

**Regular Meeting
Stafford Board of Education
Stafford Elementary School
March 23, 2015, 6:00 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
Mr. Nicholas Girard, Student Representative

Also Present: Dr. Patricia A. Collin, Superintendent of Schools
Mr. Sam Adlerstein, Business Manager, arrived at 6:15 p.m.
Mr. Michael Bednarz, Director of Curriculum and Instruction
Mr. Devin Cowperthwaite, Supervisor of Building Services
Ms. Peggy Falcetta, Principal, Stafford Elementary School, arrived at 6:17 p.m.
Ms. Beth LaPane, Supervisor of Food Services
Ms. Shelley Michaud, Principal, West Stafford School
Mr. Matthew Moore, Alternate Student Representative
Mr. Marco Pelliccia, Principal, Stafford High School
Mrs. Amy Stevenson, Director of Pupil Services
Mr. Kenneth Valentine, Principal, Stafford Middle School

Item I. Call to Order- Establishment of Quorum

The meeting was called to order at 6:07 p.m. A quorum was established.

Item II. Pledge of Allegiance

The alternate student representative led the Board in the Pledge of Allegiance.

Item III. Secretary's Report- Approval of Minutes

Regular Meeting, 2/23/15

A consensus of the Board approved the Secretary's Report for the regular meeting held on February 23, 2015, as presented.

Item IV. Treasurer's Report

Bills, 3/4/15- \$127,959.23
Grants, 3/4/15- \$6,446.88

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 reminders that were posted on the agenda.

B. Letter from Rockville High School- Agricultural Education Consulting Committee

Dr. Collin reviewed a letter from the Rockville Regional Agricultural Education Center regarding Mr. Bruce Dobson's nomination to fill a vacancy on the Rockville Regional Agricultural Education Consulting Committee for the Town of Stafford.

Mrs. Walsh made a motion, seconded by Mrs. Locke to add an item to the meeting agenda entitled "Possible Appointment of Member to the Rockville Vocational Agriculture Consulting Committee" under "New Business". Mr. Frassinelli, Mr. Goodell, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

Item VI. Board Reports

A. Report from Student Representative

Mr. Moore reported on the following topics:

- Hawaiian Shirt Day
- CAPT / Asnuntuck Testing
- Washington DC Trip
- Music Update
- Sports Update
- Fundraiser at Basil's on 4/7/15
- Drama Update
- WS Sharing Assemblies
- WS Fundraiser at Basil's

Mrs. Rummel asked if the Board members were interested in placing an ad in the drama presentation flyer. The Board members agreed. Mr. Moore said that he would check with Mrs. Dillon regarding the details of the ad.

Miss Schoolnick was also present at the 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 reported that the committee met on March 18, 2015, and that there was a small amount of movement.

Item VII. Superintendent's Reports

A. Recognition of the Board of Education

Board of Education members commit numerous hours of service to the Town of Stafford through policy and practice decisions, which guide the school district. The month of March has been designated as Connecticut's Board of Education Appreciation Month. The Board members were honored at the meeting with a brief speech read by Dr. Collin, as well as a certificate of appreciation and baked treat, courtesy of Dr. Collin, and other refreshments, compliments of central office staff.

B. Cafeteria Profit and Loss through February 2015

Dr. Collin presented the Cafeteria Profit and Loss report for July through February 28, 2015, as prepared by Mr. Sam Adlerstein, Business Manager. According to statements, the Food Service program had a loss of \$4,201 while for the same period last year, reports indicated a loss of \$9,599. Year-to-date revenues total \$389,732 of which \$215,067, or 55% is State and federal aid. The net income, as indicated in the report, is \$24,476.

Dr. Collin noted that the Food Service Program recently participated in an intensive compliance review conducted by the State Department of Child Nutrition Services. As a result of the feedback, some procedures will be modified. Also aligned with the District's efforts to continue to improve efficiencies, the Food Service Program invested in Rediker Point of Sale software. This investment was necessitated because its current software is no longer being supported. In addition, the software will minimize redundancy of data entry and ensure accurate and timely data.

Mr. Adlerstein was in attendance to respond to questions of the Board. Mr. Frassinelli asked to what the improvement can be attributed this year. Mr. Adlerstein referred Mr. Frassinelli to the graph he provided, which indicates that the program is trending well this school year.

C. Head Start Report through February 2015

Dr. Collin presented the Head Start fiscal year runs from February 1, 2015, through January 31, 2016, as prepared by Mr. Sam Adlerstein, Business Manager. The report was for the first month, February 1st through February 28th.

Dr. Collin said that records indicate Basic Head Start (Fund 150) expenditures total \$4,349.69 of the first portion of the grant year, \$52,166. The balance of this fund is \$47,816.64.

Mr. Adlerstein also reports Early Head Start (180) expenditures total \$3,690.37 of the first portion of the grant year \$29,124. The balance in this fund is \$25,433.63.

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.

There were no questions or comments.

D. Financial Report through February 2015

Dr. Collin presented the financial report of funds budgeted and encumbered/expended from July 1, 2014, through February 28, 2015, as prepared by Mr. Sam Adlerstein, Business Manager. The period to date expenditures/encumbrances total \$23,586,021, or 88%, leaving a \$3,323,774 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 February 28, 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.

Mr. Frassinelli stated that the district budget seems to be on target. Mr. Adlerstein stated that based on the information he has at this time, we are on target to end the year in the black.

Mrs. Rummel asked if there was anything in particular that Mr. Adlerstein would like to bring to their attention. Mr. Adlerstein noted that he expects that the district will need to utilize more of the excess cost money than it has in the past.

Mrs. Locke asked about the magnet school tuition. Mr. Adlerstein stated that most of the tuition bills arrived in February.

Item VIII. Public Forum

There were no questions or comments.

Item IX. Old Business

There was no Old Business.

Item X. New Business

A. Obsolete Equipment

Dr. Collin stated that Mrs. Peggy Facletta, Principal, and Mr. Dean Fortin, District Instructional Technology (IT)/Network Coordinator, forwarded the following list of obsolete equipment for the Board's consideration:

<u>Item</u>	<u>Quantity</u>
• 3M Model 9050 Overhead Projector	16
• 3M Model 1610 Overhead Projector	3

- 3M Model 1700 Overhead Projector 3
- Apollo Overhead Projector 2
- Horizon Overhead Projector 1
- Overhead Projector Cart 10
- HP Model 6940 Deskjet Printer 3
- Buhl Opaque Projector 1
- Opaque Projector Cart 1

Dr. Collin reminded the Board that 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.

Mrs. Walsh made a motion, seconded by Ms. Shegogue, 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*. If the Town does not want the equipment, the district will assume responsibility for proper disposal. Mr. Frassinelli, Mr. Goodell, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

B. Possible Appointment of Member to the Rockville Vocational Agriculture Consulting Committee

Mrs. Walsh made a motion, seconded by Mrs. Locke, that Mr. Bruce Dobson be appointed to the Rockville Vocational Agriculture Consulting Committee to fill a vacancy for the Town of Stafford. Mr. Frassinelli, Mr. Goodell, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

Item XI. Personnel Matters

A. Acceptance of Resignations- Certified Staff Members

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

NAME	POSITION	SCHOOL	EFFECTIVE DATE	REASON
Dauber, Holly	Special Education Teacher	Stafford Middle School	End of School Year, June 2015	Personal
Losee, Joann	School Psychologist	Stafford Elementary School	June 30, 2015	Retirement

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

Item XII. Student Matters

There were no Student Matters.

Item XIII. Adjournment

Mr. Goodell 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 6:33 p.m.

This meeting was followed by a joint meeting with the Board of Finance at 7 p.m.

Respectfully submitted,

Christine C. Marinelli, Recording Secretary

Tracy L. Rummel, Chairperson

Sonya Shegogue, Secretary

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