

**Special Meeting
Stafford Board of Education
Stafford Elementary School
February 11, 2015, 6:00 p.m.**

Board Members Present: Mr. Tony Frassinelli (left meeting at 7:35 p.m.)
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 (left meeting at 7:35 p.m.)
Mr. Michael Bednarz, Director of Curriculum and Instruction
Mr. Greg Buonome, Assistant Principal, Stafford Middle School
Mr. Devin Cowperthwaite, Supervisor of Building Services
Ms. Peggy Falcetta, Principal, Stafford Elementary School
Mr. Dean Fortin, Network Coordinator
Mr. Nicholas Girard, Student Representative
Ms. Christine Griswold, Assistant Principal, Safford High School
Ms. Beth LaPane, Supervisor of Food Services
Ms. Shelley Michaud, Principal, West Stafford School
Mr. Marco Pelliccia, Principal, Stafford High School
Ms. Jolene Piscetello, Assistant Principal, Stafford Elementary School
Ms. 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 student representative led the Board in the Pledge of Allegiance.

Item III. Secretary's Report- Approval of Minutes

Special Meeting, 1/20/15

A consensus of the Board approved the Secretary's Report for the special meeting held on January 20, 2015, as presented.

Item IV. Treasurer's Report

Bills, 1/21/15- \$440,491.50
Grants, 1/21/15- \$2,365.75
Bills, 2/4/15- \$791,263.86
Grants, 2/4/15- \$10,570.28

Mrs. Rummel asked a question regarding the electricity bills for the district. She noted that West Stafford School and Stafford Middle School were not included in the listing. Mr. Adlerstein stated that he would research the matter and get back to Mrs. Rummel.

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

Item V. Correspondence

Dr. Collin noted that there was a story in the EASTCONN Connection newsletter regarding interdistrict grants. She said that Stafford is participating in the Energy for the Future grant and the 4th R:Robotics grant.

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:

- High School Dance on January 31
- Drama Update
- High School Awards
- Middle School 8th Grade Trip
- Sports Update
- New Student Representative Reporting Format- Coming Soon
- Distributed Note Cards as Gift to Board Members- Unified Art Student's Work was Featured

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 January 20, 2015. The committee scheduled another meeting on Wednesday, February 18, at 6 p.m., at Stafford Elementary School.

C. Curriculum Committee

The Curriculum Committee members are Ms. Shegogue, Mrs. Locke and Mrs. Walsh. There was no update from this committee. Ms. Shegogue noted that a meeting is scheduled for Monday, February 23, prior to the Board meeting.

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 tomorrow evening (February 12, 2015).

Item VII. Superintendent's Reports

A. Financial Report through December 2014

Dr. Collin presented the financial report sorted by object code of funds budgeted and encumbered/expended from July 1, 2014, through December 31, 2014, as prepared by Mr. Sam Adlerstein, Business Manager. As indicated in the memorandum, the period to date expenditures/encumbrances total \$22,659,053, or 84%, leaving a balance of \$4,250,742 of the total budget to be expended or encumbered by June 30, 2015.

Mr. Adlerstein has also provided a report, which includes State, federal and local grant awards, expenditures, and reimbursements received as of December 31, 2014. 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. Cafeteria Profit and Loss through December 2014

Dr. Collin presented the Cafeteria Profit and Loss report for July through December 31, 2014, as prepared by Mr. Sam Adlerstein, Business Manager. She reported that the Food Services program had a loss of \$303 while for the same period last year, reports indicated a loss of \$7,639. The memorandum provided by Mr. Adlerstein reports year-to-date revenues totaling \$263,866 of which 50% is comprised of State and federal aid. The net income, Mr. Adlerstein notes, is \$13,666.

Dr. Collin encouraged the Board to refer to the memorandum, which includes a breakdown of expenses, comparison of monthly variances specific to food and labor costs, and next steps to inform decision making.

Dr. Collin also provided via the portal a copy of the approved press release regarding the district's most recent grant award, Fuel Up to Play 60, totaling \$3,576, which will be used to purchase for the middle school a refrigerated display case and spin bikes for its afterschool program. Funded by the dairy farm families of Connecticut, this program was created by the National Dairy Council and the National Football League in collaboration with the United States Dairy Association (USDA).

Mrs. Rummel thanked Mr. Adlerstein for the new reporting format and different perspective. There were no further questions or comments.

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

Dr. Collin stated that according to State Statute 10-222 Appropriations and Budget, "Each local board of education shall prepare an itemized estimate of the cost of maintenance of public schools for the ensuing year and shall submit such estimate to the Board of Finance. . . . The money appropriated by any municipality for the maintenance of public schools shall be expended by and in the discretion of the board of education."

Dr. Collin reviewed the highlights of the 2015-2016 proposed budget for the Stafford Public School District, which totals \$27,843,900 and represents an increase of \$930,105, or 3.47% . Board members were also provided with binders, which included a copy of the PowerPoint presentation and supplemental information.

The complete budget document, including backup material, is posted on the district web site- www.stafford.k12.ct.us

D. Head Start Report through December 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. 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 \$32,291.93 in actual expenditures has been posted to the grant through December 31, 2014. Outstanding expenditures includes salaries, transportation and food services, which will be reflected in January's report.

Also funded from February 1, 2014, through January 31, 2015, is the detailed expense report for 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 \$28,401.59 in expenditures has been posted to the grant through December 31, 2014. Outstanding expenditures for this grant include salaries and benefits, which will be reflected in January's report.

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.

Item VIII. Public Forum

A member of the audience asked if there was a plan in the budget to replace the science / language arts teacher that was eliminated last year. He noted that the middle school has a cluster model and the elimination of that position affects the balance in the school across grade levels. He said that not replacing that teacher is a strong negative.

A member of the audience asked what percentage increase the Board of Education proposed last year vs. what was approved by the town. Dr. Collin stated that the Board approved 14-15 budget reflected a 4.58% increase, and the town approved Board budget reflected a -.08% increase.

A member of the audience stated that she appreciates the addition of the .50 music position.

A member of the audience expressed her concern regarding replacing teachers with interventionists.

A member of the audience expressed her concern regarding the loss of the 6th grade teacher. However, she was happy to see the new music position and the reinstatement of the Staffordville principal position. She asked if the administrator position would be maintained in the budget no matter what cuts were made, and if not, what the district's plan was.

A member of the audience stated that the Staffordville principal position is very important. She also noted that a list of the efficiencies that that district has implemented would be very helpful to her when she is presenting / defending the budget. She suggested that this list be posted on the district's website.

Mrs. Locke asked for information specific to the intervention specialists- how many and where they are assigned.

Item IX. Old Business

There was no Old Business.

Item X. New Business

A. Review and Possible Acceptance of Donations for the Research and Development Class at Stafford High School

Dr. Collin stated that through the Research and Development class, students at Stafford High School plan to build a hovercraft, a two-engine single-person craft with which they intend to compete at a race event on the Connecticut River this summer.

She noted that as part of their community outreach efforts and in order to elicit monetary support for this endeavor, staff and students met with representatives from TTM Technologies, which initially contacted Stafford High School to develop a partnership between the company and the class, and American Woolen Company, for whom students provided a formal presentation. Subsequently, both TTM and American Woolen Company pledged \$1,500 and \$2,000, respectively, to support the project.

Mr. Miro Klapyk, Science Teacher, and Mr. Trevor Simpson, Stafford High School student, were in attendance at the meeting to provide an abbreviated version of their Research & Development hovercraft project presentation and respond to questions of the Board.

According to BOE Policy 3280 Business and Non-Instructional Operations: Gifts, Grants and Bequests, *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 for a particular school.*

Mr. Kovaleski made a motion, seconded by Mrs. Walsh, that the Board of Education accept the monetary donations totaling \$3,500 for the sole purpose of the Research & Development hovercraft project, as presented. Mr. Goodell, Mr. Kovaleski, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

B. Review and Possible Approval of the 2015 – 2016 School Calendar

Dr. Collin presented the proposed school calendar for 2015-2016. She said that the proposed calendar has had input from administrators and, per bargaining unit agreement, teachers. St. Edward School staff has also been consulted, and it was shared with the co-presidents of the CSEA. The calendar reflects 180 instructional days for students. This proposal is a modification to the regional calendar (copy provided via the portal), which, according to recent legislation, school districts must adopt for the 2016-2017 school year.

Dr. Collin said that the calendar proposes a start date for students of Thursday, August 27, 2015, giving students and staff an end date of June 8, 2016, barring any school cancellations. Because inclement weather will likely affect the district's ability to provide instruction during the winter months, the only days that school is not scheduled to be in session are January 18th, Martin Luther King, Jr. Day, February 15th, Presidents' Day, February 16th and March 24th, Professional Development Days, and March 25th, Good Friday.

She noted that the calendar reflects eight early release days: four days for the purpose of Parent-Teacher conferences at the elementary schools (two in the fall and two in the spring) and two days at the middle/high schools (one day in the fall and one day in the spring), November 25th (the day before the Thanksgiving holiday) and on the last day of school for students.

Dr. Collin said that the proposed school calendar also provides for one day of New Teacher Orientation and seven contracted Professional Development (PD) Days, three of which are scheduled prior to the start of the year in order to allow for convocation & mandated trainings.

Ms. Shegogue made a motion, seconded by Mr. Kovaleski, that the Board of Education approve the school calendar for 2015-2016, as presented. Mr. Goodell, Mr. Kovaleski, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

C. Review and Approval of Safe School Climate Plans

Dr. Collin stated that as a result of Public Act 11-232, each district was required to submit their Board of Education approved district Safe School Climate Plans to the Connecticut State Department of Education (CSDE). Subsequently, with the amendments of 2014 (P.A. 14-232), districts are, again, required to submit their plans to the CSDE.

Revisions to the originally submitted plans, which have been reviewed and updated annually, include procedural changes as well as new requirements for addressing teen dating violence. An example of a procedural change is the following: “. . . that the parents or guardians of the student alleged to have committed an act or acts of bullying and the parents or guardians of the student against whom such alleged act or acts were directed receive prompt notification that such investigation has commenced.” An example of the new requirements specific to addressing teen dating violence include the following: “. . . annual training to school employees . . . who hold professional certification . . . on the prevention, identification and response to school bullying and teen dating violence. . . .”

As Superintendent of Schools, Dr. Collin serves as the District Safe School Climate Coordinator. Per legislative mandate, each school must designate a Safe School Climate Specialist and form a Safe School Climate Committee.

Dr. Collin reported that each school's revised Safe School Climate Plan, with the changes highlighted, was posted in the portal for the Board's review. Upon approval of the Board and in accordance with the amended legislation, the Plans will be submitted to the CSDE. In addition, the link to our website where the Plans are posted, will be provided.

Mr. Kovaleski made a motion, seconded by Mr. Goodell, that the Board of Education approve the district's Safe School Climate Plans, as presented. Mr. Goodell, Mr. Kovaleski, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

Item XI. Personnel Matters

There were no Personnel Matters.

Item XII. Student Matters

There were no Student Matters.

Item XIII. Adjournment

Mrs. Locke made a motion, seconded by Mr. Goodell, to adjourn. Mr. Goodell, Mr. Kovaleski, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried. The meeting adjourned at 7:46 p.m.

Respectfully submitted,

Christine C. Marinelli, Recording Secretary

Tracy L. Rummel, Chairperson

Sonya Shegogue, Secretary