

**Special Meeting  
Stafford Board of Education  
Stafford Elementary School  
October 5, 2015, 6:30 p.m.**

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

**Absent:** Mr. Earl Goodell  
Mr. Peter Kovaleski  
Mrs. Andrea Locke

**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. Jolene Piscetello, Principal, Stafford Elementary School  
Ms. Lynn Reedy, District Technology Specialist  
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 6:34 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, 9/14/15

A consensus of the Board approved the Secretary's Report for the regular meeting held on September 14, 2015, as presented.

**Item IV. Treasurer's Report**

Bills, 9/11/15- \$154,504.80 (Encumbered)  
Grants, 9/11/15- \$1,924.27 (Encumbered)  
Bills, 9/17/15- \$62,476.00 (Encumbered)  
Bills, 9/16/15- \$1,026,128.89  
Grants, 9/16/15- \$94,112.55  
Bills, 9/18/15- \$1,262.38

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. Letter from Substitute Teacher**

Mrs. Rummel said that a letter was provided via the portal from one of the district's substitute teachers.

Mrs. Rummel stated that she received a beautiful thank you note from Mr. Nick Girard, who was the student representative to the Board of Education last year. Mrs. Rummel distributed the note to the Board members.

**Item VI. Board Reports**

**A. Report from Student Representative**

Miss Schoolnick provided an extensive report, which covered all five schools' news and events, as well as a high school sports, drama and music department update. Miss Schoolnick also distributed an invitation to attend a presentation at SHS on October 19, as well as flyers for upcoming events, and photos of events that already took place.

**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 held a meeting on Monday, September 28, 2015, at 6 p.m., at Stafford Elementary School. Mrs. Rummel said that the focus of the upcoming budget process was discussed and that she's looking forward to the budget process for 2016-2017.

**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 meeting this evening. Ms. Shegogue said that the committee discussed the report card revision timeline, a smarter balance resource and a schedule of upcoming initiatives for 15 – 16.

**D. Policy Committee**

The Policy Committee members are Mr. Goodell, Mr. Kovaleski and Mrs. Walsh. Mrs. Walsh stated that a committee meeting was held on Friday, September 25, 2015, at 8 a.m. Mrs. Walsh stated that only one new policy was discussed, while others were revisions to existing policies, which she summarized. She noted that the policies would be addressed in detail later on the agenda.

**E. Negotiation Committee**

The Negotiation Committee members are Mrs. Rummel, Mr. Frassinelli and Mrs. Locke. Ms. Shegogue is an alternate. Mrs. Rummel stated that negotiations continue and an update will be provided at a future date.

## **Item VII. Superintendent's Reports**

### **A. Update on PASS Grant Award**

Dr. Collin stated that Stafford is the recipient of the Programs After School in Stafford (P.A.S.S.) grant award totaling \$173,281 for the 2015-2016 school year. She introduced Mr. Bednarz, Director of Curriculum and Instruction.

Mr. Bednarz stated that there were some delays at the State Department, so the PASS program got off to a late start. However, he noted that Kim Shirk and Lara Wilguess, co-coordinators of the program, had created a brochure this summer so it was ready to go as soon as the State notified the district that they received the grant. Mr. Bednarz reported that the program is off to a good start and is in its second week already. Lastly, he said that that district has received approximately 1.7 million dollars for the after-school program for the 8 previous years and inclusive of this year's award.

There were no questions or comments.

### **B. Stafford Elementary School Mascot**

Dr. Collin stated that Ms. Piscetello, Principal of Stafford Elementary School, provided her with information regarding the selection of a new mascot for Stafford Elementary School. She said that students were surveyed last school year, and it was determined that the students were not able to identify the school's mascot, or if they could, they equated it to the New England Patriots football team.

Dr. Collin stated that all students in all grade levels were asked to participate in finding a new school mascot by drawing animals seen in their surroundings, such as a bear, turtle and fox. She said that after two elections, Andrea DiMartino's drawing of a fox was selected as the new mascot for Stafford Elementary School.

Mrs. Walsh asked what grade Andrea was in. Ms. Piscetello stated that Andrea is in 3<sup>rd</sup> grade and that all students participated in the process.

### **C. Education Talk Radio Interview**

Dr. Collin stated that Ms. Lynn Reedy, district Technology Integration Specialist, was invited by Education Talk Radio to be interviewed by Mr. Larry Jacobs, host of the program. She said that the interview focused on the use of mobile technologies that enhance instruction and promote achievement. She noted that a link to interview was provided in her memo via the portal. Dr. Collin introduced Ms. Lynn Reedy.

Ms. Reedy stated that Mimio asked her to speak with Mr. Larry Jacobs, from Education Talk Radio, and that she was given 7 questions ahead of time so that she could prepare responses. She said that this interview was an opportunity to promote Stafford's program. Ms. Reedy stated that she was asked for her recommendations for moving forward in global technologies. Ms. Reedy responded that a committee should be formed first and the recommendations should be discussed. She also noted that the district's Acceptable Use Policy was discussed at length.

Mrs. Rummel thanked Ms. Reedy for participating and for representing the district in such a positive light.

Dr. Collin stated that Ms. Reedy invited her to an event at the middle school on October 15<sup>th</sup>, from 2 – 3 p.m., in the computer lab at the middle school. Ms. Reedy explained that she is doing a geocaching session. She also noted that they have a trackable geocache, and that they will meet again in the spring to see where the geocache has been taken. Mrs. Rummel suggested involving the library and the historical society.

**D. District Document Management Implementation**

Dr. Collin informed the Board that the district has been looking at efficiencies in the area of document management, including installing software which will improve the efficiency for printing and scanning while reducing wasteful print and paper consumption. She said that the district has entered into an agreement with Canon Solutions America, Inc., and has updated a multitude of copiers, which should result in savings to the district.

Dr. Collin noted that teachers will be able to go up to any copier and swipe their fob and have access to their documents, which are saved in the Cloud. Mr. Adlerstein added that now staff will also be able to print more easily from other devices with less support from the tech dept.

**E. Final Line Item Expenditure Report (Unaudited)**

Dr. Collin stated that the Final Line Item Expenditure Report (Unaudited) was provided for the Board members via the portal. She said that the data directly corresponds to the amounts submitted on the district's ED001 report and reflects the budget transfers, which she said that the Board will be asked to approve later on the agenda.

Dr. Collin reported that of the \$26,909,795 total 2014-2015 Stafford Public Schools budget, the balance of \$37,571 in unexpended funds will be returned to the Town.

There were no questions.

**Item VIII. Public Forum**

There were no questions or comments.

**Item IX. Old Business**

There was no Old Business.

**Item X. New Business**

**A. Review and Possible Approval of Replacement Policy**

Dr. Collin said that after consultation with Shipman & Goodwin, the Administrative Policy Committee met collaboratively through Google Docs and then formally on September 14, 2015, to review numerous policies. The Administrative Policy Committee (APC) is comprised of the following staff: Mr. Michael Bednarz, Director of Curriculum & Instruction; Mr. Marco Pelliccia, Principal, Stafford High School; Mr. Gregory Buonome, Assistant Principal, Stafford Middle School; Mrs. Peggy Falcetta, Principal, Staffordville School; Mrs. Amy Stevenson, Director of Pupil Services and Dr. Collin. Subsequently, the Board Policy Committee

met on Friday, September 25, 2015, to review and discuss the policies. The Board Policy Committee (BPC) is comprised of the following: Mrs. Kathy Walsh (Chairperson), Peter Kovaleski, and Earl Goodell (Absent).

As a result of this process it was determined that the Board should replace one of its existing policies- **6162.51- Instruction: Surveys of Students (Student Privacy)** with policy **5145.17- Student Privacy**. Dr. Collin said that the replacement policy is more comprehensive and will better serve the district. She noted that this policy will be included in the district's annual notification to parents. She also stated that should this policy be approved, the existing policy should be repealed.

There were no questions or comments.

Mrs. Walsh made a motion, seconded by Ms. Shegogue, that the Board of Education approve Board Policy **5145.17- Student Privacy**, as presented. Mr. Frassinelli, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

**B. Review and Possible Repeal of Board Policy**

Dr. Collin said that as discussed in the previous agenda item, there is a recommendation to repeal Board Policy **6162.51- Instruction: Surveys of Students (Student Privacy)**.

Mr. Frassinelli made a motion, seconded by Mrs. Walsh, that the Board of Education repeal existing Board Policy **6162.51- Instruction: Surveys of Students**. Mr. Frassinelli, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

**C. Review and Approval of Revised Board Policies**

Dr. Collin stated that the following revisions were presented to the committees for their review:

- **Policy 4118 Reporting of Child Abuse & Neglect**  
With the recent legislative enactments, districts are required to revise their policies to address sexual assault of students by school employees. It also defined a child as someone under the age of 18. She said that the policy must also include the establishment of a Confidential Rapid Response Team in each school to ensure prompt reporting of suspected abuse or neglect or sexual assault of a student by a school employee and immediate access to information and individuals relevant to the Department of Children & Families' investigation. She said that Lt. Duncan has agreed to serve on each school's team and that the district already had most of these protocols in place.

Dr. Collin said that while DCF training is only required every three years, the district will continue to provide it every year on the Convocation Day, so that it is easier to ensure that all employees have received updated training.

- **Policy and Regulation 6142.101 Instruction: Student Nutrition and Physical Exercise (Student Wellness Policy)**  
Suggested revisions to this policy and regulation were first shared with the Board of Education during the Wellness Committee Update on July 13, 2015. Dr. Collin also noted that the revision removed the replication of language, and added stronger language regarding withholding recess and school meals.

- **Policy 4121 Personnel: Certified-Per Diem Substitute Teachers**

Dr. Collin said that the average per diem rate of pay is \$79 (median \$80) for substitute teachers that do not hold certification. She said that the district's current policy reflects that per diem substitutes will be paid at a rate of \$75 per day and those who hold Connecticut certification will be paid at a rate of \$80 per day. The recommendation is to increase each rate by \$5.00 per day with the hope of becoming more competitive with other districts.

Mr. Frassinelli asked how the district will cover the additional cost. Mr. Adlerstein replied that the cost to the district should be negligible, offset by savings due to not having to pay existing staff members when they cover classrooms due to the lack of substitutes.

Ms. Shegogue made a motion, seconded by Mrs. Walsh, that the Board of Education approve **Policy 4118- Reporting of Child Abuse & Neglect; Policy and Regulation 6142.101- Instruction: Student Nutrition and Physical Exercise (Student Wellness Policy);** and **Policy 4121 Personnel: Certified-Per Diem Substitute Teachers,** as presented. Mr. Frassinelli, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

**D. Review and Adoption of New Board Policy**

Dr. Collin said that she is recommending the adoption of **Policy 6160.1- Instruction: Parental Access to Instructional Material.** She said that as part of its annual notification to parents, districts are required to inform parents of their right to inspect any instructional material. The district does not currently have the aforementioned policy.

Mrs. Walsh made a motion, seconded by Mr. Frassinelli, that the Board of Education adopt Board Policy **6160.1- Instruction: Parental Access to Instructional Material,** as presented. Mr. Frassinelli, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

**E. Review and Possible Approval of 2014 – 2015 Budget Transfers**

Dr. Collin reported that the Board was provided with a report on final transfers for 2014-2015 prepared by Mr. Sam Adlerstein, Business Manager, via the portal. She said that it details which areas (lines 100, 400, and 800) have money available for transfer, and the reasons why, as well as which areas (lines 200, 300, 500, 600, and 700) are over-expended, and the reasons for the deficits in the accounts.

Mr. Frassinelli asked about the over-expenditures in the special education account. Mr. Adlerstein explained that because the district did not utilize the Excess Cost monies, those accounts were over-expended.

Mrs. Walsh made a motion, seconded by Ms. Shegogue, that the Board of Education transfer the following amounts:

- \$595 from the 100 code to the 200 code
- \$70,716 from the 100 code to the 300 code
- \$106,551 from the 100 code to the 500 code
- \$83,882 from the 100 code to the 600 code
- \$359 from the 100 code to the 700 code
- \$1,174 from the 400 code to the 200 code
- \$3,440 from the 800 code to the 700 code

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

**F. Approval of Superintendent of Schools' Recommendation for Transfer of Funds to Unexpended Education Funds Account**

Dr. Collin said that at its meeting on August 3, 2015, the Board of Finance approved a policy for the Unexpended Education Funds Account in accordance with Connecticut General Statute 10-248a. The intention was to allow assets of the reserve account to be used for education-related expenditures.

As indicated in the final line expenditures (unaudited report), of the \$26,909,795 total 2014-2015 Stafford Public Schools budget, the balance of \$37,571 in unexpended funds will be returned to the Town. While the policy of the Board of Finance indicated that transfers be made to this account by August 31<sup>st</sup>, it is the district's hope that the Board of Finance will consider a recommendation by the Board of Education to transfer \$37,571 to this account.

Mr. Frassinelli made a motion, seconded by Mrs. Walsh, that the Board of Education approve the Superintendent's recommendation to the Board of Finance that \$37,571 in unexpended funds from the district's 2014-2015 budget be transferred to the newly-established Unexpended Education Funds Account. Mr. Frassinelli, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

**G. Acceptance of Donation from Rotary Club**

Dr. Collin reported that the Stafford Rotary Club would like to donate 24 LL Bean backpacks filled with a variety of school supplies to students at Staffordville, West Stafford, and Stafford Elementary Schools. She said that Ilene Whitmarsh, President, delivered them to her office on October 1<sup>st</sup> with the hope that the building principals would disseminate them to children in need. She said that Rotary received the funds for this donation through a backpack scholarship.

According to Stafford Board of Education Policy #3280, *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 in a particular school.* Upon acceptance of the backpacks filled with school supplies, the district will send a letter of appreciation to the Stafford Rotary Club, and the items will be delivered to Mrs. Falcetta, Ms. Michaud, and Ms. Piscetello.

Ms. Shegogue asked about the level of student need. Ms. Piscetello said that she could use more backpacks. Mrs. Rummel suggested contacting Family Services, as they may have backpacks available since they also have a backpack program at the beginning of the school year. Dr. Collin noted that Rotary may be providing additional backpacks.

Mr. Frassinelli made a motion, seconded by Mrs. Walsh, that the Board accept the gifts from the Stafford Rotary Club, as presented. Mr. Frassinelli, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

**Item XI. Personnel Matters**

There were no Personnel Matters.

**Item XII. Student Matters**

**A. Consideration of Superintendent of Schools' Recommendation for Expulsion of Student B from Stafford High School (Executive Session Anticipated)**

It was determined that this hearing would not be necessary.

**Item XIII. Adjournment**

Mrs. Walsh made a motion, seconded by Ms. Shegogue, to adjourn. Mr. Frassinelli, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried. The meeting adjourned at 7:25 p.m.

**Respectfully submitted,**

**Christine C. Marinelli, Recording Secretary**

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Tracy L. Rummel, Chairperson**

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Sonya Shegogue, Secretary**

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