

**Regular Meeting
Stafford Board of Education
Stafford Elementary School
April 28, 2014**

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

Absent: Mr. Earl Goodell

Also Present: Dr. Patricia A. Collin, Superintendent of Schools
Mr. Michael Bednarz, Director of Curriculum and Instruction
Mr. Jerry Domanico, Business Manager
Mr. Damian Frassinelli, Director of Athletics and Recreation
Mr. Ben Gluck, Student Representative
Ms. Laura Hayes, School Psychologist, Stafford High School
Ms. Beth LaPane, Supervisor of Food Services
Ms. Lynn Reedy, Technology Integration Specialist
Mr. Mark Seddon, Supervisor of Building Services
Mrs. Amy Stevenson, Director of Pupil Services

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

Mr. Gluck led the Board in the Pledge of Allegiance.

Item III. Secretary's Report- Approval of Minutes

Regular Meeting, 03/24/14
Special Meeting, 04/10/14

A consensus of the Board approved the Secretary's Report for the regular meeting held on March 24, 2014, and the special meeting held on April 10, 2014.

Item IV. Treasurer's Report

Bills, 4/2/14- \$141,150.89
Grants, 4/2/14- \$9,159.85
Grants, 4/2/14- \$500.00
Bills, 4/11/14- \$116,833.60
Grants, 4/11/14- \$6,569.13

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

Item V. Correspondence

Mrs. Rummel read the reminders listed on the Board meeting agenda regarding the upcoming town meeting on May 7, 2014, and the referendum on May 14, 2014. She also reminded Board members that the next regularly-scheduled Board meeting would be held on Monday, May 19, 2014, at Stafford Elementary School. She indicated that the Board's Celebration of Excellence would take place at that meeting.

Item VI. Board Reports

A. Report from Student Representative

Mr. Gluck reported on the following topics:

- Unified Basketball Team was named "Bulldog of the Month"
- SBAC Testing
- ASBAC Testing
- Motivational Speaker, Jeff Yalden, will be at SHS on May 5
- Career Day
- Rotary Invitational Meet
- Sports Update
- Ladies Chorale and Madrigals performed at the Stafford Public Library's celebration of National Library week called *Night of a Thousand Stars* on April 7
- Madrigals sang bright and early at the ecumenical Easter Sunrise Service at Staffordville Lake on April 20
- Madrigals sang at the funeral mass for a beloved former madrigal Billy Barnett on April 23
- Madrigals provided the National Anthem for the opening of Little League at Keeley field on April 26th
- Madrigals sang for the Historical Society's celebration: Tribute to Warren Mill and those who worked there on April 26th
- *Singin' in the Rain* is this weekend
- Two dinners sponsored by the Drama Boosters and the Stafford Lions Club on Friday and Saturday before the show. All tickets are available in the SHS office or on sale each morning by the auditorium.

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 update from this committee.

C. Curriculum Committee

The Curriculum Committee members are Ms. Shegogue, Mrs. Locke and Mrs. Walsh. Ms. Shegogue stated that the committee met prior to the Board meeting. She reported that the following topics were discussed: Smarter Balance Testing Update, Website for Common Core and SBAC Website Launched.

D. Policy Committee

The Policy Committee members are Mr. Goodell, Mr. Kovaleski and Mrs. Walsh. Mrs. Walsh noted that policies are listed on the agenda for a second reading.

E. Negotiation Committee

The Negotiation Committee members are Mrs. Rummel, Mr. Frassinelli and Mrs. Locke. Ms. Shegogue is an alternate. There was no report from this committee since none of the contracts are currently being negotiated.

Item VII. Superintendent's Reports

A. Winter Sports Presentation

Dr. Collin stated that three times per year, sports teams at Stafford High School report on their playing season. Mr. Damian Frassinelli, Director of Athletics and Recreation, introduced the coaches and team captains that were present at the meeting. Additionally, two parents reported on their experiences with the athletic program. The following coaches and student athletes were present at the meeting: Coach Dunn and Ben Gluck- Indoor Track; Coach Hayes, Amber Pierce and Devyn Colby- Unified Basketball; Coach Post, Jacob Ives and Allan Bakker- Wrestling; Coach Morhardt, Dylan Seekins and Devon Seekins- Boys' Basketball.

A parent and several students spoke about how much the Unified Sports Program means to them.

B. Competitive Grant Award from 3M

Dr. Collin stated that as indicated in the memorandum provided by Mr. Michael Bednarz, Director of Curriculum & Instruction, the district's proposal for the 3M Ingenuity Grant has been approved for the full amount of \$20,000. Funded by 3M Giving, which is a corporate community outreach and support division of 3M International, the grant was only available to school districts/towns in which a 3M plant was located.

As noted by Mr. Bednarz, the primary objectives of the 3M Ingenuity Grant are the following:

- Support the development of STEM (Science, Technology, Engineering, and Mathematics) initiatives in schools/districts;
- Stimulate student interest in STEM careers; and
- Provide teachers with an opportunity to work collaboratively in interdisciplinary teams to implement STEM lessons.

Dr. Collin reported that Mr. Bednarz became aware of the grant opportunity through Ms. Alisa Wood, 3M Plant Manager, in February. With a turnaround time of less than two weeks, the following team was organized to prepare a proposal: Mr. Marco Pelliccia, Principal, Stafford High School; Mr. David Gorski, Technology & Engineering Teacher; Ms. Kathy Witkowski, Science Teacher; Mr. Edward Kobelski, Mathematics Teacher; and Mr. Bednarz. Approximately 25 proposals were funded from a potential pool of over 200 eligible communities.

Dr. Collin said that a couple of the highlights from the grant proposal include the development of a new course entitled, "Engineering and Manufacturing Technology (EMT)", which will be a full-year elective offered to juniors and seniors. Students enrolled in Physics, Pre-calculus, Computer Aided Drawing and Design (CAD) and/or Materials Processing (Metal or Wood) during the upcoming school year will serve as the Research and Development Team (RDT) for the EMT course.

Mrs. Rummel asked for clarification regarding what it meant to serve on the Research and Development Team.

C. Minno Tablet Pilot

Dr. Collin stated that Mr. Timothy Connors of *Minno Tablet* contacted the district regarding the possibility of participating in a pilot to use his company's product. The Learning Resources and Information Technology (LRIT) committee (of which Dr. Collin is a member), facilitated by Ms. Lynn Reedy, considered possible applications in the classroom and factors relative to the district's participation. As a result, the scope of the project was expanded from a 6-week pilot with 18 tablets to a multiple month pilot with 66 tablets at all of our elementary and middle schools. There is no charge to the district for the use of the tablets.

As noted by Mr. Bednarz, Director of Curriculum and Instruction, participation in the pilot allows for the following:

- Exploration of the effectiveness of tablets for a variety of uses (e.g. one-to-one skill building, provision of Scientific Research-Based Interventions, whole class "flipped classroom" experiences, etc.);
- Connection to our Technology Plan, Common Core expectations and the development of 21st Century Skills;
- Investigation of how tablets may be utilized with "cloud-based" applications;
- Determination of what, if any, policies may need to be modified or added; and
- Increased understanding of the professional development required for effective implementation of tablets in the classroom.

Ms. Reedy was in attendance at the Board meeting to conduct a demonstration of the tablets, share examples of their use in the schools, and respond to questions of the Board members.

D. Changes in Transportation Protocols in Cases of Inclement Weather

Dr. Collin reported that Stafford Springs, Connecticut, has 116+ miles of roadways, a number of which are not paved, which presents challenges for travel particularly during times of inclement weather. In addition to providing transportation to students who attend the district's public schools, St. Edward School and out-of-district special education facilities, the district also provides transportation to students who attend Vocational Technical (VT) and Vocational-Agricultural (VA) schools. In order to provide this service, students begin boarding buses as early as 5:05 a.m.

Dr. Collin stated that after a review of the State Statute specific to the district's obligation to provide "**reasonable and necessary transportation**" to students who attend VT/VA schools and consultation with the Department of Public Works (DPW), M & J Bus, Inc., Administration, and Attorney Peter Janus, Administration implemented a change in protocol whereby on mornings of delayed opening due to inclement weather, parents/guardians of the VT/VA students would be responsible for providing transportation to Stafford High School by 8:00 a.m., where they board their respective buses and are transported to their schools. A copy of the State Statute and the letter that was mailed to parents/guardians of students who attend VT/VA schools was provided for Board members via the electronic Board packet.

Dr. Collin said that currently, in situations of early dismissal due to inclement weather, morning pre-kindergarten, Head Start and grade one are dismissed at 11:00 a.m., the middle and high school students at 12:15 p.m. and 12:30 p.m., respectively, and students in grades 2 through 5 at 1:12 p.m. Because our youngest students arrive home before middle and high school students, this early dismissal schedule does not allow parents to take advantage of the accommodation in Board Policy 3541.22, which states, *The superintendent may grant permission to the bus operator to drop off students with siblings in grades 6 or higher upon the written request of the parent/guardian.*

She noted that the variance in dismissal times also caused disruption for a number of families with children enrolled in different elementary schools. Additionally, Administration was concerned about the 1:12 p.m. dismissal time because it resulted in buses on the roads until mid to late afternoon.

Dr. Collin stated that after speaking with M & J Bus, Inc., and consulting with the principal of St. Edward School, Administration has determined it would be in the best interests of our students, families and staff to change the early dismissal times to allow for the dismissal of middle and high school students **before** students in the primary and elementary schools are dismissed and to move up the dismissal time of students in grades 2 through 5. The changes in dismissal times, which will become effective for the 2014-2015 school year, are reflected in the following chart.

<u>School</u>	<u>Inclement Weather Early Dismissal Schedule</u>	<u>Proposed Inclement Weather Early Dismissal Schedule</u> (effective 2014-2015 school year)
High School	7:35 a.m. – 12:30 p.m.	7:35 a.m. – 10:45 a.m.
Middle School	7:20 a.m. – 12:15 p.m.	7:20 a.m. – 10:30 a.m.
Stafford Elementary (2-5)	8:15 a.m. – 1:12 p.m.	8:15 a.m. – 11:45 a.m.
<u>Elementary (Pre-K - 1)</u>		
PreK- AM	8:15 a.m. – 11:00 a.m.	8:15 a.m. – 11:45 a.m.
Head Start- AM	8:05 a.m. - 11:00 a.m.	8:05 a.m. - 11:45 a.m.
PreK- PM	No PM PreK	No PM PreK
Head Start- PM	No PM PreK	No PM PreK
Grade 1 & K	8:15 a.m. – 11:00 a.m.	8:15 a.m. – 11:45 a.m.
FRC	Close at 1:00 p.m.	Close at 1:00 p.m.

Mr. Frassinelli asked a question regarding the minimum number of hours a student must attend to have it count as a school day. Dr. Collin said that there's no longer a minimum number of hours.

Mrs. Rummel mentioned that the schedule looks tight and wondered if it was doable. Dr. Collin stated that the bus company has reviewed and approved of the schedule.

E. Head Start Report through March 31, 2014

Dr. Collin reported that the Basic Head Start Fund 160 is for the time period of February 1, 2014, through January 31, 2015. She said that the detailed expense report as prepared by Mr. Jerry Domanico, Business Manager, reflects grant expenditures through March 31, 2014. At this time, the grant has only been funded through June 30, 2014, in the amount of \$51,497, of which \$23,529.73 in expenditures has been posted with an encumbrance of \$12,879.56. In addition, approximately \$39,297 of the Non-federal share (District funds required to be spent to support the program) is also reflected in the report.

Also funded through June 30, 2014, the Early Head Start Fund 182, in the amount of \$28,980, is also for the time period February 1, 2014, through January 31, 2015. The report indicates that \$7,707.67 in expenditures

has been posted to the grant by March 31, 2014. This report also reflects an encumbrance of \$11,131.57. Lastly, approximately \$7,062 of the Non-federal share is also provided in the attached report.

Dr. Collin stated that 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.

F. Financial Report through March 31, 2014

Dr. Collin reported that the total 2013-2014 Itemized Estimate of the Cost of Maintenance for Stafford Public Schools is \$26,932,401. The financial report of funds budgeted and encumbered / expended from July 1, 2013, through March 31, 2014, as prepared by Mr. Jerry Domanico, Business Manager, was provided for the Board via the electronic Board packet. The report indicates the period to date encumbrances/expenditures total \$24,341,730, leaving a balance of \$2,590,671, or 9.62% of the total budget to be encumbered/expended by June 30, 2014.

Mr. Domanico also provided the Board with a preliminary report of grant expenditures. This report includes State, federal and local grant awards, listing grant title, source, approved budget and total expenditures, and the actual reimbursement received as of the date of the report.

Dr. Collin stated that in terms of the implementation of the Uniform Chart of Accounts (UCOA), the district was recently notified that reporting for fiscal year 2013-2014 will be through the traditional ED001 report. For the fiscal year 2014-2015, all districts will be required to submit an electronic file of their general ledger accounts to allow for a "crosswalk", which is essentially a mapping tool that will align a district's current accounts to the UCOA. Filing of fiscal year 2014-2015, will be through the UCOA and will follow statutory filing dates (i.e. initial submission due September 1, 2015; audited data due by December 3, 2015). This summer the State will seek volunteers to participate in a pilot testing of the system. At this time, the district intends to volunteer to participate in the pilot to promote our transition to the UCOA system.

There were no questions or comments.

G. Update on the Self-Funded Health and Dental Insurance Funds

Dr. Collin stated that a memorandum and documentation prepared by Mr. Jerry Domanico, Business Manager, regarding the status of our self-funded health and dental insurance programs was provided for Board members via the electronic Board packet. As of March 31, 2014, the health insurance fund reflects a total balance of \$556,913.97. The outstanding charges previously noted have been resolved. At this time last year, the health insurance fund was overspent by \$296,882.53.

Dr. Collin reported that as of March 31, 2014, the dental insurance fund reflects a balance of \$34,659.18. The fees for March are inclusive of \$11,550.41 for Connecticut Vaccine Access, a new annual fee as required by the Affordable Care Act, which needs to be reclassified to the health insurance fund. At this time last year, the dental insurance fund reflected a balance of \$91,631.96.

Mrs. Rummel asked a question regarding why money was returned to the general fund. Mr. Domanico explained that monies were used from the general fund to cover shortages in the summer months when the Board of Education isn't making payments.

Mr. Frassinelli inquired as to what made the differences in the balances this year vs. last year. Mr. Domanico stated that the recommended increase to properly fund the insurance account was not included in the budget last year. This year, however, the 23% increase is helping to build adequate reserve balances.

Mr. Frassinelli asked if the money in these accounts could ever be used for something other than insurance. Mr. Domanico stated that if the balances in the accounts reach a level that is higher than required for the reserve balance, then the insurance increases may be reduced or set at zero to utilize some of the reserves. He said that the money in the accounts should only be used for insurance.

H. Cafeteria Profit and Loss Report through March 2014

Dr. Collin presented the Cafeteria Profit and Loss report for July through March 31, 2014, as prepared by Mr. Jerry Domanico, Business Manager. The Food Services program had a loss of \$4,100.54, while for the same period last year, reports indicated a loss of \$9,366.51. The year-to-date total shows a loss of \$7,746.81 while last year at this time the program had a loss of \$5,265.84. Mr. Domanico noted that the district had one delayed opening due to inclement weather, which impacted the program in that labor hours remain unchanged while revenues decrease on such days. He also indicated that while total sales revenue was higher this month as compared to last year, the total costs for production, supplies, payroll and insurance were also higher.

Dr. Collin said that as previously reported, the district was awarded a grant from the New England Dairy & Food Council to implement and improve access to the consumption of low-fat and fat-free dairy products. The presentation of the award totaling \$3,213 was made on April 3rd at Stafford Middle School. A press release was provided for the Board's review. She also noted that a subsequent abbreviated press release was recently published in the *Reminder News* (April 17, 2014).

Ms. LaPane said that the smoothies are going well at the high school and middle school and that she is hoping to expand to sell them at Stafford Elementary School.

Item VIII. Public Forum

There were no questions or comments.

Item IX. Old Business

A. Review and Possible Approval of New and Revised Board Policies

Dr. Collin stated that on April 10, 2014, the following policies were initially presented to the Board of Education as a "first reading" to allow for ample review, discussion and public comment prior to possible approval at a subsequent meeting, since none of the policies were revisions based on legislative changes. Dr. Collin noted that tonight's presentation is intended to serve as the "second reading".

- **Policy 0521 Mission-Goals-Objectives: Nondiscrimination** (Existing policy with suggested revision based upon guidance provided by the U.S. Office of Civil Rights from CAFE)
- **Policy 1250 Community Relations: Visits to the Schools** (Existing policy with optional revisions to consider from CAFE)

- **Policy 4118.24/4218.24 Personnel-Certified/Non-Certified: Staff Relations** (A recommended “good practice policy” for consideration for placement in the District’s policy manual from CABE)
- **Policy 5131.3 Students: Student Driving and Parking** (Existing policy with suggested revisions from Administrative Policy Committee)
- **Policy 5142.2 Students: Student Dismissal Precautions** (Existing policy with suggested revisions from Administrative Policy Committee)

Mr. Frassinelli made a motion, seconded by Mrs. Walsh, that the Board of Education approve of **Policy 0521 Mission-Goals-Objectives: Nondiscrimination; Policy 1250 Community Relations: Visits to the Schools, Policy 4118.24/4218.24 Personnel-Certified/Non-Certified: Staff Relations; Policy 5131.3 Students: Student Driving and Parking; and Policy 5142.2 Students: Student Dismissal Precautions**, as presented. Mr. Frassinelli, Mr. Kovaleski, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

Item X. New Business

A. Review and Possible Approval of 2013 – 2014 Budget Transfers

Dr. Collin stated that Board Policy #3160: Transfer of Funds Between Categories addresses the Board’s ability to transfer appropriations “for school purposes to any other item of such itemized estimate, but expenditures shall not exceed the appropriation made by the fiscal authority combined with such money as may be received from other sources for school purposes.” In accordance with this policy, she asked for the Board’s approval for transfers, as follows:

- \$300 for Stafford Elementary School (SES) library books;
- \$1,300 for Stafford High School (SHS) instructional equipment;
- \$105 for Staffordville School (SVS) field trips;
- \$20,000 for Staffordville School (SVS) propane; and
- \$15,000 for Workers’ Compensation.

Mr. Kovaleski made a motion, seconded by Mr. Frassinelli, that the Board of Education approve of the following transfers as presented:

Account Name	Account #	Current Budget	Transfer to / (Transfer from)	Revised Budget
SES Library supplies	001.05.611.2220.130	\$745	(\$300)	\$445
SES Library Books	001.05.642.2220.130	\$5,255	\$300	\$5,555

Account Name	Account #	Current Budget	Transfer to / (Transfer from)	Revised Budget
SHS Music Maintenance	001.03.430.2611.052	\$1,530	(\$1,300)	\$230
SHS Instructional Equipment	001.03.730.1130.026	\$14,187	\$1,300	\$15,487

Account Name	Account #	Current Budget	Transfer to / (Transfer from)	Revised Budget
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SVS Supplies Principal's Office	001.06.611.2400.147	\$2,388	(\$105)	\$2,283
SVS Field Trips	001.06.581.2700.154	\$384	\$105	\$489

Account Name	Account #	Current Budget	Transfer to / (Transfer from)	Revised Budget
Regular Ed In-District Trans.	001.08.510.2700.150	\$1,161,360	(\$20,000)	\$1,141,360
Staffordville Propane	001.06.623.2600.198	\$30,000	\$20,000	\$50,000

Account Name	Account #	Current Budget	Transfer to / (Transfer from)	Revised Budget
Teacher Salary	001.04.111.1260.012	\$1,185,794	(\$15,000)	\$1,170,794
Workers' Compensation	001.08.270.2310.226	\$40,000	\$15,000	\$55,000

Mrs. Rummel asked if the cost of propane has gone down now. Mr. Domanico said that it has.

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

B. Approval of Graduation Date- Class of 2014

Dr. Collin presented a proposal from Mr. Marco Pelliccia, Principal of Stafford High School, to set the 2014 graduation date on Monday, June 16, 2014, which is currently the last day of school. Dr. Collin noted that to date, the district has had a total of five school cancellations due to inclement weather.

Dr. Collin also mentioned that the middle school promotion would take place on Friday, June 12, 2014, at 6 p.m.

Mrs. Locke made a motion, seconded by Ms. Shegogue, that the Board of Education approve Monday, June 16, 2014, as the graduation date for the Class of 2014. Mr. Frassinelli, 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

Mr. Frassinelli made a motion, seconded by Mr. Kovaleski, to adjourn. Mr. Frassinelli, Mr. Kovaleski, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried. The meeting adjourned at 8:28 p.m.

Respectfully submitted,

Christine C. Marinelli, Recording Secretary

Tracy L. Rummel, Chairperson

Sonya Shegogue, Secretary

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