

**Regular Meeting  
Stafford Board of Education  
Stafford Elementary School  
July 7, 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

**Also Present:** Dr. Patricia A. Collin, Superintendent of Schools  
Mr. Michael Bednarz, Director of Curriculum and Instruction  
Mr. Jerry Domanico, Business Manager  
Mr. Dean Fortin, District IT / Network Coordinator  
Ms. Beth LaPane, Supervisor of Food Services  
Ms. Lynn Reedy, Technology Integration Specialist

**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**

Mrs. Rummel led the Board in the Pledge of Allegiance.

**Item III. Secretary's Report- Approval of Minutes**

Regular Meeting, 06/09/14  
Special Meeting, 6/12/14

A consensus of the Board approved the Secretary's Report for the regular meeting held on June 9, 2014, and the special meeting held on June 12, 2014, as presented.

**Item IV. Treasurer's Report**

Bills, 6/11/14- \$328,069.17  
Grants, 6/11/14- \$37,408.91  
Bills, 6/19/14- \$659.00  
Bills, 6/27/14- \$447,424.88  
Grants, 6/27/14- \$72,818.41

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, August 18, 2014, at Stafford Elementary School, at 6:30 p.m.

Mrs. Rummel stated that a letter from the Stafford Historical Society thanking the Board for the donation of the Pinney Building clock was attached in the e-meeting portal. She also read a thank you note from one of the retirees for the gift she was given at the Board reception.

**Item VI. Board Reports**

**A. Report from Student Representative**

The student representative and the alternate student representative were on vacation. There was no report.

**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. There was no update from this committee.

**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. Financial Report for July 1, 2013, through May 31, 2014**

Dr. Collin stated that the total 2013-2014 Itemized Estimate of the Cost of Maintenance for Stafford Public Schools is \$26,932,401. Sorted by object code, the Board was provided with the financial report of funds budgeted and encumbered/expended from July 1, 2013, through April 31, 2014, as prepared by Mr. Jerry Domanico, Business Manager. The report indicates the period to date encumbrances/expenditures total \$26,100,743 leaving a balance of \$831,658, or 3.09% of the total budget to be encumbered/expended by June 30, 2014.

Dr. Collin said that 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, which is May 31, 2014.

Mr. Domanico was in attendance at the meeting to respond to any questions.

A Board member had a question regarding ECS funding. Mr. Domanico stated that ECS is State funds based on a per pupil amount that each district receives. He said that this funding is sent directly to the town and is reflected as revenue. Mr. Domanico stated that the amount of this grant has increased slightly over the past few years (by approximately \$10,000). A Board member stated that there is a misconception in the community regarding where those funds come from (the State vs. tax dollars). Board members asked Mr. Domanico and Dr. Collin to include more information about ECS during the budget process next year. They also asked if an article could be prepared for the Reminder regarding ECS funds.

**B. Cafeteria Profit and Loss Statement July through May 31, 2014**

Dr. Collin presented the Cafeteria Profit and Loss report for July through May 31, 2014, as prepared by Mr. Jerry Domanico, Business Manager. She said that the Food Services program had a loss of \$2,376.68, while for the same period last year, reports indicated a loss of \$1,852.67. The year-to-date total shows a loss of \$11,421.35 while last year at this time the program had a loss of \$17,030.23. The Board was provided with data specific to differences in the number of meals as compared to last year.

According to the report, total sales revenue was lower this month as compared to April (-\$8,913.46) as were production costs (-\$8,389.45). And although food and supply costs were lower, insurance costs were higher than last year.

As indicated by Mr. Domanico, the program utilized government commodities to mitigate production costs for the remainder of the school year. And while the data for June has not yet been calculated, it is anticipated that the program will end the year in a deficit. With the completion of the final report, which will be presented at the meeting in August, the Board will may decide whether to cover any, all or part of the deficit.

Mr. Domanico was in attendance at the meeting to respond to questions.

A Board member asked what will be done if the program continues to operate in a deficit. Mr. Domanico stated that last year, there was a sufficient balance in the program's account to cover the loss. However, he's not sure that this year's loss can be covered.

Board members asked for a full report next month, including reduced price meal numbers and the cost to the program for covering the forty cent reduced price meals.

**C. Head Start Report through May 31, 2014**

Dr. Collin presented the Basic Head Start report for the time period of February 1, 2014, through January 31, 2015. A detailed expense report as prepared by Mr. Jerry Domanico, Business Manager, was provided and reflected grant expenditures through May 31, 2014. At this time, the grant has only been funded through June 30, 2014, in the amount of \$51,497, of which \$35,513.36 in expenditures has been posted with an encumbrance of \$8,594.42. In addition, approximately \$78,551 of the Non-federal share (District funds required to be spent to support the program) is also reflected in the report. As indicated in the memorandum, unused funds for the first half of the grant year are available for use during the second half of the grant year, which officially begins July 1, 2014.

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 \$15,555.73 in expenditures has been posted to the grant by May 31, 2014. This report also reflects an encumbrance of \$3,968.57. Lastly, approximately \$14,123 of the Non-federal share is also provided in the 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.

**D. Update on Self-Funded Health and Dental Insurance Funds**

Dr. Collin presented a memorandum and documentation prepared by Mr. Jerry Domanico, Business Manager, regarding the status of our self-funded health and dental insurance programs. As of May 31, 2014, the health insurance fund reflects a total balance of \$678,995.79, which includes the Board of Education's June payment of \$307,886.97. At this time last year, the health insurance fund was overspent by \$101,996.75.

As of May 31, 2014, the dental insurance fund reflects a balance of \$55,821.32. At this time last year, the dental insurance fund reflected a balance of \$87,362.29.

There were no questions.

**E. Summer Reading Programs 2014**

Dr. Collin stated that the summer reading program was established by building principals. Via the electronic Board packet, she provided a report on the summer reading programs for 2014, as prepared by Mr. Michael Bednarz, Director of Curriculum & Instruction. She said that per Mr. Bednarz's report, all students, including those transitioning to another school, have received information about the programs specific to their grade levels. Additionally, families will also have access to the summer reading program, the purpose of which is to encourage and sustain good reading habits, for each school via its website.

As was the case last summer, students are being asked to read more non-fiction books this summer. This strategy is directly aligned with the Common Core State Standards for English Language Arts and Smarter Balanced Assessments.

Students in kindergarten through grade five will participate in the Governor's Summer Reading Challenge: "Connecticut Reads 2014". Students entering middle school will be required to read a 2015 Nutmeg nominated title and create a project. Information about the Reading Challenge and Nutmeg titles are attached for the Board's review.

For the fifth year of required reading, Stafford High School students will select at least one novel from the following: any Nutmeg Book Award, Teen Nutmeg Award or Printz Award or Honor book, the links of which are accessible through the high school's home page. As noted in his letter to parents/guardians and students, Mr. Pelliccia explains that students will be involved in programming at the beginning of the school year, which will build a deeper appreciation of and connection with what they read.

Mr. Bednarz stated that students at Stafford Elementary School received books again this year. He said that different from previous years, students were allowed to select the book they wanted to read from twelve options.

Board members asked a couple of clarifying questions regarding the high school reading project.

**F. Annual Status of Long Range Technology Plan**

Dr. Collin stated that each year, as part of an annual review process mandated by the Connecticut State Department of Education (CSDE), the district works with an outside consultant from EASTCONN, Ms. Jane Cook, to assess progress toward the goals set forth in our Long Range Technology Plan (2012-2015). Ms. Cook has worked with the District to promote technology over two decades.

Via the electronic Board meeting, Dr. Collin provided the status report on the implementation of the plan as prepared by Mr. Michael Bednarz, Director of Curriculum & Instruction. She said that Mr. Bednarz credits a large part of the technology accomplishments of 2013-2014 to Mr. Dean Fortin, District IT/Network Coordinator, Ms. Lynn Reedy, Technology Integration Specialist, and our two tech support members, Mr. Jaime Reopell and Mr. Thomas Pomeroy, all of whom assume much of the responsibility for our plan's implementation. Mr. Bednarz notes the positive impact of the \$572,962 technology grant, of which Stafford was a recipient, which allowed for significant improvements relative to our infrastructure, wireless connections, and hardware. The grant funds compensated for the 2013-2014 budget reductions and mitigated the negative impact of the mandatory technology investments related to the Smarter Balanced Assessments as required by the State. A memorandum that enumerates the items purchased through the aforementioned grant was also provided for the Board's information.

Ms. Reedy was present at the Board meeting and gave a brief presentation regarding some of the projects involving technology that students prepared last school year. Board members were very impressed with the quality of student work. Board members said that the district needs to find a way to get the word out to the community regarding the projects that students are doing and how the technology is being used. They said that it is also important to share how the students are responding to the technology.

**G. Wellness Committee Update**

Dr. Collin reported that as part of the No Child Left Behind (NCLB) Legislation, each public school district in the United States had to develop and implement a student wellness policy (6142.101). Furthermore, the policy had to include a provision for a periodic status report by the local Wellness Committee to the Board of Education.

Comprised of a variety of stakeholders, the Wellness Committee of Stafford Public Schools met on June 4, 2014, in the Florence Z. Polens Meeting Room at the Pinney Administrative Office building to review our current policy and regulation. Our current policy and corresponding regulation are attached for the Board's review.

The Committee also discussed the degree to which the wellness policy and its accompanying regulation are being implemented in our district, i.e. to report on the successes as well as concerns in implementing this policy at the school level.

The following members were present at the meeting: Mr. Michael Bednarz, Director of Curriculum & Instruction; Mr. Gregory Buonome, Assistant Principal, Stafford Middle School; Mr. Damian Frassinelli, Director of Athletics & Recreation; Mrs. Kathy Walsh, Board of Education; Mrs. Beth LaPane, Supervisor of Food Services; Ms. Shelley Michaud, Principal, West Stafford School; Mrs. Michele Staczek, RN, Stafford Middle School; Mrs. Terry Holybee, RN, West Stafford School; Mr. Rob Schadt, Physical Education/Health Teacher, West Stafford School/Staffordville School; Mrs. Sharon Mlyniec, Physical Education/Health Teacher, Stafford Elementary School; Mrs. Amy Stevenson, Director of Pupil Services; Mrs. Jean Titus, Health Teacher, Stafford Middle School, and me.

A review and analysis of committee members’ collective responses to specific Board Policy/Regulation Statements indicated the following:

**Board Policy Statements/School & District Implementation**

<b>Board Policy/Regulation Statements</b>	<b>School/District Implementation</b>
<p>All food sold to students at all times must meet Connecticut Nutrition Standards.</p>	<p>With the exception of PTO fundraisers, which offer food items for purchase, schools sell only foods through our Food Services Department, which must meet Connecticut Nutrition Standards. The Supervisor of Food Services has consulted with school staff, who oversees the Café at SHS, which is operated by students to ensure compliance. The manual used to guide this program, which is posted on our website with the menus, is updated annually:  <a href="http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&amp;q=322432">http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&amp;q=322432</a>                      According to CAFE, our current Policy #3542.31 Participation in the National School Lunch Program, to which our district adheres, requires no revisions. Obtained through a grant, the “Smoothies” stations at the middle and high schools have been well-received by students.</p>
<p>Only five categories of beverages (CGS Section 10-221q) can be sold to students.</p>	<p>Evidence suggests, as indicated above, the Food Services Department adheres firmly to this aspect of the policy.</p>
<p>Lists of approved food/beverages for classroom events and activities will be provided.</p>	<p>There has been continuous improvement in terms of the consistency regarding this aspect of the regulation. Principals/Food Services staff/Nurses continue to ensure consistency in adherence. Teachers are made aware of student with food allergies; food in classrooms is restricted. Teachers in primary schools send letters home to parents of “acceptable” snacks. PASS program staff consults regularly re: decisions around snacks. Head Start/NAEYC programs adhere to USDA guidelines and meet with a nutrition consultant to review menus. The Food Services Department has posted on our district website a list of approved foods and beverages. Information is also forwarded to parents electronically, providing direct access through a link to the State’s list of acceptable foods.</p>
<p>Foods and beverages that do not meet CT Nutrition Standards are not allowed to be sold to students on school premises unless they are sold in connection with an event after the end of the regular school day or on the weekend, the sale is at the location of the event, and the food and beverages are not sold from a vending machine or school store.</p>	<p>Changes continue to be in effect which indicate compliance with this policy/regulation and overall, we have created much greater awareness of healthy and unhealthy foods and beverages. The Committee acknowledges adherence to this policy/regulation. Per consultation with the Supervisor of Food Services, school staff, who oversees the Café at SHS limits the number of items sold to assure adherence to the guidelines.</p>
<p>Recess should not be withheld as a</p>	<p>Students sometimes miss a short period of recess as a</p>

<p>punishment.</p>	<p>consequence for non-compliance (e.g. completing assignments in a timely manner) or for inappropriate behaviors which are of a safety concern.</p>
<p>There will be a variety of opportunities for staff to engage/encourage healthy lifestyles.</p>	<p>Per Board policy, “<i>Staff is encouraged to engage in activities that promote a healthy lifestyle and to serve as role models for students.</i>” Staff has engaged in group activities (e.g. bowling, student-faculty basketball/volleyball games, ziplining, walking as a group, etc.) as a faculty and with students (e.g. The Adventure and Ski Club at SHS). Preventive Care language has been incorporated in two of three bargaining unit agreements and middle school staff is exploring grant opportunities to promote the implementation of physical activity clubs after school.</p>
<p>Reminders of healthy eating should be sent home to parents/available on the website. Healthy eating habits should be encouraged. There will be posters in all cafeterias.</p>	<p>A variety of posters (healthy foods, fitness, &amp; hygiene and many specific to “Fuel up to 60”) have been placed in the cafeterias, healthy eating habits are encouraged, and healthy recipes and activities are provided monthly in our FRC newsletter, which is disseminated to all families and staff. Information regarding USDA guidelines as they relate to our National School Lunch Program was disseminated via the food survey letters to parents/guardians in spring 2013. In addition, such information is accessible via the Stafford School Nurses website: <a href="https://sites.google.com/a/stafford.k12.ct.us/stafford-public-school-nurses/">https://sites.google.com/a/stafford.k12.ct.us/stafford-public-school-nurses/</a>. To promote the importance of a healthy breakfast, Health and Art at SMS combine classes for “Food Art”, whereby students make waffles adorned with fruit &amp; vegetables to create artistic faces; they are introduced to new healthy foods to which they may not have otherwise been exposed. When asked, “How was this activity related to health?” one student wrote, “It was related to health because we used healthy foods and learned valuable life lessons for the kitchen.” PASS showcases distributed literature with healthy food/snacks. On June 9<sup>th</sup>, the BOE approved of the purchase of new Health textbooks for SHS to promote healthy lifestyles, and nursing students from UConn give presentations to Health classes as part of their training.</p>
<p>A variety of physical education opportunities will be available to students.</p>	<p>A goal of the Physical Education Curriculum Team was to visit other schools to “discover” how they promote physical education activities, and the chairperson of this committee regularly disseminates information about professional development opportunities to staff. Students and staff take advantage of the traverse wall at SMS and there are fitness stations in PE classes. Some students access PE prior to start of class and many elect to participate in Unified PE, whereby student athletes engage in educational activities with partners. At the primary grades, many students participate in the Runners Club @ recess. The PASS program provides activities to promote wellness/fitness.</p>

	<p>Additional activities included the following: “Run for Fun” after school activity; Whole School Walk for Exercise (Spring 2014); Indoor Recess Dance Videos (utilized by many teachers); “Take a Brain Break” videos (utilized during instructional time) “Go Noodle” (gonoodle.com; free “brain” breaks that help channel energy) and 5<sup>th</sup> Grade Fitness Arcade (small groups, rotating basis), to name a few.</p>
<p>A standards-based, developmentally appropriate, sequential nutrition and physical fitness education program that meets health and physical education standards for Connecticut’s Healthy &amp; Balanced Living Curriculum Framework will be provided to students K-12.</p>	<p>Health is not currently addressed in the district’s PK curriculum, however, classroom teachers incorporate concepts of health, nutrition, and proper hygiene in their lessons. Required by NAEYC/Head Start, trainings are provided in bicycle and pedestrian safety. When Health and Physical Education staffs developed the Health and PE curriculum, they had to follow the CT’s Healthy and Balanced Living Curriculum Framework for all Stafford students. We are providing more than what is required. Curriculum Team reviews updates to legislation on an annual basis.</p>

**Item VIII. Public Forum**

There were no questions or comments.

**Item IX. Old Business**

There was no Old Business.

**Item X. New Business**

**A. Adjustment of School Lunch Prices**

Dr. Collin said that the Healthy, Hunger-Free Kids Act of 2010 (PA 111-296) specifies that all school food services throughout the country that participate in the National School Lunch program provide the same level of support for lunches to students who are not eligible for free or reduced-price lunches. At its meeting on May 20, 2013, the Board of Education approved a ten (10) cent increase for lunch and breakfast prices at all schools for the 2013-2014 school year.

According to the USDA Food and Nutrition Service’s Paid Lunch Equity (PLE) Tool, the district’s Weighted Average Price Requirement for 2013-2014 was \$2.33. However, using the PLE, Mr. Jerry Domanico, Business Manager, determined our current weighted average is only \$2.28, which means that last year’s increase was not sufficient to meet this requirement. In addition, the calculated Weighted Average Price Requirement for 2014-2015 will be \$2.43, which is a 12 cent increase. (Note: Price increases are capped at 10 cents annually).

The Board has three options: (1) increase lunch prices; (2) contribute to “Non-Federal Funds” in lieu of increasing prices; and (3) utilize a “Split Price” and “Non-Federal” contribution.



Meal Pricing Structure with Uniformed 10 Cent Increase		
Location	Current Price	Recommended Price
Stafford High School	\$2.50	<b>\$2.60</b>
Stafford Middle School	\$2.35	<b>\$2.45</b>
Stafford Elementary School	\$2.15	<b>\$2.25</b>
Breakfast (All Schools)	\$1.45	\$1.45

With an increase of 10 cents, Stafford's weighted average is still 37 cents below the requirement. Last year, the district's weighted average was 40 cents below the requirement. According to a survey conducted by CASBO, reported average lunch prices were the following: high school, \$2.82; middle school, \$2.72; and elementary school, \$2.47.

Should the Board consider contributing Non-Federal funds in lieu of increasing prices, the required contribution would be \$9,422.04; however, the cap of 10 cents per paid meal would reduce the Board's required contribution to \$7,851.70. For demonstration purposes, should the Board consider utilizing a Split Price and Non-Federal contribution, Mr. Domanico entered an increase of \$0.05 into the PLE Tool and a non-federal contribution of \$5,496.19, which would allow the district to fully realize the 12 cent weighted price increase.

It is important to note that these contributions would need to be made on an annual basis in order to meet the requirements of the Healthy, Hunger-Free Kids Act of 2010 in subsequent years. While there will, undoubtedly, be some concern regarding the financial burden placed on families, the Board currently does not have the funds budgeted for such a contribution. Additionally, the Board is still covering the cost of reduced-price meals. Therefore, at this time, Mr. Domanico recommended a price increase of 10 cents for each school for the 2014-2015 school year.

Mr. Frassinelli made a motion, seconded by Mr. Kovaleski, that the Board of Education approve a ten (10) cent increase for lunch prices at all schools for the 2014-2015 school year. Mr. Frassinelli, Mr. Goodell, Mr. Kovaleski, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

#### **B. Review and Possible Approval of Location of Solar PV Carports at Stafford High School**

Dr. Collin reported that at the Board of Education meeting on May 19, 2014, representatives from the Stafford Energy Advisory Committee (SEAC) provided information regarding the status of ZREC (Zero Renewable Energy Credit) awards from the electrical utility, of which Stafford is an award recipient of seven proposed projects. Previously approved by the Planning and Zoning Commission, one of the projects involved the installation of a 100 kW array as a ground-mounted solar photovoltaic (PV) carport at Stafford Middle School. Since their initial presentation to the Board, SEAC explored other options, the most suitable of which is installation in the west parking lot at Stafford High School. A memorandum prepared by SEAC was provided via the electronic Board meeting, which explained the Power Purchase Agreement (PPA) and an estimated annual savings of \$10,000 in electricity.

Stafford's Planning and Zoning Commission voted unanimously at its meeting on June 24, 2014, to build a solar carport at the high school in the Town's effort to use more solar energy. Subsequently, the Board of Selectman also voted to approve of the installation at Stafford High School during its meeting on June 26, 2014, which would accommodate approximately 30 vehicles.

Dr. Collin said that should the Board of Education approve of the solar PV carports at Stafford High School, the project must be completed so as not to disrupt the opening of school. Also, should security cameras and

lighting be installed in the carports, there should be discussion as to whom will assume responsibility for their purchase and installation. If parking under the carports is to be restricted to staff, signage indicating such should be provided, in addition to other necessary signage. And lastly, an entity other than the Board of Education should assume responsibility for any reconfiguration of the parking lot, including reparations to islands and other areas disrupted by the construction, and the painting of lines for parking spaces.

A representative from SEAC was in attendance at the meeting to respond to questions of Board members. Mr. Kovaleski stated that there will be 27 spots at Stafford High School, not 30, due to sight line concerns. He also said that the town / school district won't own anything, the State will own it. He said that they will be responsible for security, insurance, etc. He said that the state will also provide the signage if we provide the wording for the signs. He also noted that this isn't a "done deal yet", as SEAC is still waiting on approval from CL&P.

Mr. Frassinelli made a motion, seconded by Mr. Goodell, that the Board of Education approve the installation of Solar PV carports at Stafford High School, as presented. Mr. Frassinelli, Mr. Goodell, Mr. Kovaleski, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

**C. Review and Possible Approval of Agreement for Athletic Trainer Services**

Dr. Collin reminded the Board members that CIAC strongly recommends having a certified Athletic Trainer for all athletic contests, as does the Connecticut Concussion Task Force. For a number of years the district entered into a service agreement with the Stafford Ambulance Association (SAA) for medical coverage at athletic events. SAA staff is qualified only to address post injury scenarios, not preventive measures such as taping or bracing.

Dr. Collin said that in order to better meet the needs of our students during the 2013-2014 school year, Mr. Damian Frassinelli, Director of Athletics & Recreation, had elicited proposals for Athletic Trainer Services. Ultimately, the Board of Education approved the contract with Johnson Memorial Medical Center (JMMC), which was not only the lowest bidder, but also the vendor whose level of services surpassed that of the other bidders.

Dr. Collin stated that as Director of Athletics and Recreation, Mr. Frassinelli will maintain a consistent level of communication with the on-site Athletic Trainer and serve as liaison between the hospital and the district regarding injuries, follow up and routine athlete care. The relationship between JMMC and Stafford Public Schools has been a win-win situation.

The contract, which was provided for the Board's review, is for a total of \$24,000. While this amount reflects a 20% increase (Last year's rate was \$20,000.), it is comparable to what other districts are charged for these services. The district currently has \$24,000 budgeted for these services.

Mr. Kovaleski made a motion, seconded by Mr. Frassinelli, that the Board of Education approve the service agreement with Johnson Memorial Medical Center, Inc. for Athletic Trainer coverage at all varsity games and scrimmages, per CIAC recommendation, for the 2014-2015 school year. Mr. Frassinelli, Mr. Goodell, Mr. Kovaleski, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

Mr. Kovaleski made a motion, seconded by Mr. Frassinelli, that the Board of Education authorize Dr. Patricia A. Collin, Superintendent of Schools, to sign the service agreement with Johnson Memorial Medical Center, Inc., on behalf of the entire Board of Education, for the 2014-2015 school year. Mr. Frassinelli, Mr. Goodell, Mr. Kovaleski, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

**D. Review and Possible Approval of St. Edward School Lunch Contract 2014-2015**

Dr. Collin stated that since 1996-1997, Stafford Food Services has provided a lunch program for St. Edward School. The program provided to St. Edward School has been consistently described as being very successful by their administration and by the Stafford Food Services Department. While the meals are provided by the Stafford Food Services Department, St. Edward School provides its own milk, and staff members at St. Edward School assemble the lunches, e.g. hamburger patties are placed on buns, and trays for individual servings are assembled, as necessary.

She said that Mr. Jerry Domanico, Business Manager, and Ms. Beth LaPane, Supervisor of Food Services, have reviewed the contract for the 2014-2015 school year. The only change to the contract is the lunch price for students (increase of 10 cents) as prescribed by the Paid Lunch Equity Tool, thereby resulted in a cost of \$2.25. As noted, the price for adults will remain at \$4.00 in accordance with that of Stafford Public Schools.

Mrs. Walsh made a motion, seconded by Ms. Shegogue, that the Board of Education enter into an agreement, as written, with St. Edward School to provide St. Edward School with a lunch program for the 2014-2015 school year. Mr. Frassinelli, Mr. Goodell, Mr. Kovaleski, Mrs. Locke, 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, Board of Education Chairperson, to sign the agreement with St. Edward School to provide St. Edward School with a lunch program for the 2014-2015 school year. Mr. Frassinelli, Mr. Goodell, Mr. Kovaleski, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

**Item XI. Personnel Matters**

**A. Resignations- Administrative and Certified Staff Members**

Mr. Kovaleski made a motion, seconded by Ms. Shegogue, that the Board of Education accept the resignations of the following staff members, as indicated:

NAME	POSITION	SCHOOL	EFFECTIVE DATE	REASON
Campbell, Robert	Assistant Principal	Stafford High School	6/30/14	Retirement
Murry, Gina	PreK Teacher	Staffordville School	6/24/14	To take a position in another CT district

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

**B. Approval of Leave of Absence Request- Certified Staff Member**

Dr. Collin stated that 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
Nora Bergeron	1/18/2007	Stafford Elementary School	Approximately 12/1/2014	End of School Year, June 2015

She said that the request is in accordance with the professional agreement between the Stafford Board of Education and the Stafford Education Association and therefore, she recommend that the leave be granted. Mr. Frassinelli, Mr. Goodell, Mr. Kovaleski, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

### C. Rescission of Non-Renewal

Dr. Collin reported that at its meeting on March 24, 2014, the Board of Education approved the Superintendent's recommendation to non-renew the teaching contracts of non-tenured staff members at the end of the 2013-2014 school year, in accordance with the provisions of Connecticut General Statutes, Section 10-151. The Board of Education also directed her to communicate this action of the Board in writing to these staff members. The reason for this non-renewal action was the unsettled itemized estimate of the cost of maintenance of Stafford Public Schools (budget) for the 2014-2015 school year.

She said that although the Board of Education's itemized estimate of the cost of maintenance of the Stafford Public Schools for the 2014-2015 school year has not yet been approved by the Town, Administration would not recommend the elimination of a preschool teacher for the 2014-2015 school year.

Name	Position	School	Effective Date
<b>Neves, Heather</b>	Elementary Teacher (.50 FTE)	Staffordville School	End of School Year, June 2014

Mrs. Walsh made a motion, seconded by Mr. Kovaleski, that the Board of Education to rescind its decision to non-renew the contract of the teacher listed above at the end of the 2014-2015 school year. Mr. Frassinelli, Mr. Goodell, Mr. Kovaleski, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

Mrs. Walsh made a motion, seconded by Mr. Kovaleski, that the Board of Education direct the Superintendent of Schools to communicate this action of the Board in writing to the teacher and that the Superintendent of Schools prepare a teaching contract for the 2014-2015 school year for the above-named teacher in accordance with the *Professional Agreement between the Stafford Board of Education and the Stafford Education Association July 1, 2013, through June 30, 2016*. Mr. Frassinelli, Mr. Goodell, Mr. Kovaleski, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

Ms. Shegogue made a motion, seconded by Mr. Goodell, to place item XI.D.- Superintendent's Evaluation (Executive Session Anticipated), into executive session. Mr. Frassinelli, Mr. Goodell, Mr. Kovaleski, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

The Board took a brief recess at 8:12 p.m.

Ms. Shegogue made a motion, seconded by Mr. Frassinelli to enter executive session. Dr. Collin was invited to attend. Mr. Frassinelli, Mr. Goodell, Mr. Kovaleski, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried. The Board entered executive session at approximately 8:20 p.m.

Mrs. Locke made a motion, seconded by Mr. Goodell, to return to regular session. Mr. Frassinelli, Mr. Goodell, Mr. Kovaleski, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried. The Board returned to regular session at 8:55 p.m.

**D. Superintendent's Evaluation (Executive Session Anticipated)**

Mrs. Locke made a motion, seconded by Mr. Frassinelli, that the Board extend Dr. Collin's three-year contract by one year and that the Board approve a 2% increase in the Superintendent's salary for 2014 – 2015. Mr. Frassinelli, Mr. Goodell, Mr. Kovaleski, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

**Item XII. Student Matters**

There were no Student Matters.

**Item XIII. Adjournment**

Mrs. Walsh made a motion, seconded by Mr. Frassinelli, to adjourn. Mr. Frassinelli, Mr. Goodell, Mr. Kovaleski, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried. The meeting adjourned at 9:00 p.m.

**Respectfully submitted,**

**Christine C. Marinelli, Recording Secretary**

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**Tracy L. Rummel, Chairperson**

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**Sonya Shegogue, Secretary**