

**Regular Meeting
Stafford Board of Education
Stafford Elementary School
September 22, 2014**

Board Members Present:

Mr. Peter Kovaleski
Mrs. Andrea Locke
Mrs. Tracy Rummel, Chairperson
Ms. Sonya Shegogue, Secretary

Absent:

Mr. Tony Frassinelli
Mr. Earl Goodell
Mrs. Kathy Walsh

Also Present:

Dr. Patricia A. Collin, Superintendent of Schools
Mr. Jerry Domanico, Business Manager
Mr. Nicholas Girard, Student Representative
Mr. Matthew Moore, Alternate Student Representative

Item I. Call to Order- Establishment of Quorum

The meeting was called to order at 6:35 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, 09/08/14

A consensus of the Board approved the Secretary's Report for the regular meeting held on September 8, 2014, as presented.

Item IV. Treasurer's Report

Bills, 9/2/14- \$623,149.69
Grants, 9/2/14- \$13,869.29
Grants, 9/5/14- \$680.90 (Encumbered)
Bills, 9/12/14- \$795,877.58

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

Item V. Correspondence

Mrs. Rummel reminded the Board members that the next regularly-scheduled meeting will be held on Monday, October 20, 2014.

Item VI. Board Reports

A. Report from Student Representative

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

- Sports Update
- Music and Drama Update
- Variety Show, 9/30/14
- Coffee House, 10/22/14
- Open House at SHS
- PIE Meeting
- Student Council / Registrar of Voters- Register Seniors to Vote
- PTO
- Bulldog Bulletin Articles on SHS Website

Dr. Collin noted that the Arts Commission held an event on Saturday, at which our elementary students were represented.

Mrs. Rummel asked that the Student Representatives work with Mr. Pelliccia and the high school exchange student to schedule a presentation at a future meeting. She asked that they meet with Dr. Collin prior to making the presentation.

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. Mrs. Rummel suggested that a meeting be scheduled at the end of October / beginning of November to begin discussing next year's budget process and how the information will be presented. Dr. Collin noted that the Board of Finance asked that there be a joint meeting of all three Boards prior to the beginning of the next budget season.

C. Curriculum Committee

The Curriculum Committee members are Ms. Shegogue, Mrs. Locke and Mrs. Walsh. There was no update from this committee. Ms. Shegogue noted that the committee is scheduled to meet on October 20, 2014, at 5:30 p.m.

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. Mrs. Locke stated that proposals have been shared between the Board of Education and the members of CSEA's negotiation team. The next meeting is scheduled for October 14, 2014.

Item VII. Superintendent's Reports

A. Head Start Report through August 31, 2014

Dr. Collin reported that the Basic Head Start Fund 160 is for the time period of February 1, 2014, through January 31, 2015. She said that the detailed expense report, as prepared by Mr. Jerry Domanico, Business Manager, reflects grant expenditures through August 31, 2014, of which \$44,266.61 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. Salary encumbrances are over reported as was the case last year because Infinite Visions Enterprise Edition (IVEE), our financial software system, encumbers salaries for the full year.

Dr. Collin said that the Early Head Start Fund 182 is also funded from February 1, 2014, through January 31, 2015. She said that the report indicates that a total of \$47,986.90 in expenditures and encumbrances had been posted to the grant through August 31, 2014. This report also reflects approximately \$24,716 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.

B. Update on Self-Funded Health and Dental Insurance Funds

Dr. Collin provided via the Board meeting portal 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 indicated in his memo, the Board contributes to the funds over 10 months; the first contribution will be at the end of September.

Dr. Collin stated that as of July 31, 2014, the health insurance fund reflected a total balance of \$234,700.23, and as of August 31, 2014, the health insurance fund reflects a total deficit of \$73,669.22.

Dr. Collin reported that as of July 31, 2014, the dental insurance fund reflected a balance of \$44,625.88, and as of August 31, 2014, this fund reflects a balance of \$26,531.92. Because of the unavailability of detailed information, nearly \$20,000 in claims is not included in the report.

Mrs. Rummel asked a clarifying question regarding this year's fund balances as compared to last year's.

C. Final Line Item Expenditures 2013 – 2014 (unaudited)

Dr. Collin presented the final line item expenditures from July 1, 2013, through June 30, 2014, as prepared by Mr. Jerry Domanico, Business Manager. She said that the data directly corresponds to the amounts submitted on the district's ED001 report and reflects the budget transfers as approved by the Board on August 19, 2014.

Dr. Collin said that of the \$26,932,401 total 2013-2014 Itemized Estimate of the Cost of Maintenance for Stafford Public Schools, the balance of \$59,810 or 0.22% in unexpended funds will be returned to the Town. In

addition, the district has not yet received the anticipated E-Rate reimbursement of approximately \$39,497 (pending USAC approval). This reimbursement will also go to the Town.

There were no questions or comments.

Item VIII. Public Forum

There were no comments or questions.

Item IX. Old Business

There was no Old Business.

Mrs. Locke made a motion, seconded by Mr. Kovaleski, that items X.A.- **Board of Education Self-Evaluation**, and XI.A.- **Interview Candidate for the Position of Business Manager (Executive Session Anticipated)** be placed into executive session. Mr. Kovaleski, Mrs. Locke and Ms. Shegogue voted for the motion, which carried.

The Board took a brief recess at 6:55 p.m.

Item XI. Personnel Matters

A. Interview Candidate for the Position of Business Manager (Executive Session Anticipated)

Ms. Shegogue made a motion, seconded by Mr. Kovaleski, that the Board enter executive session. Mr. Kovaleski, Mrs. Locke and Ms. Shegogue voted for the motion, which carried. The Board entered executive session at 7:00 p.m. Dr. Collin and the Business Manager Candidate were invited to attend.

Mr. Kovaleski made a motion, seconded by Ms. Shegogue, that the Board return to regular session. Mr. Kovaleski, Mrs. Locke and Ms. Shegogue voted for the motion, which carried. The Board returned to regular session at 8:16 p.m.

No action was taken on this item.

Item X. New Business

A. Board of Education Self-Evaluation (Executive Session Anticipated)

In accordance with best practice, the Board of Education periodically conducts a self-evaluation. The purpose of the evaluation is to identify areas of strength and areas that the Board may agree to pursue in order to improve its effectiveness as individuals and collectively to promote attainment of district goals and promote student achievement.

Board members were provided with copies of a self-evaluation tool, which was developed by the Connecticut Association of Boards of Education (CABE).

Mr. Nicholas Caruso, CABE, was present at the meeting to share the results of the self-evaluation and facilitate a discussion to identify Board of Education goals, that will maximize the Board's effectiveness in achieving its

vision, ensuring efficiency in Board operations, maintaining ethics, and promoting a positive, effective relationship between the Board and Superintendent of Schools.

Ms. Shegogue made a motion, seconded by Mr. Kovaleski, that the Board enter executive session. Mr. Kovaleski, Mrs. Locke and Ms. Shegogue voted for the motion, which carried. The Board entered executive session at 8:17 p.m. Dr. Collin was invited to attend.

Mr. Kovaleski made a motion, seconded by Mrs. Locke, that the Board return to regular session. Mr. Kovaleski, Mrs. Locke and Ms. Shegogue voted for the motion, which carried. The Board returned to regular session at 9:42 p.m.

The Board determined that this item should be placed on a special meeting agenda in October.

Item XII. Student Matters

There were no Student Matters.

Item XIII. Adjournment

Mrs. Locke made a motion, seconded by Ms. Shegogue, to adjourn. Mr. Kovaleski, Mrs. Locke and Ms. Shegogue voted for the motion, which carried. The meeting adjourned at 9:45 p.m.

Respectfully submitted,

Christine C. Marinelli, Recording Secretary

Tracy L. Rummel, Chairperson

Sonya Shegogue, Secretary