

**Regular Meeting  
Stafford Board of Education  
Stafford Elementary School  
April 27, 2015, 6:30 p.m.**

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

**Absent:** Mr. Matthew Moore, Alternate Student Representative

**Also Present:** Dr. Patricia A. Collin, Superintendent of Schools  
Mr. Sam Adlerstein, Business Manager  
Mr. Devin Cowperthwaite, Supervisor of Building Services  
Mr. Damian Frassinelli, Director of Athletics and Recreation  
Mr. Nick Girard, Student Representative  
Ms. Christine Griswold, Assistant Principal, Stafford High School  
Mr. Marco Pelliccia, Principal, Stafford High School

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

The meeting was called to order at 6:30 p.m. A quorum was established.

**Item II. Pledge of Allegiance**

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

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

Special Meeting, 4/9/15

A consensus of the Board approved the Secretary's Report for the special meeting held on April 9, 2015, as presented.

**Item IV. Treasurer's Report**

Bills, 4/1/15- \$61,199.85  
Grants, 4/15/15- \$2,345.24  
Bills, 4/15/15- \$111,265.22

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.

**Item VI. Board Reports**

**A. Report from Student Representative**

Mr. Girard reported on the following topics:

- Tarzan Production
- Bulldog of the Month Award Photos
- Distracted Driving Presentation
- PIE Clothing Drive and McDonald's Fundraiser
- Smarter Balanced Assessment for Juniors
- Activity Period
- Point of Pride Breakfast
- Stafford Middle School PTA Meeting this Wednesday, 6 p.m.

**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. Mrs. Rummel reminded the audience that the town meeting is scheduled for Wednesday, May 6, 2015, and the referendum date will be set at that meeting.

**C. Curriculum Committee**

The Curriculum Committee members are Ms. Shegogue, Mrs. Locke and Mrs. Walsh. There was no report from this committee, but Ms. Shegogue noted that a meeting is scheduled prior to the May 11<sup>th</sup> Board meeting.

**D. Policy Committee**

The Policy Committee members are Mr. Goodell, Mr. Kovaleski and Mrs. Walsh. There was no report from this committee. Dr. Collin noted that there is an administrative policy committee scheduled for Wednesday, May 6, 2015. She said that a board policy committee meeting would be scheduled shortly thereafter.

**E. Negotiation Committee**

The Negotiation Committee members are Mrs. Rummel, Mr. Frassinelli and Mrs. Locke. Ms. Shegogue is an alternate. Mrs. Locke stated that another meeting is scheduled on Tuesday, May 5, 2015.

**Item VII. Superintendent's Reports**

**A. Winter Sports Presentations**

Dr. Collin stated that three times per year, sports teams at Stafford High School report on their playing season. She said that at the Board meeting on January 12, 2015, coaches and team captains for fall sports were introduced by Mr. Damian Frassinelli, Director of Athletics and Recreation. At the Board meeting this evening coaches and team captains representing the following sports will be presented: Indoor Track, Boys' Basketball, Girls' Basketball, Unified Basketball, Wrestling, and Cheerleading.

Mr. Frassinelli introduced the coaches and students as follows: Coach Dunn, Kaela Maloney and Erika Lawlor- Indoor Track; Coach Ives, Jacob Ives and Mitchell Quagliaroli- Wrestling; Coach Young, Brianna Quo and Megan Gardner- Cheerleading; Coach Martin- Girls' Basketball; Coach Deary- Boys' Basketball; and Mr. Frassinelli, Alison Bergeron and Mackenzie Koelsch- Unified Basketball.

Mr. Frassinelli and the coaches thanked the Board, the high school administration and Dr. Collin for their support.

**B. Stafford Early Childhood Collaborative (SECC) Presentation**

Dr. Collin stated that "All Stafford children birth through eight will have a safe, healthy, and secure home and community in which to learn and grow," is the mission of the Stafford Early Childhood Collaborative (SECC). She said that the organization is comprised of many Stafford partners, including but not limited to, Stafford Public Schools and Public Library, Board of Selectmen, School Readiness Council, Head Start & Early Head Start Parent Advisory Committee, Red Balloon Children's Center, World of Imaginations II Childcare Center, Family Resource Center, First United Methodist Church, Johnson Memorial Medical Center, Dr. Terry Eccles, Programs After School in Stafford (P.A.S.S.), and parents. In addition, SECC partners with some Statewide entities such as the Department of Children & Families, EASTCONN, North Central Health District, and the Connecticut Association of Human Services, to name a few.

Mrs. Peggy Zopelis, SECC Coordinator, made a brief presentation and gave each Board member a copy of the former's "Stafford Community Plan for Young Children". Mr. Zopelis, who assists with the data reporting for SECC, reviewed some of the salient points of the data in the plan.

**C. Financial Report through March 31, 2015**

Dr. Collin presented the financial report of funds budgeted and encumbered/expended from July 1, 2014, through March 31, 2015, as prepared by Mr. Sam Adlerstein, Business Manager. She noted that the period to date expenditures/encumbrances total \$24,226,040, or 90%, leaving a \$2,683,745 balance of the total budget to be expended or encumbered by June 30, 2015.

Dr. Collin said that Mr. Adlerstein also included a report, which includes State, federal and local grant awards, expenditures, and reimbursements received as of March 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.

**D. Cafeteria Profit and Loss through March 31, 2015**

Dr. Collin presented the Cafeteria Profit and Loss report for July through March 31, 2015, as prepared by Mr. Sam Adlerstein, Business Manager. According to statements, the Food Services program had a profit of \$5,285, while for the same period last year reports indicated a loss of \$4,101. Mr. Adlerstein reports year-to-date revenues totaling \$457,061 of which \$250,884, or 55% is State and federal aid. The net income, as indicated in the report, is \$29,762.

Dr. Collin said that Mr. Adlerstein and Ms. Beth LaPane, Supervisor of Food Services, are currently analyzing historical data. She said that within the next few weeks, they intend to complete a forecast for this year and a budget for the next year. Dr. Collin also mentioned that the Rediker Point of Sale Software upgrade is scheduled to go live in April and will improve the efficiency and accuracy of data collection and analysis, which will inform future decisions.

Dr. Collin reported that the grant-funded cooler, which has been installed at the middle school, will allow for the sale of additional beverages and have a positive impact on revenues. Program staff also plans to incorporate suggestions from students regarding additional a la carte sales.

Dr. Collin informed the Board that the head cooks recently attended a workshop sponsored by the Connecticut State Department of Education. She said that the purpose of the training was to provide clarification regarding the new breakfast regulations.

Dr. Collin also mentioned that with the implementation of the district-wide point of sale system, the program hopes to provide parents/guardians with access to their children's meal accounts and allow them to make payments on line.

Mrs. Rummel stated that she is looking forward to the yearend numbers and the recommendations for next year.

Mrs. Rummel asked when the online access will be available to parents. Mr. Adlerstein stated that he'd provide an update next month, but that he would like to have online access in place for next school year.

**E. Head Start Report through March 31, 2015**

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

Dr. Collin reported that the Head Start (Fund 150) award for the first portion of the grant year is \$52,166. Of that amount, records indicate expenditures total \$9,552.32. With \$16,724.70 in encumbrances, the balance of this fund is \$25,888.98.

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. Of that amount, records indicate expenditures total \$7,478.93. With \$11,088.03 in encumbrances, the balance in this fund is \$10,557.03.

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.

Mr. Frassinelli asked if the 150 fund is on track, since more than half of the balance is already spent. Mr. Adlerstein said that the funds will cover through the end of the grant period.

**Item VIII. Public Forum**

A member of the audience said that Mr. Damian Frassinelli did a great job and that she is looking forward to online access to student lunch accounts.

**Item IX. Old Business**

There was no Old Business.

**Item X. New Business**

**A. Approval of Graduation Date- Class of 2015**

Dr. Collin presented a proposal from Mr. Marco Pelliccia, Principal of Stafford High School, to set the 2015 graduation date on Thursday, June 18, 2015. She said that to date, the district has had a total of five school cancellations due to inclement weather.

Mr. Kovaleski made a motion, seconded by Mrs. Walsh, that the Board of Education approve Thursday, June 18, 2015, as the graduation date for the Class of 2015. Mr. Frassinelli, Mr. Goodell, Mr. Kovaleski, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

**Item XI. Personnel Matters**

**A. Resignations- Certified Staff Members**

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

NAME	POSITION	SCHOOL	EFFECTIVE DATE	REASON
Daras, Suzanne	Elementary Teacher	Stafford Elementary School	June 30, 2015	Retirement
Klapyk, Miroslaw	Physics Teacher	Stafford High School	End of School Year, June 2015	To Accept a Position in Another CT District
Witkowski, Katherine M.	Science Teacher	Stafford High School	End of School Year, June 2015	Retirement

Mr. Goodell, Mr. Kovaleski, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion. Mr. Frassinelli opposed the motion. The motion carried by majority vote.

**B. Appointment- Administrative Staff Member**

Mrs. Locke made a motion, seconded by Mr. Kovaleski, that the following candidate for an administrative position be appointed as indicated below:

NAME	CERTIFICATION AREA	SCHOOL/ ASSIGNMENT	REPLACING/ NEW	SALARY	EFFECTIVE DATE
Griswold, Christine	092 (Intermediate Administration or Supervision)	Stafford High School / Assistant Principal	Robert Campbell	\$111,764 (Step 1, pro-rated)	4/28/15

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

**C. Teachers Eligible for Tenure / Teachers' Performance (Executive Session Anticipated)**

Dr. Collin stated that Board members were provided with a list of professional staff members who have been recommended by their supervisor(s) for tenure. She said that this list is being provided for the Board's review as a professional courtesy. She reminded the Board members that school boards in Connecticut do not grant tenure. Rather, a teacher achieves tenure after completing the requisite months of continuous service with the district AND after the Superintendent offers the teacher a contract to return the following year.

There were no questions from Board members. Executive session was not required.

**Item XII. Student Matters**

There were no Student Matters.

**Item XIII. Adjournment**

Mr. Kovaleski made a motion, seconded by Mr. Goodell, to adjourn. Mr. Frassinelli, Mr. Goodell, Mr. Kovaleski, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried. The meeting adjourned at 7:37 p.m.

**Respectfully submitted,**

**Christine C. Marinelli, Recording Secretary**

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**Tracy L. Rummel, Chairperson**

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**Sonya Shegogue, Secretary**