

**Regular Meeting
Stafford Board of Education
Stafford Elementary School
August 18, 2014**

Board Members Present: Mr. Earl Goodell
Mrs. Andrea Locke
Mrs. Tracy Rummel, Chairperson
Mrs. Kathy Walsh

Absent: Mr. Tony Frassinelli
Mr. Peter Kovaleski
Ms. Sonya Shegogue, Secretary

Also Present: Dr. Patricia A. Collin, Superintendent of Schools
Mr. Michael Bednarz, Director of Curriculum and Instruction
Mr. Jerry Domanico, Business Manager
Mr. Nicholas Girard, Student Representative
Mr. Matthew Moore, Alternate Student Representative
Ms. Beth LaPane, Supervisor of Food 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. Girard led the Board in the Pledge of Allegiance.

Item III. Secretary's Report- Approval of Minutes

Regular Meeting, 07/07/14
Special Meeting, 07/23/14

A consensus of the Board approved the Secretary's Report for the regular meeting held on July 7, 2014, and the special meeting held on July 23, 2014, as presented.

Item IV. Treasurer's Report

Bills, 7/21/14- \$3,862.40 (Encumbered)
Bills, 7/23/14- \$644,223.02 (Encumbered)
Grants, 7/23/14- \$23,658.53
Bills, 7/24/14- \$407,290.76
Grants, 7/24/14- \$1,433.98

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

Item V. Correspondence

Mrs. Rummel informed the Board that she received a copy of the Negotiation Settlement Summary from C.A.B.E.

Mrs. Rummel also stated that she received information from CABE regarding the CABE Board Recognition Award. Additionally, she received a reminder from CABE regarding the early registration deadline for the CABE / CAPSS Convention, which is held in November.

Item VI. Board Reports

A. Report from Student Representative

Mr. Girard and Mr. Moore reported on the following topics:

- Senior Privileges
- Debate Club
- New Assistant Principal at SHS
- UK Trip
- Sports Update

Mr. Girard asked if it would be possible for the Student Representatives to have a page on the new website. Dr. Collin said that she'd speak with the technology department and then review the request.

Mrs. Rummel asked the Student Representatives if they'd reach out to the other schools and report on their activities as well as the high school's activities.

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. Mrs. Locke was appointed as the chair of the CSEA Negotiation Committee. The CSEA Negotiation Committee was reminded that a Meet and Greet is scheduled for Tuesday, 8/26/14, at 5:30 p.m.

Item VII. Superintendent's Reports

A. Summary of Legislation Enacted in the 2014 Regular Session of the Connecticut General Assembly

Dr. Collin stated that each year, following the legislative session, there is an update on new laws that will affect schools. She provided via the Board meeting portal a summary of education legislation enacted in the 2014 regular session of the Connecticut General Assembly (Series: 2014-15; Circular Letter: C-2). She said that the first part of the summary presents newly enacted laws that concern education and the second focuses

on those which address the budget and bond-related public acts affecting education. She also noted that some of the new legislation will likely require new/revised Board of Education policies.

Dr. Collin highlighted key points in the legislative summary and also noted how the district plans to address some of the new mandates. There were no questions or comments.

B. Head Start Report through June 30, 2014

Dr. Collin presented the Head Start Report. She said that the Basic Head Start Fund 160 is for the time period of February 1, 2014, through January 31, 2015. She provided a detailed expense report via the Board meeting portal as prepared by Mr. Jerry Domanico, Business Manager, which reflected grant expenditures through June 30, 2014, of which \$45,761.79 has been posted to the grant. She said that there are no outstanding encumbrances. In addition, approximately \$98,189 of the Non-federal share (District funds required to be spent to support the program) is also reflected in the report. She said that unused funds for the first half of the grant year, totaling \$5,735.21, are available for use during the second half of the grant year, which officially began July 1, 2014.

Dr. Collin also presented the detailed expense report for the Early Head Start Fund 182, which is also funded from February 1, 2014, through January 31, 2015. The report indicates that \$22,395.15 in expenditures had been posted to the grant through June 30, 2014, with no outstanding encumbrances. Unused funds totaling \$6,584.85 will be carried over to the second half of the grant year, which began July 1, 2014. This report also reflects approximately \$17,654 of the Non-federal share.

In compliance with the Head Start agreement, the monthly program expense reports are presented to the Board of Education on a regular basis. In addition, the reports are periodically presented to the Head Start Parent Policy Committee, which also reviews the minutes of BOE meetings in order to stay abreast of the Board's actions.

There were no questions or comments.

C. Financial Report for July 1, 2013 through June 30, 2014

Dr. Collin presented the Financial Report through June 30, 2014. She said that the total 2013-2014 Itemized Estimate of the Cost of Maintenance for Stafford Public Schools is \$26,932,401. The financial report sorted by object code of funds budgeted and encumbered/expended from July 1, 2013, through June 30, 2014, as prepared by Mr. Jerry Domanico, Business Manager, was provided for the Board's review via the Board meeting portal. She said that the report indicates the period to date encumbrances/expenditures total \$26,853,809 leaving a balance of \$78,592, or 0.29% of the total budget unexpended by June 30, 2014. Dr. Collin also noted that the district anticipates an E-Rate reimbursement of \$39,497, which will increase the unexpended balance to \$118,089. Should the Board choose to cover the deficit of \$19,348.39 for the Food Services Program (which was discussed later on the agenda), this unexpended balance would be reduced to \$98,741.

She noted that Mr. Domanico 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 June 30, 2014.

Mrs. Rummel asked if the solar projects have made a difference in the district's electricity usage. Mr. Domanico said that it is difficult to tell, since weather and usage are different each year. Mrs. Rummel asked that Mr. Domanico try to make a determination and report back to the Board.

D. Cafeteria Profit and Loss Statement through June 30, 2014

Dr. Collin presented the Cafeteria Profit and Loss report for July through June 30, 2014, as prepared by Mr. Jerry Domanico, Business Manager. She said that the Food Services program had a loss of \$7,927.04 while for the same period last year, reports indicated a loss of \$15,426.14. The year-to-date total shows a loss of \$19,348.39 while last year at this time the program had a loss of \$32,456.37. A memorandum in the Board meeting portal provided data specific to differences in the number of meals as compared to last year and indicates that June was a shorter month for sales because June 16th was the last day of school.

Dr. Collin said that according to the report, total sales revenue was lower this year as compared to last year as was the cost of food and supplies. Production costs were also lower. However, insurance costs were higher than last year. As anticipated last month, the program ended the year in a deficit totaling \$19,348. Mr. Domanico provided the Board with a chart listing the revenue and expenses for the last five years. The data indicates a profit in 2010 and 2012 (\$301 and \$8,869, respectively), and a deficit in 2011, 2013, and 2014 (\$39,332, \$32,456, and \$19,348, respectively).

Dr. Collin stated that per the Board's request, Mr. Domanico calculated the amount of uncollected revenue which directly correlates to not charging students, who are eligible for reduced-price meals. She said that 22,888 reduced-price lunches were served during the 2013-2014 school year. At a loss of forty cents per meal, the Food Services Program absorbed \$9,155.20. Mr. Domanico speculated that should the Board decide to charge for reduced-price meals next year, it is likely that there will be a decrease in the number of such meals sold. Not only must the Board determine the amount to be charged, but it would also need to decide whether to charge for either breakfast, lunch, or both. Mr. Domanico provided the Board with an email from the CSDE Bureau of Health/Nutrition, Family Services, which explains Severe Need Reimbursement qualifications. A CSDE letter dated August 4, 2014, regarding the rates of reimbursement for the 2014-2015 school year was also provided for the Board's review.

Dr. Collin stated that in addition to recommending that the Board of Education consider covering the cost of the \$19,348.39 deficit, Mr. Domanico identified challenges to breaking even at the conclusion of the next school year. He also provided information specific to contracting with a food service management company or a consultant to review the program and make recommendations via the Board meeting portal.

Mr. Domanico stated that staffing levels in the food service department are as low as possible. Board members discussed the possibility of charging 20 cents for a reduced-priced meal vs. the full 40 cents. Board members asked that Mr. Domanico provide information relative to the amount of revenue that would be generated if the food service program began charging for reduced-priced meals. The Board asked to see the figures based on various prices so they could make an informed decision.

Discussion and possible approval of charging for reduced-priced meals will be added to the agenda of the next regularly-scheduled Board meeting under Old Business.

Item VIII. Public Forum

There were no questions or comments.

Item IX. Old Business

There was no Old Business.

Item X. New Business

A. Review and Approval of Revised Educator Evaluation Plan

Dr. Collin stated that the Stafford Professional Development and Evaluation Committee met on June 19th in order to review and revise the *Stafford Public Schools' Professional Learning and Evaluation Plan* to align with the Connecticut State Department of Education's (CSDE) latest guidelines. She said that prior to Board of Education approval, the district was required to submit the proposed revision to the CSDE for its approval, which the district ultimately received in a letter dated July 28, 2014.

Dr. Collin said that Mr. Michael Bednarz, Director of Curriculum & Instruction, enumerated the revisions to the plan in his memorandum. Dr. Collin introduced Mr. Bednarz and thanked him for his work on this plan. Mr. Bednarz stated that there will probably be a revision down the road, but he is very confident that the district has a good plan.

Mrs. Locke made a motion, seconded by Mrs. Walsh, that the Board of Education approve the Connecticut State Department of Education's approved revision to the *Stafford Public Schools' Professional Learning and Evaluation Plan*, as presented. Mr. Goodell, Mrs. Locke and Mrs. Walsh voted for the motion, which carried.

B. Review and Possible Approval of New Technology and Engineering Course at Stafford High School

Dr. Collin stated that our district was one of 25 recipients of a \$20,000 Ingenuity Grant from 3M in April, 2014, for its proposal "Stafford Teams up to Engage All Minds" (STEM). This proposal would result in the design of a new Technology and Engineering course called Research and Development. The design team consisted of the following staff members: 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. Michael Bednarz, Director of Curriculum & Instruction. The grant allows the department to "retool" its course offerings and curriculum toward 21st century skills and employability skills. Previously implemented innovations include courses in Robotics and in Video Communications.

Dr. Collin said that Mr. Bednarz highlights how the grant funds are utilized (e.g. professional development, curriculum writing, and the purchasing of engineering software and a laser engraver). He notes that funding to sustain the Research and Development course will be provided through the Perkins Grant, department budgets and fundraising efforts. His memorandum also enumerates its features and is accompanied by a detailed course outline. As indicated, the actual writing of the curriculum will be a work in progress and be "based upon the actual implementation of the planned activities."

Mr. Bednarz said that this is a very exciting opportunity and that the district presented one of the most unique proposals.

Mrs. Rummel asked if students are already signed up for this class. Mr. Bednarz said that students are signed up, but he did not have the numbers with him at the meeting. He also noted that one of the science teachers would be doing some co-teaching.

Mr. Goodell made a motion, seconded by Mrs. Walsh, that the Board approve Research and Development, the new technology education and engineering course, as presented. Mr. Goodell, Mrs. Locke and Mrs. Walsh voted for the motion, which carried.

C. Approval of Return of the Pinney Administration Building to Town of Stafford and Occupancy of the Portable

Dr. Collin stated that for numerous years, the Pinney Administration Building, 263 East Street, housed the Office of the Superintendent, Pupil Services, Curriculum & Instruction and business personnel. After an extensive study and presentation by the New England School Development Council (NESDEC), on September 23, 2013, the Board of Education approved the de-centralization of central office staff (i.e. Superintendent's, Pupil Services, Curriculum & Instruction and Business offices) by the start of the 2014-2015 school year in order to best meet the educational needs of the district and community by relocating the aforementioned offices. The relocation would allow the district to maintain five schools, resulting in no impact to students and staff.

Dr. Collin said that she was pleased to announce, as of July 10, 2014, all central office personnel had been relocated to their respective locations: Office of the Superintendent and Human Resources, 16 Levinthal Run; Pupil Services Office, 11A Levinthal Run; Business Office, 11B Levinthal Run; and the Curriculum Office, 145A Orcuttville Road. Therefore, the Stafford Board of Education no longer needs to utilize the Pinney Building.

Mrs. Locke made a motion, seconded by Mrs. Walsh, that the Board approve the return of the Pinney Administration Building, located at 263 East Street, back to the Town of Stafford and assume responsibility for the portable, which is located at 16 Levinthal Run, effective July 1, 2014. Mr. Goodell, Mrs. Locke and Mrs. Walsh voted for the motion, which carried.

D. Approval of Reductions to the 2014 – 2015 Itemized Estimate of the Cost of Maintenance for Stafford Public Schools

Dr. Collin said 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 represented 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.

Finally, on August 6, 2014, the Board of Finance directed the Board of Education to reduce its budget by \$22,981. These reductions are reflected in workers' compensation (savings realized as a result of change in vendor, Trident to Travelers) and salary (anticipated savings to be realized from staff who has given notification of resignations after June 30, 2014).

Via the Board meeting portal, Dr. Collin provided a comprehensive 2014-2015 budget history, which reflects the most recent reduction, for the Board's review.

Mrs. Rummel stated that there will be a town meeting on August 27, 2014, and the referendum will be held on September 3, 2014.

Mr. Goodell made a motion, seconded by Mrs. Locke, that the Board of Education approve reductions in the amount of \$22,981 as mandated by the Board of Finance, to the 2014-2015 itemized estimate of the cost of maintenance for Stafford Public Schools totaling \$26,909,795, or -0.08%, as presented. Mr. Goodell, Mrs. Locke and Mrs. Walsh voted for the motion, which carried.

E. Obsolete Equipment

Dr. Collin reported that Mr. Jerry Domanico, Business Manager, compiled a list of obsolete equipment for the Board's consideration, which was enumerated in a memorandum. According to Board of Education policy 3260-*Sales and Disposal of Books, Equipment, and Supplies*, such obsolete equipment must be returned to the Town of Stafford.

Mr. Goodell made a motion, seconded by Mrs. Walsh, that the Board of Education approve the return of the obsolete equipment, as enumerated in Mr. Domanico's memorandum, to the Town of Stafford, according to the provisions of Board policy 3260-*Sales and Disposal of Books, Equipment, and Supplies*. Dr. Collin said that if the Town does not want the equipment, the district will assume responsibility for proper disposal. Some of the electronic equipment may be forwarded to a recycling company, specific to this purpose. Mr. Goodell, Mrs. Locke and Mrs. Walsh voted for the motion, which carried.

F. Approval to Cover the 2013 – 2014 Food Services Program Deficit

Dr. Collin stated that as indicated in the Cafeteria Profit and Loss Statement memorandum prepared by Mr. Jerry Domanico and presented earlier on the agenda, the Food Services Program's end-of-year report reflects a deficit of \$19,348.39. Since the Board of Education's 2013-2014 budget will reflect unused funds, it may consider covering the cost of this deficit.

Mrs. Walsh made a motion, seconded by Mrs. Locke, that the Board of Education approve the transfer of \$19,348.39 to the Food Service Department to cover its 2013-2014 deficit. Mr. Goodell, Mrs. Locke and Mrs. Walsh voted for the motion, which carried.

G. Approval of All-Hazards School Security and Safety Plans (Executive Session Anticipated)

This item was addressed in executive session at the end of the meeting. Upon returning to regular session, Mrs. Walsh made a motion, seconded by Mr. Goodell, that the Board approve of the All-Hazard School Security and Safety Plans, as presented. Mr. Goodell, Mrs. Locke and Mrs. Walsh voted for the motion, which carried.

Mrs. Walsh made a motion, seconded by Mr. Goodell, that the Board authorize Tracy Rummel, Chairperson, to sign all five Plans on behalf of the full Board of Education. Mr. Goodell, Mrs. Locke and Mrs. Walsh voted for the motion, which carried.

Item XI. Personnel Matters

A. Resignations- Certified Staff Members

Mr. Goodell made a motion, seconded by Mrs. Locke, that the Board of Education accept the resignations of the following staff members, as indicated:

NAME	POSITION	SCHOOL	EFFECTIVE DATE	REASON
Gadoury, Brandy	Elementary Teacher	West Stafford School	8/1/14	Accepted a position in

				another CT district.
Messina, Michele	School Psychologist	Staffordville School	7/24/14	Accepted a position in Massachusetts.
Sevigny, Amy	Special Education Teacher	Stafford Middle School	7/24/14	Accepted a position in another CT district.

Mr. Goodell, Mrs. Locke and Mrs. Walsh voted for the motion, which carried.

Mr. Goodell made a motion, seconded by Mrs. Locke, to place items X.G.- **Approval of All-Hazards School Security and Safety Plans (Executive Session Anticipated)**, XII.A- **Consideration of the Superintendent of Schools' Recommendation to Grant Early Readmission from Expulsion to Student A (13-14) (Executive Session Anticipated)**, **Consideration of the Superintendent of Schools' Recommendation for the Expulsion of Student A from Stafford High School (14-15) (Executive Session Anticipated)** into executive session. Mr. Goodell, Mrs. Locke and Mrs. Walsh voted for the motion, which carried.

The Board took a brief recess at 7:55 p.m.

Item XII. Student Matters

A. Consideration of the Superintendent of Schools' Recommendation to Grant Early Readmission from Expulsion to Student A (13-14) (Executive Session Anticipated)

Mr. Goodell made a motion, seconded by Mrs. Locke, to enter executive session. Mr. Goodell, Mrs. Locke and Mrs. Walsh voted for the motion, which carried. The Board entered executive session at 7:57 p.m. The mother and father of Student A (13-14), Student A (13-14), Dr. Collin and Mrs. Marinelli were invited to attend.

Mrs. Walsh made a motion, seconded by Mr. Goodell, to return to regular session. Mr. Goodell, Mrs. Locke and Mrs. Walsh voted for the motion, which carried. The Board returned to regular session at 8:06 p.m.

Mrs. Locke made a motion, seconded by Mrs. Walsh, that the Board accept the Superintendent of Schools' recommendation that Student A be granted early readmission to Stafford High School, effective August 27, 2014 (the first day of the 2014-2015 school year). Moved further that Student A will be on probationary status for the duration of the original expulsion period and must abide by the Board's policies and disciplinary guidelines. If Student A violates these conditions of probation and commits a violation of the Board's policies and regulations warranting suspension or expulsion, then the full period of the original expulsion shall be automatically reinstated without further hearings. Mr. Goodell, Mrs. Locke and Mrs. Walsh voted for the motion, which carried.

B. Consideration of the Superintendent of Schools' Recommendation for the Expulsion of Student A from Stafford High School (14-15) (Executive Session Anticipated)

Mr. Goodell made a motion, seconded by Mrs. Locke, to enter executive session. Mr. Goodell, Mrs. Locke and Mrs. Walsh voted for the motion, which carried. The Board entered executive session at 8:10 p.m. Attorney Janus, Dr. Collin and Mrs. Marinelli were invited to attend.

The Board took a brief recess at 8:20 p.m. All invited individuals, except Attorney Janus left the meeting room.

Mrs. Locke made a motion, seconded by Mrs. Walsh, to return to regular session. Mr. Goodell, Mrs. Locke and Mrs. Walsh voted for the motion, which carried. The Board returned to regular session at 8:30 p.m.

Mrs. Locke made a motion, seconded by Mrs. Walsh, that the Stafford Board of Education adopt the decision of the Hearing Officer of the Hartford Public Schools and that Student A (14-15) be expelled from any and all school privileges and premises, and all school-sponsored activities of the Stafford Public Schools for disciplinary reasons effective immediately for the period through September 18, 2014; it being the finding of the Stafford Board of Education that Student A's conduct, possession and display of a Balman knife (a dangerous instrument), which was the basis for Student A's expulsion by the Hearing Officer of the Hartford Public Schools, also warrants Student A's expulsion under the policies of the Stafford Board of Education.

Moved further that the Administration provide Student A with an alternative educational opportunity during the expulsion period.

Mr. Goodell, Mrs. Locke and Mrs. Walsh voted for the motion, which carried.

Mr. Goodell made a motion, seconded by Mrs. Locke, to enter executive session. Mr. Goodell, Mrs. Locke and Mrs. Walsh voted for the motion, which carried. The Board entered executive session at 8:33 p.m. to review the school security plans (please see Item X.G. above for more information).

Mr. Goodell made a motion, seconded by Mrs. Locke, to return to regular session. The Board returned to regular session at 8:55 p.m.

Item XIII. Adjournment

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

Respectfully submitted,

Christine C. Marinelli, Recording Secretary

Tracy L. Rummel, Chairperson

Sonya Shegogue, Secretary