

**Special Meeting
Stafford Board of Education
Stafford Elementary School
January 20, 2015, 7:00 p.m.**

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

Absent: Mrs. Andrea Locke
Mr. Sam Adlerstein, Business Manager

Also Present: Dr. Patricia A. Collin, Superintendent of Schools
Mr. Michael Bednarz, Director of Curriculum and Instruction
Mr. Devin Cowperthwaite, Supervisor of Building Services
Mr. Damian Frassinelli, Director of Athletics and Recreation
Mr. Nicholas Girard, Student Representative
Mr. David Gorski, Teacher, Stafford High School
Mr. Matthew Moore, Alternate Student Representative
Ms. Chris Rainville, Teacher, Stafford High School

Item I. Call to Order- Establishment of Quorum

The meeting was called to order at 7:07 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

Regular Meeting, 11/24/14

A consensus of the Board approved the Secretary's Report for the regular meeting held on November 24, 2014, as presented.

Item IV. Treasurer's Report

Grants, 11/25/14- \$4,116.81
Bills, 11/25/14- \$259,897.68
Bills, 12/10/14- \$111,590.88
Grants, 12/10/14- \$8,533.72
Grants, 12/11/14- \$6,391.84
Bills, 12/23/14- \$266,867.64
Grants, 12/23/14- \$27,650.18

Bills, 12/29/14- \$45,587.11
Grants, 12/29/14- \$1,348.64

A consensus of the Board approved the Board bills and grants as presented.

Item V. Correspondence

Dr. Collin distributed a newspaper article regarding the bread making event at Stafford Middle School, thank you notes from the students to whom she read during National Education Week, and a copy of *The Blue Torch*, the Stafford High School newsletter.

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 and Mr. Moore reported on the following topics:

- Madrigal Season
- May 1, 2, 3- Drama Production at SHS
- March Music Festival
- “Real Men Sing”- February 14 at UConn
- Sports Update
- Mid-Terms at SHS
- Winter Semi-Formal Dance
- New Student Representative for Next School Year- Allison Schoolnick
- 8th Grade Orientation moved to 2/19/15

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 prior to tonight’s special 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 Mr. Goodell, Mr. Kovaleski and Mrs. Walsh. Mrs. Walsh stated that a policy committee meeting was held on Wednesday, December 17, and seven policies were reviewed. She briefly reviewed the proposed revisions to the policies that were discussed during the committee meeting.

E. Negotiation Committee

The Negotiation Committee members are Mrs. Rummel, Mr. Frassinelli and Mrs. Locke. Ms. Shegogue is an alternate. There was no update from this committee.

Item VII. Superintendent's Reports

A. Fall Sports Presentation

Dr. Collin stated that three times per year, sports teams at Stafford High School report on their playing season. She stated that coaches and team captains for the fall sports will be introduced by Mr. Damian Frassinelli, Director of Athletics and Recreation.

Mr. Frassinelli introduced coaches and players, as follows: Coach Dunn, Erica Lawlor, Shane Kalette and Rachel Gallison- Cross Country; Coach Gorski and Trevor Simpson- Boys Soccer; Coach Caneen, Coach Martorelli, Shannon Huda, Brianna Reeves and Alyssa Fecko- Girls Soccer; Coach Boldi, Heather Dolby and Sam Gosselin- Field Hockey; and Connor Hutchins- Football.

Mr. Frassinelli and the coaches thanked the Board and the parents for their support.

B. Recognition of Stafford as Third Best School District in Connecticut

Dr. Collin stated that the Stafford Public School District was recently recognized as the third best of 121 school districts in Connecticut based on an independent study conducted by *Nerdwallet*, which is a web-based financial consultant company. She said that as indicated in the memorandum prepared by Mr. Michael Bednarz, Director of Curriculum & Instruction, the study considered school quality data (70%) and housing costs (30%) in its determinations as published in "Best School Districts for the Buck in Connecticut."

Mr. Bednarz reviewed the documentation that was provided for the Board via the portal. Mr. Bednarz noted that this information is also available on the Stafford High School web page.

There were no questions or comments.

C. Head Start Report through November 30, 2014

Dr. Collin presented the Basic Head Start Fund 160 for the time period of February 1, 2014, through January 31, 2015. The second half of the grant year provides funding in the amount of \$58,570.21 through January 31, 2015. She said that the detailed expense report as prepared by Mr. Sam Adlerstein, Business Manager, indicates that the budgets for both grants have been entered and updated. The report also indicates that a total of \$64,446.06 in expenditures/encumbrances has been posted to the grant through November 30, 2014. In addition, approximately \$157,102 of the Non-federal share (district funds required to be spent to support the program) is also reflected in the report.

Also funded from February 1, 2014, through January 31, 2015, is the Early Head Start Fund 182. The second half of the grant year provides funding in the amount of \$47,501.85 through January 31, 2015. The report indicates that a total of \$52,373.81 in expenditures/encumbrances has been posted to the grant through November 30, 2014. This report also reflects approximately \$31,662 of the Non-federal share.

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. Update on Self-Funded Health and Dental Insurance Funds through November 30, 2014

Dr. Collin presented 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 noted that while the health insurance fund reflected a total balance of \$603,303.05 as of November 30, 2014, outstanding claims have yet to be reconciled. At this time last year, the health insurance fund reflected a balance of \$368,466.57. The dental insurance fund reflected a balance of \$46,247.65. At this time last year, the dental insurance fund reflected a balance of \$106,526.00.

Dr. Collin asked if the Board members would agree to an update twice yearly, rather than once per month. Dr. Collin stated that in addition to the semi-annual updates, reports would be made if a special circumstance arose which warrants Board notification. The Board members agreed.

Item VIII. Public Forum

There were no questions or comments.

Item IX. Old Business

A. Status of School Security Grant

Dr. Collin stated that on Monday, January 5, 2015, Sam Adlerstein, Business Manager, and she met with the Board of Finance to inform them of the district's School Security Grant Program award. She reported that in executive session, the Board of Finance members were provided with an overview of the purpose and objectives of the grant.

Dr. Collin reminded the Board that eligibility for the grant required that districts conduct security risk assessments. This in depth assessment of the schools was conducted by the Resident Trooper's Office in conjunction with the Connecticut State Police and the Office of Counter Terrorism; it resulted in recommendations to Deter, Detect, Delay and Defend against any intruder wishing to do harm in any of our schools. These recommendations were disclosed to the Board of Finance as reflected in our school security grant application.

After coming out of executive session, the Board [of Finance] unanimously approved recommending the transfer of \$463,000 for a Security Grant to a Town meeting for approval. The \$463,000 is a 72% reimbursable Grant by the State of Connecticut. Total Town share estimate is \$127,300.

Mrs. Rummel asked that the Board members be notified once the town meeting was scheduled.

Item X. New Business

A. Review and Possible Approval of Video Development Course at Stafford High School

Dr. Collin said that as administration continues to identify programming needs and to appeal to the interests of our students, one such area of focus is video game design. Aligned with the International Technology and

Engineering Standards for technology literacy, 21st Century skills, and Technology Core Standards, this 0.5 credit college level course would be available to a maximum of 16 students in grades 10 through 12 at Stafford High School.

She said that as indicated by Mr. Michael Bednarz, Director of Curriculum & Instruction, in the memorandum he provided via the portal, Video Game Development will build upon prerequisite courses in Web Design and Graphics and provide instruction in the following critical areas:

- Project-based learning;
- Technical skills related to software development, computer programming & graphic design;
- Creative, innovative & critical thinking;
- Communication & collaboration as individuals and a team;
- Use of appropriate and accessible digital tools for research & learning;
- Use of engineering, physics & mathematical concepts critical to game development; and
- Postsecondary career options and resources related to Science, Technology Engineering and Mathematics (STEM).

She said that start up and instructional materials would be funded through the current budget and recurring costs would be supported through the Perkins Grant.

Mr. Bednarz, Mr. Gorski, Department Chairperson for Technology & Engineering, and Ms. Rainville were in attendance at the Board meeting to respond to questions from Board members.

Mrs. Walsh made a motion, seconded by Mr. Frassinelli, that the Board approve the new Video Game Development course, as presented. Mr. Goodell, Mr. Frassinelli, Mr. Kovaleski, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

B. Approval of Change to Authorized Signer for the Child Nutrition Program

Dr. Collin provided a communiqué with the Connecticut State Department of Education (CSDE), Bureau of Health/Nutrition, Family Services and Adult Education via the portal, which states that the district must complete an Authorized Signatures Agreement for Child Nutrition Program changes. Moreover, whenever such a change is necessitated, Board action “for the form to be signed and submitted” is necessary in order to avoid delay of reimbursement.

She reported that since a new Business Manager was hired effective December 1, 2014, the Board must take official action to allow Sam Adlerstein to sign the claims for reimbursement in the absence or incapacity of the Superintendent of Schools.

Mr. Kovaleski made a motion, seconded by Mrs. Walsh, that the Board of Education maintain Dr. Patricia Collin, Superintendent of Schools, as the designated representative authorized to sign the Agreement for Child Nutrition Programs and to sign claims for reimbursement, and approve allowing Mr. Samuel Adlerstein, Business Manager, to sign the claims for reimbursement in the absence or incapacity of the Superintendent of Schools. Mr. Goodell, Mr. Frassinelli, Mr. Kovaleski, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

Mr. Kovaleski made a motion, seconded by Mrs. Walsh, that the Board of Education certify that this action has been taken authorizing Ms. Sonya Shegogue, Secretary of the Board of Education, to sign the Authorized

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

C. Review and Possible Approval of Revisions to Current Board Policies

Dr. Collin stated that on December 5, 2014, the policies enumerated below were initially discussed and reviewed by the Administrative Policy Committee (APC), which is comprised of the following staff: Dr. Collin, Superintendent of Schools; 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; and Mrs. Amy Stevenson, Director of Pupil Services. Subsequently, on December 17, 2014, the same policies were also reviewed by the Board Policy Committee (BPC), comprised of Mrs. Kathy Walsh (Chairperson), Mr. Peter Kovaleski, and Mr. Earl Goodell.

The following policies were provided via the portal:

- **Policy 6111 Instruction: School Calendar** (Suggested revisions based on PA 14-38)
- **Policy 5131.911 Students: Bullying** (Suggested revisions based on PA 14-172 and PA 14-234)
- **Policy 5114 Students: Removal/Suspension Expulsion** (Suggested revisions based on PA 14-229)
- **Policy 5131.6 Students: Alcohol Use, Drugs and Tobacco (including Performance Enhancing Substances)** (Suggested revisions based on PA 14-76 and to address district concern re: use of vapor pens, etc.)
- **Policy 4118.231 Personnel: Alcohol, Drugs and Tobacco** (Suggested revisions based on PA 14-76 and to align with Policy 5131.6)
- **Policy 1331 Community Relations: Smoke Free Environment** (Suggested revisions based on PA 14-76 and to align with the aforementioned policies)
- **Policy 5141.3 Students: Health Assessments and Immunizations** (Suggested revisions based on PA 14-230)

Dr. Collin said that typically, when new policies are presented to the Board of Education, the initial presentation serves as a “first reading” to allow for ample review, discussion and public comment prior to possible approval at a subsequent meeting, which serves as the “second reading.” However, because these changes are suggested revisions to existing policies in accordance with legislative updates, the Board may consider approving the nine policies, as presented.

Mr. Goodell made a motion, seconded by Ms. Shegogue, that the Board of Education approve the following policies, as presented: Policy 6111 Instruction: School Calendar; Policy 5131.911 Students: Bullying; Policy 5114 Students: Removal/Suspension Expulsion; Policy 5131.6 Students: Alcohol Use, Drugs and Tobacco (including Performance Enhancing Substances); Policy 4118.231 Personnel: Alcohol, Drugs and Tobacco; Policy 1331 Community Relations: Smoke Free Environment; and Policy 5141.3 Students: Health Assessments and Immunizations. Mr. Goodell, Mr. Frassinelli, Mr. Kovaleski, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

Item XI. Personnel Matters

A. Approval of Request for Unpaid Leave of Absence- Certified Staff Member

A request for an unpaid leave of absence has been submitted by a certified staff member as listed below:

NAME	INITIAL EMPLOYMENT DATE	SCHOOL	EFFECTIVE DATE OF UNPAID LEAVE	ENDING DATE OF UNPAID LEAVE
Brenda Stenglein	9/1/1988	Stafford Middle School	January 4, 2015	March 1, 2015

Mr. Kovaleski made a motion, seconded by Mrs. Walsh, that the Board approve the request for unpaid leave of absence, as presented. Mr. Goodell, Mr. Frassinelli, Mr. Kovaleski, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

Mr. Goodell made a motion, seconded by Mr. Kovaleski, to place item XII.A- **Review and Possible Approval of the Superintendent of Schools’ Recommendation for Early Readmission of Student C (14-15) (Executive Session Anticipated)** into executive session. Mr. Goodell, Mr. Frassinelli, Mr. Kovaleski, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

The Board took a brief recess at 8:15 p.m.

Item XII. Student Matters

A. Review and Possible Approval of Superintendent of Schools’ Recommendation for Early Readmission of Student C (14-15) (Executive Session Anticipated)

Mr. Goodell made a motion, seconded by Mr. Kovaleski, to enter executive session. Mr. Goodell, Mr. Frassinelli, Mr. Kovaleski, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried. The Board entered executive session at 8:24 p.m. The mother and father of Student C (14-15), Student C (14-15), Dr. Collin and Mrs. Marinelli were invited to attend.

The Board took a recess to deliberate at 8:32 p.m. All invited individuals left the meeting room. The Board reconvened at 8:45 p.m. All invited individuals returned to the meeting room.

Mr. Kovaleski made a motion, seconded by Mr. Goodell, to return to regular session. Mr. Goodell, Mr. Frassinelli, Mr. Kovaleski, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried. The Board returned to regular session at 8:46 p.m.

Mr. Kovaleski made a motion, seconded by Mrs. Walsh, that the Board accept the Superintendent of Schools’ recommendation that Student C be granted early readmission to Stafford High School, effective January 26, 2015. Moved further that Student C will be on probationary status for the duration of the original expulsion period and must abide by the Board’s policies and disciplinary guidelines. If Student C violates these conditions of probation and commits a violation of the Board’s policies and regulations warranting suspension or expulsion, then the full period of the original expulsion shall be automatically reinstated without further hearings. Mr. Goodell, Mr. Frassinelli, Mr. Kovaleski, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

Item XIII. Adjournment

Mr. Kovaleski made a motion, seconded by Mr. Goodell, to adjourn. Mr. Goodell, Mr. Frassinelli, Mr. Kovaleski, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried. The meeting adjourned at 8:50 p.m.

Respectfully submitted,

Christine C. Marinelli, Recording Secretary

Tracy L. Rummel, Chairperson

Sonya Shegogue, Secretary