

**Regular Meeting
Stafford Board of Education
Stafford Elementary School
September 8, 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. Nicholas Girard, Student Representative
Ms. Christine Griswold, Assistant Principal, Stafford High School
Ms. Shelley Michaud, Principal, West Stafford School
Mr. Matthew Moore, Alternate Student Representative
Mr. Kenneth Valentine, Principal, Stafford Middle School

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

The student representatives led the Board in the Pledge of Allegiance.

Item III. Secretary's Report- Approval of Minutes

Regular Meeting, 08/18/14

A consensus of the Board approved the Secretary's Report for the regular meeting held on August 18, 2014, as presented.

Item IV. Treasurer's Report

Bills, 8/19/14- \$24,179.06 (Encumbered)
Bills, 8/21/14- \$188,827.05
Grants, 8/21/14- \$2,217.99
Grants, 8/19/14- \$7,068.44 (Encumbered)
Bills, 8/19/14- \$161,105.23 (Encumbered)

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

Item V. Correspondence

Mrs. Rummel reminded the Board members of the regular meeting scheduled for 9/22/14. She also noted that the Board would hold their self-evaluation meeting that evening. She distributed a copy of the self-evaluation form to the Board members. Dr. Collin said that she would be sending the form to the Board members electronically as well.

Mrs. Rummel informed the Board that a Board of Finance meeting is scheduled for Thursday, September 18, 2014, at 7 p.m. She asked that Board members attend if they are available.

Mrs. Rummel distributed a flyer to the Curriculum Committee members entitled *Recapturing the Agenda-Superintendent's Roles in Creating a Personalized Learning System*. She said that interested committee members should contact Mr. Bednarz's secretary, Sandy, at (860) 684-4213.

Mrs. Rummel distributed a flyer entitled *Communicating the Common Core: Schools and Parents Working Together for Student Success*, which Mr. Bednarz shared with her. She said that any interested Board members should contact Mr. Bednarz's secretary, Sandy, at (860) 684-4213.

Dr. Collin informed Board members that a photo that Jackie Sidor submitted was being used on the district website.

Item VI. Board Reports

A. Report from Student Representative

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

- Many groups / clubs are holding their first meeting this week and next
- Student Council is looking into a program to save the fruits and veggies that are being thrown away, as was discussed at the last Board meeting
- Athletic Boosters are holding a golf tournament
- Research and Development Class is doing well at the high school
- Two high school students have already been accepted to college
- SV PTO fundraiser at Basil's Restaurant
- Back to School Bash on Friday
- Sports Update
- Drama / Music Update

Dr. Collin acknowledged Mr. Girard's appointment to the State Student Advisory Council.

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. Dr. Collin stated that she plans to meet with the administrators in October.

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. Mrs. Rummel said that the Meet and Greet meeting was held on August 26th, and the next meeting is scheduled for later this month.

Item VII. Superintendent's Reports

A. Meet and Greet New Certified Staff Members

Dr. Collin stated that previously, the Board of Education officially appointed all certified teaching staff and administrators. Candidates often attended the Board meeting at which the decision was to be made.

With the January 7, 2013, revision of **Policy #4111 Personnel-Certified: Recruitment and Selection**, the Board authorized the Superintendent [or designee] *to employ all personnel below the rank of Assistant Principal*. This change in policy expedited the hiring process as it allowed her to offer contracts to new staff and, concurrently, allowed these staff members to provide adequate notification to their current employers, as warranted.

Dr. Collin introduced the following certified staff members who are new to the school district as indicated below:

Name	Assignment	School
Reena Allen	0.6 FTE Art Teacher	Staffordville/West Stafford Schools
Tracy Anderson	Prekindergarten	West Stafford School
Rosemary Craig	School Psychologist	Staffordville School
Sarah Gordon	Grade 2 Teacher	Stafford Elementary School
Moriah Langlois	Special Education Teacher	Stafford Elementary School
Alexis Leonard	Kindergarten Teacher	Staffordville School
Bryanna Neale	School Social Worker	Stafford High School
Caitlyn Pelletier	Special Education Teacher	Stafford High School
Anna Piggott	Special Education Teacher	Stafford Middle School
Christine Rainville	Technology Education Teacher	Stafford High School
Christopher Shepard	Science Teachers, Grades 7/8	Stafford Middle School

Ms. Piggott was unable to attend the meeting.

B. 2014 CMT and CAPT Science Results

Dr. Collin stated that with the exception of Science, the Connecticut Mastery Test (CMT) and Connecticut Academic Performance Test (CAPT) have been replaced by the Smarter Balanced Assessment (SBA), a web-based platform. Detailed reports on Stafford's CMT Science results for students in last year's fifth and eighth grade, and on the CAPT Science results for students in last year's grade 10 at Stafford High School, were provided via the Board meeting portal.

Dr. Collin noted that the Technology Grant award of \$572,000, of which Stafford Public Schools was the recipient, enabled the district to address a significant number of infrastructure and hardware needs, which allowed for participation in the SBA. She noted that more information about this grant award has been published on the district's website.

Mr. Bednarz stated that Stafford students performed at levels comparable to cohorts of previous years, and shared some highlights during his presentation to the Board and reviewed several charts detailing the district's performance.

Mr. Valentine presented additional information regarding the middle school's science scores. He thanked Ms. Griswold for her hard work.

Mr. Goodell asked if a newsletter would be sent to the town. Mr. Bednarz said that a press release would be sent out at the same time the certificates are sent home to parents.

Mrs. Rummel asked for clarification regarding what other testing results the Board might see later in the year. Mr. Bednarz said that after speaking with the State, this year's results will show patterns by grade level, but they are still trying to establish base-line data. Therefore, useful, comparable data may be several years out.

C. Head Start Report through July 31, 2014

Dr. Collin presented the Basic Head Start Fund 160 for the time period of February 1, 2014, through January 31, 2015. The detailed expense report as prepared by Mr. Jerry Domanico, Business Manager, reflects grant expenditures through July 31, 2014, of which \$43,823.42 has been posted to the grant as expenditures and 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. Infinite Visions Enterprise Edition (IVEE), our financial software system, references the 2013-2014 budget since the district does not yet have a budget, which has been approved by the town. As was the case last year, salary encumbrances are over reported because IVEE calculates this line item based on a full year.

Also funded from February 1, 2014, through January 31, 2015, is the detailed expense report for the Early Head Start Fund 182. The report indicates that a total of \$47,911.66 in expenditures and encumbrances has been posted to the grant through July 31, 2014. Unused funds were carried over to the second half of the grant year, which began July 1, 2014, and are included in the grant total. This report also reflects approximately \$21,185 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.

Dr. Collin said that there is a parent policy committee meeting scheduled at West Stafford School at 5:30 p.m. tomorrow evening. Board members were invited to attend.

There were no questions.

D. Financial Report through August 31, 2014

Dr. Collin presented the financial report of funds budgeted and encumbered/expended from July 1, 2014, through August 31, 2014, as prepared by Mr. Jerry Domanico, Business Manager. As indicated in Mr. Domanico's memorandum, because we do not yet have an approved itemized estimate for 2014-2015, the

report references the fiscal year 2013-2014 in accordance with State statute. It is important to note that, also per State statute, the district may operate for 90 days under the prior year's budget or until the budget is approved.

Dr. Collin noted that the report indicates the period to date encumbrances/expenditures totaling \$17,034,272. She noted that because the district currently has some vacancies, the encumbrances include most salaries. She said that the district is still awaiting notification of grant awards; therefore there she was not able to present a preliminary report of grant expenditures at this time. Once the district receives such notification, adjustments will be made to reflect compensation from the grants specific to staff members, as warranted.

Mrs. Rummel asked when the district's ED001 report was due. Mr. Domanico stated that it was due on September 2, 2014, and was submitted the previous Friday.

E. Update on the 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. She said that as of June 30, 2014, the health insurance fund reflects a total balance of \$427,382.68. At this time last year, the health insurance fund was overspent by \$71,493.62.

As of June 30, 2014, the dental insurance fund reflects a balance of \$62,220.61. At this time last year, the dental insurance fund reflected a balance of \$81,273.91.

There were no questions.

F. Update on Full-Day Kindergarten

Dr. Collin reported that supported by a myriad of research about the benefits, the Board of Education was committed to implementing full-day kindergarten for the 2013-2014 school year. She said that prior to the 2013-2014 school year, the district offered a free universal prekindergarten program to all three- and four-year-old children. In order to mitigate the costs associated with implementation of a full-day kindergarten program, the Board voted to limit prekindergarten slots in an attempt to accommodate most four year olds. Additionally, the Board imposed a tuition fee for prekindergarten utilizing the USDA calculation (that which is used for free- and reduced-meal prices).

Dr. Collin said that during the 2013-2014 school year, the district had four full-day kindergarten classrooms in each school. Ms. Michaud, West Stafford School Principal, and Ms. Peggy Falcetta, Staffordville Principal, made a brief presentation to the Board entitled *Full Day Kindergarten- Our First Year 2013 - 2014*. Mrs. Falcetta and Ms. Michaud said that they look forward to next year when they can follow the same group of students at the end of first grade.

Mrs. Falcetta and Ms. Michaud thanked the Board members for their support of the full-day kindergarten program.

Item VIII. Public Forum

There were no questions.

Item IX. Old Business

A. Review and Possible Change in District Practice of Not Charging Students Eligible for Reduced-Price Meals

Dr. Collin stated that at its meeting on August 18, 2014, Mr. Jerry Domanico presented the Cafeteria Profit and Loss Statement through June 30, 2014, the year-to-date total of which reflected a loss of \$19,348.39. Per the Board's request, Mr. Domanico had calculated the amount of uncollected revenue which directly correlates to not charging students, who are eligible for reduced-price meals. As reflected in the back up documentation provided via the Board meeting portal, 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 would the Board need to determine the amount to be charged, he indicated, but it would also need to decide whether to charge for either breakfast, lunch, or both. He provided the Board with a copy of an email from the CSDE Bureau of Health/Nutrition, Family Services, which explained 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.

Also per the Board's request, Mr. Domanico provided a table which reflects possible revenue, which may be collected at various cost levels assuming an increase in meal prices would not be instituted until November 2014. The number of meals, breakfast and lunch combined, on which the calculations were made, reflects the number of meals sold per month during the 2013-2014 school year. As indicated in his memorandum, a 5%, 10%, and 20% reduction in the number of meals to be sold has been factored into the calculation for meals sold at \$0.20, \$0.25-\$0.35, and \$0.40 per meal, respectively. Dr. Collin said that while the Supervisor of Food Services and Business Manager do not recommend that the Board charge for reduced price breakfast meals, should it so choose to do so, the former recommend a charge not to exceed \$0.25 per meal as the breakfast program would be negatively impacted.

The Board took no action on this item; therefore the district will continue its practice of not charging for reduced-price meals.

Item X. New Business

B. Review and Possible Approval of Final Budget Transfers

Dr. Collin presented the final transfers for 2013-2014 as prepared by Mr. Jerry Domanico, Business Manager. She said that the report details which areas (100, 200, 300 and 500 codes, Personnel Salaries, Benefits, Purchased Professional Services, and Other Purchased Services, respectively) have money available for transfer, and the reasons why, as well as which areas (400, 600, 700, 800 codes) are over-expended, and the reasons for the deficits in the accounts.

Mrs. Walsh made a motion, seconded by Mr. Kovaleski, that the Board of Education transfer as indicated below:

- From line 500 transfer \$46,239 to line 400;
- From line 500 transfer \$31,984 to line 600;
- From line 500 transfer \$8,575 to line 700;
- From line 100 transfer \$3,094 to line 600;
- From line 100 transfer \$14,583 to line 700; and
- From line 100 transfer \$17,259 to line 800.

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 Ms. Shegogue, that the Board place item X.A.- **Review and Approval of Security Grant Application (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.

Ms. Shegogue made a motion, seconded by Mr. Kovaleski, that the Board enter executive session. 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 8:15 p.m.

Ms. Shegogue made a motion, seconded by Mrs. Locke, that the Board 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 8:45 p.m.

A. Review and Approval of Security Grant Application (Executive Session Anticipated)

Dr. Collin reported that through Public Act 14-98, the School Security Competitive Grant Program (SSCGP) allows districts to make security infrastructure improvements in their schools for which they are reimbursed. She said that our district application was completed with input from Lieutenant Thomas Duncan and Sergeant Frank Prochaska, who also provided consultation for the development of our all-hazard school security and safety plans last month.

As indicated in the memorandum prepared by Mr. Jerry Domanico, Business Manager, the grant may only be used for specific improvements including but not limited to installation of surveillance cameras, door upgrades, computer-controlled locking mechanisms, entry door buzzer, scan card and real time interoperable communications systems, portable entrance security devices and training in the operation of security enhancements. Stafford Public Schools is eligible for a reimbursement rate of 72.5%.

Dr. Collin said that the application, which was shared with Board members during executive session, is for a total of \$466,470. Based on the district's eligibility rate of 72.5%, the district would need to assume responsibility for \$128,279.25 and receive reimbursement from the State in the amount of \$338,190.75. She said that the current itemized estimate reflects \$25,000, which is budgeted for security upgrades. Should the district be awarded the full amount, the Board of Education will need to appeal to the Town for an appropriation of \$103,279.25.

Dr. Collin stated that the grant application must be submitted by September 15, 2014, and include all required signatures.

Mr. Kovaleski made a motion, seconded by Mrs. Walsh, that the Board approve the submission of the School Security Competitive Grant, as presented. Moved further that the Board authorize Tracy Rummel, Chairperson, to sign the application on behalf of the full Board of Education. Mr. Frassinelli, Mr. Kovaleski, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion. Mr. Goodell abstained. The motion carried by majority vote.

Item XI. Personnel Matters

There were no Personnel Matters.

Item XII. Student Matters

There were no Student Matters.

Item XIII. Adjournment

Mr. Kovaleski made a motion, seconded by Ms. Shegogue, 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 8:48 p.m.

Respectfully submitted,

Christine C. Marinelli, Recording Secretary

Tracy L. Rummel, Chairperson

Sonya Shegogue, Secretary

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