

**Regular Meeting
Stafford Board of Education
Stafford Elementary School
June 9, 2014**

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: Dr. Patricia A. Collin, Superintendent of Schools

Also Present: Mr. Jerry Domanico, Business Manager
Ms. Karen Fitzpatrick, Department Chair, Rockville High School
Mr. Damian Frassinelli, Director of Athletics and Recreation
Mr. Ben Gluck, Student Representative
Ms. Beth LaPane, Supervisor of Food Services
Ms. Lisa Lobik, Teacher, Stafford Elementary School
Ms. Tannis Longmore, Teacher, Stafford High School
Ms. Shelley Michaud, Principal, West Stafford School
Mr. Marco Pelliccia, Principal, Stafford High School
Mr. Mark Seddon, Supervisor of Building Services
Mrs. 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 6:38 p.m. A quorum was established.

Mrs. Rummel reported that Dr. Collin would be unable to attend the meeting because her flight was delayed due to bad weather.

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, 05/19/14

A consensus of the Board approved the Secretary's Report for the regular meeting held on May 19, 2014, as presented.

Item IV. Treasurer's Report

Bills, 5/27/14- \$562,654.95
Grants, 5/27/14- \$11,811.65

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

Item V. Correspondence

Mrs. Rummel reminded Board members that the next regularly-scheduled Board meeting would be held on Monday, July 7, 2014, at Stafford Elementary School, at 6:30 p.m.

Mrs. Rummel distributed a flyer from EASTCONN, which was also posted in the CABA e-meeting portal.

Mrs. Rummel read a thank you note from Mrs. Brenda Simons.

Item VI. Board Reports

A. Report from Student Representative

Mr. Gluck introduced next year's Student Representative, Nic Girard, and next year's Alternate Student Representative, Matt Moore.

Mr. Gluck reported on the following topics:

- Senior Banquet
- All Academic Awards
- Top 20
- Citizens' Scholarship Awards
- Class Night
- Graduation
- Sports Update

Mrs. Rummel presented Mr. Gluck with a certificate and a small gift. She also gave the new student representatives a small gift.

Mr. Gluck then introduced the Stafford High School Promotional Video, which was created by high school students. Half of the video was played for the Board members and audience. Each Board member was also presented with a copy of the video on CD.

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. Mrs. Walsh stated that the Curriculum Committee met the previous week to review a textbook adoption proposal. She said that more information would be provided later on the agenda.

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. There was no report from this committee.

Item VII. Superintendent's Reports

A. Presentation of the Rockville Vocational Agriculture Program Graduating Seniors

Dr. David Mordasky, Rockville Regional Agricultural Consulting Committee Member from Stafford, was scheduled to introduce this year's Stafford residents, who are graduating from the Rockville Vocational Agriculture Program. Dr. Mordasky was unable to attend the meeting. In his absence, Ms. Karen Fitzpatrick, Department Chair in the Rockville Vo-Ag Program, presented the students.

Each student spoke briefly about the program and the projects, in which he/she has been involved at Rockville Vo-Ag. Ms. Fitzpatrick presented each student with a certificate of recognition.

B. Update on the Personal Finance Course at Stafford High School

Mr. Domanico stated that in July 2012, the District received notification of a competitive Perkins Innovative Grant Award of \$25,000, which was used to develop a new Personal Finance course for high school students. Funding allowed for all start-up costs, technology purchases, web-based subscriptions, textbooks, professional development, conference registration fees and field trip transportation. Mr. Michael Bednarz, Director of Curriculum & Instruction, indicated in a memorandum to the Board that no district funds would be needed to meet the requirements and assurances, and in the event that additional funds were required to sustain or enhance the course, such funds may be allocated through the Perkins grant. On July 15, 2013, the Board of Education approved the course proposal.

A representative from Stafford High School's Business Department, Ms. Sheree Pasini, was in attendance to provide an update and respond to questions of Board members.

A member of the Board asked how many students would be enrolled next year. Ms. Pasini responded that 21 students are enrolled next year.

C. Update on Unified Art Program at Stafford High School

Mr. Domanico stated that Mrs. Laura Hayes, School Psychologist, and Mrs. Tannis Longmore, Art Teacher, submitted a proposal to Mr. Michael Bednarz, Director of Curriculum & Instruction, to add a new 0.5 credit course at Stafford High School entitled, "Unified Art", as an extension of our Unified Sports Program. On July 15, 2013, the Board of Education approved of the course, the mission of which is the following:

provide collaborative opportunities in the visual arts for students with and without intellectual disabilities. Each student will be given the opportunity to develop artistically, experience joy, and participate in the sharing of their talents as they create new friendships, with peers and showcase their work in community settings.

Mr. Bednarz's memorandum from July 2013 provides highlights of the program, all costs of which will continue to be absorbed within the current budget(s). This memorandum is available to Board members through the electronic Board meeting.

Ms. Longmore was in attendance at the Board meeting to provide an update on the implementation of Unified Art. She noted that 19 students were enrolled this year and that there are 23 requests for next year. She said that the course would run both semesters next year.

There were no questions.

D. Update on the Calkins' Writing Program for Kindergarten through Grade 5

Mr. Domanico stated that as indicated in the memorandum prepared by Mr. Michael Bednarz, Director of Curriculum & Instruction, in July 2013 the Board of Education adopted the *Units of Study* writing program, which is authored by Dr. Lucy Calkins. This systemic program is aligned to the Common Core State Standards and supports proficiency in expository, narrative and opinion/persuasive writing in every grade. It also provided a significant "upgrade" to the district's elementary school writing program.

According to members of the Language Arts Curriculum Team, implementation of the program has resulted in the following:

- An increase in student stamina for writing tasks;
- Improvement in the volume and quality of student writing;
- An increase in the willingness of 3rd and 4th grade students to revise and edit their work;
- An improved ability of students to identify the type of writing in a given passage; and
- Notable transfer of written instruction in ELA classes to other subject areas.

Additional feedback from teachers includes the following:

- An appreciation of lessons offering direct instruction and practice with paragraphing and writing introductions & conclusions;
- A preference for having students work with three types of writing each school year as opposed to the former approach, which focused on a single genre;
- A desire to address all three types of writing prior to the window for the Smarter Balanced Assessments; and
- A desire to meet in grade level teams earlier next year to "tease out" the key points of each level in order to focus and pace their instruction.

Ms. Lisa Lobik, Stafford Elementary School Teacher, was in attendance at the Board meeting to elaborate and respond to questions of Board members.

Mr. Frassinelli stated that he thinks that it is a great idea to start this program with younger students.

E. Cafeteria Profit and Loss Report through April 2014

Mr. Domanico presented the Cafeteria Profit and Loss report for July through April 30, 2014. He said that the Food Services program had a loss of \$1,297.86, while for the same period last year, reports indicated a loss of \$9,911.72. The year-to-date total shows a loss of \$9,044.67 while last year at this time the program had a loss of \$15,177.56. The attached memorandum provides data specific to differences in the number of meals as compared to last year. Mr. Domanico noted that while food and supply costs were lower, insurance costs were higher. In addition, there were three pay periods last year in April as compared to two pay periods this year.

The program is utilizing government commodities to mitigate production costs for the remainder of the school year. Obtained through a grant, the “Smoothies” stations at the middle and high schools have been well-received by students. Mrs. LaPane, Supervisor of Food Services, is working with middle school Physical Education staff to prepare a grant application with “Fuel Up to 60”.

Because the district received a Certificate of Compliance with the New Meal Pattern Requirements through the National School Lunch Program, we are now eligible for the performance-based reimbursement of an additional 6 cents per lunch effective May 1, 2014.

There were no questions.

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

Mr. Domanico presented a memorandum and documentation regarding the status of our self-funded health and dental insurance programs. As of April 30, 2014, the health insurance fund reflects a total balance of \$345,623.15. At this time last year, the health insurance fund was overspent by \$238,351.59.

As of April 30, 2014, the dental insurance fund reflects a balance of \$35,274.75. At this time last year, the dental insurance fund reflected a balance of \$109,623.22.

Mrs. Rummel asked Mr. Domanico to provide the Board’s average monthly payment amount and the Board’s average monthly claims amount for the next update.

G. Status of Teacher Evaluations

Mr. Domanico stated that as indicated in Dr. Collin’s email dated May 27, 2014, all administrators are conducting end-of-year summative reviews. All information will be reported to the State by June 30th.

H. Presentation on Capital Projects

Mr. Domanico stated that the Stafford Energy Advisory Committee (SEAC) has requested an opportunity to provide the Board with information regarding several large-scale solar photovoltaic (PV) and geothermal projects intended to offset current fuel oil expenses, minimize the impact of increases in such costs, and stabilize both Town and school district electrical utility costs for the next 20 years.

In anticipation of the brief presentation by representatives of SEAC, the following documents were provided for the Board’s review:

- Memorandum to the Board of Finance (May 28, 2014) from the Town Engineer and the SEAC
- Memorandum to the Board of Finance and Board of Education (May 29, 2014) from SEAC
- Article entitled, “CL&P Wants 5.9% Hike” (*Journal Inquirer*, May 10-11, 2014)
- PowerPoint Presentation entitled, “Solar Electricity (Solar Voltaic Energy)”
- PowerPoint Presentation entitled, “Geothermal Energy at SHS, SES & SMS”
- Financial Analyses for Geothermal Heat Pumps with Solar PV Purchase and Power Purchase Agreement (PPA)
- Schools Using Geothermal Energy (Partial listing as of December 2013)

Mr. Julian, a member of SEAC, presented an overview of the projects that may be possible in Stafford.

Mr. Frassinelli asked about the possibility of vandalism and who would be responsible. Mr. Julian said that if the units are purchased on a Power Purchase Agreement (PPA), then the owner of the system would cover insurance expenses.

Mrs. Rummel asked if SEAC could provide the top 3 pros and cons of moving forward with these projects. The pros mentioned were, as follows: 1) cost savings and 2) close to 100% of electrical costs paid. Mr. Julian mentioned that the geothermal project would not be possible without virtual net metering, as the geothermal uses a lot of electricity.

A representative from Trison, the company currently working on the geothermal installation at Tolland Public Schools, was in attendance at the Board meeting. He stated that geothermal requires minimal maintenance, has a 25 year life expectancy and is 400% more efficient. He suggested that school staff and Board members schedule a walk-through of the Tolland project to better understand the scope of the project.

Item VIII. Public Forum

There were no questions or comments.

Item IX. Old Business

A. Review and Possible Approval of Solar PV Carport Project at Stafford Middle School

This item was tabled.

Item X. New Business

A. Acceptance of Donation from 3M

Mr. Domanico stated that as indicated in the memorandum dated May 20, 2014, from Mr. Michael Bednarz, Director of Curriculum & Instruction, Stafford Public Schools is the recipient of 10 boxes of 3M products, which include the following: assorted post-it notes, cleaning supplies, sealing tape, office supplies and four thermal laminators.

Stafford Public Schools has received gifts through the 3M Community Giving Program in the past. For example, the corporation has donated 25 3M Close Projection Systems (valued at \$40,000) in 2011; two Science teacher scholarships (valued at \$5,000 each) in 2012; 100 Shoot 'n Share camcorder projectors (valued at \$29,900) in 2012; and two Shoot 'n Share camcorder projectors and a variety of office supplies (approximate value \$6,419) in 2013.

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 generous gifts, Mr. Bednarz will send a letter of appreciation to 3M on its behalf, and the products will be distributed to each school and to the Instructional Technology and Building Services departments, as warranted.

Mr. Frassinelli made a motion, seconded by Mr. Kovaleski, that the Board accept the gifts from 3M Corporation, as presented. Mr. Frassinelli, Mr. Goodell, Mrs. Locke, Mr. Kovaleski, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

B. Review and Possible Approval of Health Textbook for Stafford High School

Mr. Domanico stated that while the process has been negatively impacted by budget reductions, since 2011, the district has been gradually updating textbooks at the high school, which are more than 10 years old. As indicated in the memorandum prepared by Mr. Michael Bednarz, Director of Curriculum & Instruction, we are forwarding to the Board for its consideration a recommendation to adopt a new textbook, *Health for Life* (Human Kinetics, 2014), for Stafford High School's Health course. This textbook is intended to replace *Health: A Guide to Wellness* (Glencoe, 1999) and will address changing expectations for learning about healthy lifestyles, providing students with the most current information.

Facilitated by Ms. Rachel Caneen, the textbook committee followed established guidelines, which are enumerated in Mr. Bednarz's memo. Also included is the corresponding New Textbook Request Form for the Board's review. Prior to presentation to the full Board of Education, the textbook was introduced to the Board Curriculum Committee on June 4th.

Mr. Domanico stated that the final negotiated cost of the purchase for 50 textbooks, teacher materials, professional development, technical support and shipping is \$2,572.50. Mrs. Locke noted that the less expensive option was a better text.

Mrs. Walsh made a motion, seconded by Mr. Kovaleski, that the Board adopt *Health for Life* (Human Kinetics, 2014) as presented. Mr. Frassinelli, Mr. Goodell, Mrs. Locke, Mr. Kovaleski, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

C. Review and Possible Approval of CSDE Healthy Food Certification Statement for July 1, 2014, through June 30, 2015

Mr. Domanico said that the Healthy Food Certification Statement must be approved by the Board of Education. He said that this certification of compliance not only affects food and beverage offerings, but it also affects serving size. In addition, such requirements impact fundraisers and foods and beverages provided for the purpose of classroom celebrations and offered during after-school activities. The provisions are outlined in the memo from the Office of Student Supports and Organizational Effectiveness dated January 24, 2014.

Mr. Domanico said that the increased cost of agreeing to comply with the Healthy Food Certification program has been an offset by a State reimbursement of 10 cents per lunch served in the previous year. The State provided a reimbursement to Stafford totaling \$17,052 for the 2009-2010 school year, \$16,436 for the 2010-2011 school year, \$16,239 for the 2011-2012 school year and \$14,039 for the current school year. Payment is made in two portions, the first of which was made in November 2013 in the amount of \$11,590 and the second of which was made in May 2014 in the amount of \$2,449.

Mrs. Rummel asked for clarification regarding State vs. federal funding. Mr. Domanico said that the 6 cents per meal is federally funded, while the 10 cents per meal is provided by the State for the Healthy Food Certification.

Mr. Frassinelli made a motion, seconded by Mrs. Walsh, that the Board of Education approve the Healthy Food Certification Statement for the 2014-2015 school year, the provisions of which are outlined in Section

10-215f of the Connecticut State Statutes. Mr. Frassinelli, Mr. Goodell, Mrs. Locke, Mr. Kovaleski, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

Mrs. Walsh made a motion, seconded by Ms. Shegogue, that the Board of Education authorize Mrs. Tracy Rummel, Chairperson, to sign the Healthy Food Certification Statement for 2014-2015 on behalf of the entire Stafford Board of Education. Mr. Frassinelli, Mr. Goodell, Mrs. Locke, Mr. Kovaleski, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

D. Review and Approval of Reductions to the 2014 – 2015 Board of Education Itemized Estimate of the Cost of Maintenance (Budget) for Stafford Public Schools

Mr. Domanico stated that on February 24, 2014, the Board of Education approved the itemized estimate of the cost of maintenance for Stafford Public Schools totaling \$28,165,776 for the 2014-2015 school year. This represented an increase of \$1,233,375 or 4.58% over the approved budget for 2013-2014. Subsequently, on April 10th the Board of Education further reduced its budget, as directed by the Board of Finance (BOF) by \$800,000. This amount represents an increase of \$433,375 or 1.61%. When the referendum did not pass on May 14, 2014, the Board of Finance directed the Board of Education to further reduce its budget by \$120,000.

On May 19, 2014, the Board of Education approved an additional \$120,000 in reductions, resulting in an itemized estimate of the cost of maintenance for Stafford Public Schools totaling \$27,245,776, which represented an increase of \$313,375 or 1.16% over the approved budget for 2013-2014. When the referendum did not pass on June 4, 2014, the Board of Finance directed the Board of Education to further reduce its budget by \$313,000, resulting in an itemized estimate of the cost of maintenance for Stafford Public Schools totaling \$26,932,776 or 0.0014% over the approved budget for 2013-2014.

The following reductions were presented at the meeting:

Budget Item	Code	Amount
Licensing Fee, Talent Ed	810	(\$1,500)
Summer School Non-cert	115	(\$1,200)
Freshman Bball	110	(\$2,883)
SmartMusic Subscription - SMS	611	(\$2,150)
Contracted Services - Special Education	323	(\$1,350)
Curriculum Reductions	330	(\$2,918)
Reductions to Maintenance Budget	430	(\$32,600)
LCD computer projectors	730	(\$2,275)
Reductions to Health Insurance	210	(\$103,434)
Salary Savings	111, 221	(\$25,443)
Spec Ed Tuition 1 placement	560	(\$50,000)
Spec Ed Summer School Transportation	510	(\$18,539)
Trash Removal Fees	421	(\$2,500)
6th grade Teacher – SMS (salary, benefits- will not be filled)	111, 210, 221	(\$66,208)
Total Reductions- Approved 6/9/14		(\$313,000)
Total Revised Budget w/BOF Reductions:		\$26,932,776

Mr. Frassinelli made a motion, seconded by Mr. Goodell, that the Board of Education approve reductions in the amount of \$313,000 as mandated by the Board of Finance, to the 2014-2015 itemized estimate of the cost of maintenance for Stafford Public Schools, as presented. Mr. Frassinelli, Mr. Goodell, Mr. Kovaleski, Ms. Shegogue and Mrs. Walsh voted for the motion. Mrs. Locke voted against the motion. The motion carried.

Item XI. Personnel Matters

A. Review and Possible Approval of 2014 – 2015 Non-Affiliated Salaries (Executive Session Anticipated)

This item was tabled.

B. Superintendent's Evaluation (Executive Session Anticipated)

This item was tabled.

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, Mrs. Locke, Mr. Kovaleski, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried. The meeting adjourned at 7:45 p.m.

Respectfully submitted,

Christine C. Marinelli, Recording Secretary

Tracy L. Rummel, Chairperson

Sonya Shegogue, Secretary