she has been participating in a peer mentoring program where Stafford High School students meet regularly with students at Stafford Elementary School. She said that she really enjoys the program, as do the students at the elementary school.

**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 a budget committee meeting was held on Wednesday, February 18, at 6 p.m., at Stafford Elementary School. She stated that several Board members will be attending PTO meetings in April to review / discuss the proposed budget for 15-16.

**C. Curriculum Committee**

The Curriculum Committee members are Ms. Shegogue, Mrs. Locke and Mrs. Walsh. Ms. Shegogue noted that the committee met prior to the Board meeting. She said that the following items were discussed: testing schedule, curriculum revision update, technology plan and STAR assessment.

**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 reported that a negotiation meeting is scheduled for March 18, 2015, and that the last meeting (scheduled for February 12, 2015) was cancelled by the CSEA representative.

**Item VII. Superintendent's Reports**

**A. Financial Report through January 2015**

Dr. Collin presented the financial report through January 2015, sorted by object code, of funds budgeted and encumbered / expended from July 1, 2014, through January 31, 2015, as prepared by Mr. Sam Adlerstein, Business Manager. The period to date expenditures / encumbrances total \$22,927,192, or 85%, leaving a \$3,982,603 balance of the total budget to be expended or encumbered by June 30, 2015.

Mr. Adlerstein also included a report, which includes State, federal and local grant awards, expenditures, and reimbursements received as of January 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 or comments.

**B. Head Start Report through January 2015**

Dr. Collin presented the Head Start Report. She said that the Basic Head Start Fund 160 and the Early Head Start Fund 182 are for the time period of February 1, 2014, through January 31, 2015 (fiscal year).

The report, as prepared by Mr. Sam Adlerstein, Business Manager, indicates Basic Head Start expenditures in the amount of \$59,212.16 of the total \$58,570.21 grant. The balance is (\$641.95). He also reports Early Head Start expenditures in the amount of \$46,809.65 of the total \$47,501.85. The balance in this fund is \$692.20.

In compliance with the Head Start agreement, the monthly program expense reports are presented to the Board of Education on a regular 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.

Mrs. Rummel asked how Mr. Adlerstein is handling the overspent Basic Head Start grant. He said that he has a call in to EASTCONN to discuss the matter. Ms. Michaud said that a representative from EASTCONN will be working with Mr. Adlerstein to adjust the accounting for each of the grants.

**C. Continued Presentation of the Proposed 2015 – 2016 Budget for the Stafford Public School District**

Dr. Collin stated that at the Board of Education meeting on February 11, 2015, she presented a budget totaling \$27,843,900 for the 2015-2016 school year. This budget represented an increase of \$934,105, or 3.47% over the approved budget for 2014-2015. She also reported that the Board Budget Committee met on February 18<sup>th</sup> to discuss the presentation, responses to questions of Board members regarding the proposed budget, and a format for communicating the district's efforts to improve efficiencies, as recommended by a member of the audience during the initial presentation.

Dr. Collin said that since Wednesday's Board Budget Committee meeting, administration further analyzed excess cost, membership dues and fees, and insurance. This analysis resulted in an increase in out-of-district costs, a decrease in membership dues & fees, and a decrease in insurance for a net adjustment of (\$21,385).

A copy of the 2015-2016 itemized estimate summary, which reflects the aforementioned reduction and a proposed total of \$27,822,500, was provided via the Board meeting portal. She said that the revised budget reflects a 3.39% or \$912,705 increase over the current year's approved budget.

Dr. Collin reviewed the reviewed the new documentation that was provided for Board members.

The complete budget document, including backup material and the list of efficiencies, is posted on the district web site- [www.stafford.k12.ct.us](http://www.stafford.k12.ct.us)

**Item VIII. Public Forum**

A member of the audience stated that he was happy that the Board asked for more information regarding the sixth grade position that was eliminated last year. However, he was displeased that the response was provided as a review of class size when what is at stake is the loss of the cluster model, which the Freshman House was designed to mimic. He said that the loss of this teacher (in addition to a support teacher) prevents the sixth grade teachers from interacting and discussing students. He said that this is very sad to see, and he is disappointed.

**Item IX. Old Business**

There was no Old Business.

**Item X. New Business**

**A. Approval for Technology Grant Application Submission**

Dr. Collin said that in 2013, Stafford Public Schools was the recipient of a \$572,962 award from the Technology: Investments in Education Grant. Subsequently, in December 2014, Governor Malloy announced the release of a \$10 million competitive technology grant. In response, Mr. Bednarz, Director of Curriculum & Instruction; Ms. Lynn Reedy, Technology Integration Specialist; and Mr. Dean Fortin, Instruction Technology

and Network Coordinator, completed the application for submission by February 13, 2015. The purpose of the grant is the following: *Provide financial support for districts as they make necessary capital changes and upgrades to implement the new standards [Common Core State Standards and assessments].*

Dr. Collin noted that the total value of this grant application is \$444,610.17 of which \$127,757.82 would be Stafford's obligation to provide, leaving a possible net award totaling \$313,852.35. Entitled, *Building Technology in the Common Core Classroom*, the grant application includes requests for computers and mobile devices for students and staff and hardware and cabling devices to increase bandwidth and the wireless capacity in all schools.

In a memorandum from Mr. Bednarz, he indicates that he met with Mr. Sam Adlerstein, Business Manager, to identify funds in both the current and 2015-2016 budgets, which would allow Stafford to meet its contributory obligation.

Mr. Bednarz stated that the grant writing was a collaborative effort and thanked Ms. Reedy and Mr. Fortin for their work. Mr. Bednarz then reviewed some of the projects detailed in the grant.

Mrs. Rummel asked what would happen if the grant amount awarded was less than the original request. Mr. Bednarz couldn't say for sure, but he anticipates that the team would review the proposed projects and determine which would move forward.

Mr. Goodell made a motion, seconded by Mrs. Walsh, that the Board of Education approve the submission of the *Building Technology in the Common Core Classroom* grant application, as presented. Mr. Frassinelli, Mr. Goodell, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

#### **B. Approval of the 2015 – 2016 Budget for the Stafford Public School District**

Dr. Collin stated that at the Board of Education meeting on February 11, 2015, she presented a budget totaling \$27,843,900 for the 2015-2016 school year. This represented an increase of \$934,105 or 3.47% over the approved budget for 2014-2015.

Subsequently, the Board Budget Committee, Comprised of Mrs. Tracy Rummel, Chairperson, Mr. Tony Frassinelli and Mr. Earl Goodell (Alternate) met on February 18<sup>th</sup> to discuss the presentation and responses to questions of Board members regarding the proposed budget.

In addition to funding for contractually-obligated degree changes and a 2.5% increase in medical insurance, included in the proposed itemized estimate are the following: Reinstatement of 1.0 FTE principal at Staffordville School, replacement of a 0.4 FTE with a 1.0 FTE social studies teacher at the high school, addition of a 0.5 FTE music teacher, and the addition of a 0.67 FTE intervention specialist. The proposed budget also reflects the elimination two certified staff (2.0 FTE) to address declining enrollment.

Inclusive of the net adjustment as presented earlier on the agenda, the revised 2015-2016 budget totals \$27,822,500, which now reflects a 3.39% or \$912,705 over the current year's budget. Dr. Collin reminded the Board that the proposed Board of Education itemized estimate for 2015-2016 must be forwarded to the Board of Finance by Wednesday, February 25, 2015.

Mrs. Walsh made a motion, seconded by Mr. Frassinelli, that the Board of Education approve the 2015-2016 budget for the Stafford Public School District, as presented. Mr. Frassinelli, Mr. Goodell, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

Mr. Frassinelli thanked administration for their hard work on this lean budget.

Mrs. Rummel reminded the audience that the first public hearing on the budget would be held on Monday, March 9, 2015, at 7 p.m., at the Community Center.

**Item XI. Personnel Matters**

There were no Personnel Matters.

**Item XII. Student Matters**

There were no Student Matters.

**Item XIII. Adjournment**

Mrs. Walsh made a motion, seconded by Mr. Frassinelli, to adjourn. Mr. Frassinelli, Mr. Goodell, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried. The meeting adjourned at 8:06 p.m.

**Respectfully submitted,**

**Christine C. Marinelli, Recording Secretary**

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**Tracy L. Rummel, Chairperson**

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**Sonya Shegogue, Secretary**