

**Regular Meeting
Stafford Board of Education
Stafford Elementary School
October 20, 2014**

Board Members Present: Mr. Peter Kovaleski
Mrs. Andrea Locke
Mrs. Tracy Rummel, Chairperson
Ms. Sonya Shegogue, Secretary
Mrs. Kathy Walsh

Absent: Mr. Earl Goodell
Mr. Tony Frassinelli

Also Present: Dr. Patricia A. Collin, Superintendent of Schools
Mr. Jerry Domanico, Business Manager
Mrs. Peggy Falcetta, Principal, Staffordville / Stafford Elementary School
Mr. Nicholas Girard, Student Representative
Ms. Beth LaPane, Supervisor of Food Services
Ms. Shelley Michaud, Principal, West Stafford School
Mr. Matthew Moore, Alternate Student Representative
Ms. Jolene Piscetello, Assistant Principal, Stafford Elementary School
Mrs. Amy Stevenson, Director of Pupil Services

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, 09/22/14
Special Meeting, 9/29/14

A consensus of the Board approved the Secretary's Report for the regular meeting held on September 22, 2014, and the special meeting held on September 29, 2014, as presented.

Item IV. Treasurer's Report

Bills, 9/22/14- \$147,663.64
Grants, 9/22/14- \$5,799.86
Bills, 9/29/14- \$97,275.92
Grants, 9/29/14- \$3,102.32
Bills, 10/7/14- \$25,824.46
Grants, 10/7/14- \$3,453.56

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

Item V. Correspondence

Mrs. Rummel reviewed the Board of Education meeting reminders that were posted on the agenda.

Mrs. Rummel stated that the EASTCONN Connections flyer was provided via the Board meeting portal, as well as being mailed home to Board members by EASTCONN.

Item VI. Board Reports

A. Report from Student Representative

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

- Spirit Week and Homecoming Week Events
- Sports Update
- Coffee House- Annual Music Dept. Event, Wednesday, 10/22, 6:30 p.m.
- Practice SATs at SHS
- Play for the Cure Field Hockey Game
- PIE Fundraiser at McDonald's
- Bulldog Bronze Statute Donated by Class of 2014
- College Knowledge Night- Very Successful
- Math Meet Tomorrow
- West Stafford School- Book Fair, Literacy Night, Character Day
- SMS Music Dept- Musical Auditions, Music Festival on 11/8

Mrs. Rummel asked for a Board member volunteer to participate on the Business Manager Interview Committee. Mr. Kovalski offered to be an alternate, if he is available when the interviews are scheduled.

B. Budget Committee

The Budget Committee members are Mrs. Rummel, Mr. Frassinelli and Mr. Kovalski. Mr. Goodell and Ms. Shegogue are alternates. There was no update from this committee. Dr. Collin stated that she met with the administrators today regarding the budget process.

C. Curriculum Committee

The Curriculum Committee members are Ms. Shegogue, Mrs. Locke and Mrs. Walsh. There was no update from this committee. The meeting that was scheduled for this evening was postponed because Mr. Bednarz was ill.

D. Policy Committee

The Policy Committee members are Mr. Goodell, Mr. Kovalski 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 the parties met last Wednesday to exchange proposals. She said that there is another meeting scheduled next Wednesday.

Item VII. Superintendent's Reports

A. Administrators' Reports on 2013-2014 School Goals and Presentation of 2014-2015 School Improvement Plans (SIPs)- Staffordville School, West Stafford School and Stafford Elementary School

Dr. Collin stated that Ms. Peggy Falcetta, Principal, Stafford Elementary School and Staffordville School, and Ms. Shelley Michaud, Principal, West Stafford School, would briefly highlight progress on the 2013-2014 School Improvement Plans (SIPs). She said that they would then provide an overview of the 2014-2015 School Improvement Plans, which are written in S.M.A.R.T. (Specific, Measurable, Attainable, Realistic and Timely) goal format and were provided via the Board meeting portal for the Board's review.

Dr. Collin said that in addition to the elementary school administrators and in accordance with our new educator evaluation plan, Mrs. Amy Stevenson, Director of Pupil Services, and Mr. Michael Bednarz, Director of Curriculum & Instruction, are working collaboratively with all building administrators to attain student learning outcomes. Therefore, Mrs. Stevenson was present and prepared to respond to the questions of the Board. Mr. Bednarz was not available to attend.

Mrs. Falcetta presented the 13-14 data for Stafford Elementary School and Staffordville School.

Ms. Michaud presented the 13-14 data for West Stafford School.

Mrs. Walsh asked for a description of the STAR Assessment. She also had a question regarding the surveys that are administered to staff.

Mrs. Falcetta and Ms. Michaud presented the goals for the 2014 – 2015 school year.

B. Cafeteria Profit and Loss through September 2014

Dr. Collin presented the Cafeteria Profit and Loss report for July through September 30, 2014, as prepared by Mr. Jerry Domanico, Business Manager. The Food Services program had a loss of \$1,584.12, while for the same period last year, reports indicated a profit of \$8,655.47.

She noted that while the number of serving days remained consistent, the average number of lunches served per day this year as compared to last year decreased by 28. However, there was an increase of 17 breakfasts served per day. A comparison of the percentages of students who purchased lunch and who purchased breakfast last year and this year are fairly consistent. The data reflects, though, an increase of 866 in the number of free lunches and a decrease of 161 in the number of reduced price meals (overall increase of 705 meals). Mr. Domanico's memorandum also includes information specific to food and labor costs.

Dr. Collin said that the Food Service Program staff is implementing a number of new initiatives at the middle and high schools which include theme days, monthly specials and Cool Tropics Slushies. Program staff has also submitted grant applications to provide for the refrigeration of specialty beverages and for five exercise bicycles for the middle school.

Mrs. Locke asked for a description of "theme days". Ms. LaPane stated that November will be sweet potato month, while October was popcorn month.

Mrs. Rummel stated that the Board will need to closely monitor this program during the school year.

C. Head Start Report through September 2014

Dr. Collin presented the Basic Head Start Fund 160 is 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 \$6,743.96 in grant expenditures and \$45,828.45 in encumbrances through September 30, 2014. In addition, approximately \$117,827 of the Non-federal share (District funds required to be spent to support the program) is also reflected in the report. The second half of the grant year provides funding in the amount of \$58,570.21 through January 31, 2015.

She reported that from February 1, 2014, through January 31, 2015, the detailed expense report for the Early Head Start Fund 182 indicates that a total of \$13,250.10 in expenditures and \$34,951.67 in encumbrances has been posted to the grant through September 30, 2014. This report also reflects approximately \$25,329 of the Non-federal share. The second half of the grant year provides funding in the amount of \$47,501.85 through January 31, 2015.

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.

Mrs. Rummel asked if there is any line in particular that is of concern. Mr. Domanico stated that other than salaries, which are encumbered for the entire school year, all of the line items are where they should be. Mr. Domanico also noted that he's met with Ms. Michaud to review the grant account.

D. Update on Health Insurance and Dental Funds through September 2014

Dr. Collin presented documentation (via the Board meeting portal) prepared by Mr. Jerry Domanico, Business Manager, regarding the status of the district's self-funded health and dental insurance programs.

As of September 30, 2014, the health insurance fund reflected a total balance of \$153,655.68. At this time last year, the health insurance fund reflected a balance of \$29,538.61.

As of September 30, 2014, the dental insurance fund reflected a balance of \$27,106.24. At this time last year, the dental insurance fund reflected a balance of \$76,724.13.

There were no questions.

E. Financial Report through September 2014

Dr. Collin presented the financial report of funds budgeted and encumbered/expended from July 1, 2014, through September 30, 2014, as prepared by Mr. Jerry Domanico, Business Manager. She reported that the period to date expenditures/encumbrances total \$20,270,612, leaving a balance of \$6,639,183 or 24.67% of the total budget to be expended or encumbered by June 30, 2015.

Dr. Collin stated that Mr. Domanico also prepared a preliminary report, which includes State, federal and local grant awards, expenditures, and reimbursements received as of September 30, 2014. Most grants are on a reimbursement basis, which means that the funding source of the grant reimburses the district after the latter covers the expense.

There were no questions.

F. Enrollment Report for October 1, 2014

Dr. Collin presented the enrollment report for October 1, 2014, the date the State Department of Education (SDE) uses to determine the district's official enrollment count for the school year, as prepared by Mrs. Christine Marinelli, Administrative Assistant to the Superintendent of Schools/Human Resources Coordinator. She said that this enrollment number is used to set reimbursement amounts for many State grants.

Dr. Collin stated that the total enrollment as of this date is 1,586, which includes six students who are currently attending non-reporting schools out of district. The total enrollment figure is a decrease of 48 students from last year's enrollment count of 1634 (October 2013) and a decrease of 93 students from the previous year's enrollment count of 1727 (October 2012). Per Dr. Collin's conversation with Mr. Joseph Reardon, Superintendent, Union Public Schools, in order to increase its enrollment this year, Woodstock Academy continues to provide free bus transportation to Union students, which was a factor in this year's, as well as last year's, lack of new enrollments from Union.

In order to promote an understanding of this year's enrollment, Dr. Collin reviewed the following enrollment reports, which were included in the Board meeting portal:

Attachment A: "SPS 2014-2015 Enrollment Report as of October 1, 2014," reflects enrollments from 2008 through 2014. This report includes five students from Union (vs. 10 enrolled in 2013). While our total enrollment reflects 1586, it is important to note that the Stafford Board of Education incurs costs for 1776 students, as reflected in a subsequent attachment.

Attachment B: "Tracking of Enrollment by Grade Level" is also provided for the Board's review. It is important to note that 137 students (134 Stafford residents and 3 Union residents) were enrolled in grade 12 last year and replaced by 97 students, who are currently enrolled in grade 9. This factor affects the reduction in 59 students at the high school for the 2014-2015 school year.

Attachment C: "Tracking of Enrollment by Cohort: 2012 to 2014," tracks enrollment by cohort. While reductions in enrollment are noted in nine of twelve (12) cohorts, the greatest impact on our district's overall enrollment is the replacement of last year's large senior class with this year's small ninth grade class.

Attachment D: "Students Attending Stafford Public Schools & Reported by Stafford to the State" indicates that 1,586 students, who attend and are reported by Stafford to the State, coupled with an additional 190 students, who do not attend our public schools results in a total of 1776 students, for whom the District incurs costs.

Attachment E: "Out-of-District Enrollment as of 10/01/2014" reflects the number of students, by grade level, who attend technical, vocational, private and magnet schools. The spreadsheet also reflects the number of students who attend public and non-public special education facilities. Lastly, indicated on this report is a breakdown of the costs to the district (e.g. transportation only, tuition only, transportation and tuition). As you can see, 74 students attend technical schools, 9 students attend a vocational-agricultural school, 80 students attend private schools, and 50 attend magnet schools (an increase of 22 students as compared to 2013).

Lastly, it is important to note that as of October 1, 2014, parents of 46 students had filed with the district, in accordance with Board policy, a form of their intent to home school their children for the 2014-2015 school year. This number is an increase of nine students as compared to last year's enrollment.

Ms. Shegogue asked if it would be possible to send a survey to the students that are choosing schools other than Stafford High School, or homeschooling.

Mrs. Rummel asked what is being done to keep the students in the district. Ms. Michaud noted that Mr. Pelliccia was at the middle school with guidance staff to meet with 8th graders and present the video that was made about the high school.

Mrs. Locke suggested that the district reach out to Stafford High Alumni and show what wonderful careers some SHS graduates have gone on to.

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 Possible Approval of Student Participation in Harvard-Smithsonian Center for Astrophysics Study

Dr. Collin stated that in accordance with BOE Policy 6162.51, Instruction: Surveys of Students (Student Privacy), *Surveys conducted for other agencies, organizations or individuals must have the recommendation of the Superintendent of Schools and the approval of the Board of Education as to content and purpose. The results of such approved surveys must be shared with the Board of Education.*

Mr. Michael Bednarz, Director of Curriculum & Instruction, informed Dr. Collin that Ms. Kathy Witkowski, Science Department Chairperson, received a letter of invitation from the Harvard Smithsonian Center for Astrophysics for our students to participate in a national study. The project is entitled, "Misconception Oriented Standards-based Resource for Teachers in High School Life Science (MOSART HSLs)", the purpose of which is to measure high school students' understanding of Life Science as it relates to the Next Generation Science Standards (NGSS).

Through his contact with the Center, Mr. Bednarz learned that Project MOSART HSLs hopes to involve 20,000 students. In addition, participating schools will receive national profile data, a report for their high school, and future access to the question database.

Dr. Collin noted that Mr. Bednarz has discussed our students' participation with Mr. Pelliccia, Principal, Stafford High School, and Ms. Witkowski, both of whom feel it would be an opportunity, which would provide us with data specific to our students' knowledge and skills as they relate to the NGSS. He supports our participation and will serve as co-site coordinator with Ms. Witkowski.

Dr. Collin stated that she is recommending that the Board approve of the district's participation in this valuable research project, which would involve our Biology students, only, and require one class period between mid-April and June 1, 2015.

Mrs. Walsh made a motion, seconded by Mr. Kovaleski, that the Board of Education approve of the Stafford Public School District's participation in Project Misconception Oriented Standards-based Resource for Teachers in High School Life Science (MOSART HSLs), as presented at tonight's meeting. Mr. Kovaleski, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

B. Approval of 2015 Schedule of Regular Board Meetings

Dr. Collin presented a draft 2015 Schedule of Regular Board Meetings for the Board's consideration.

Ms. Shegogue made a motion, seconded by Mr. Kovaleski, that the Board approve the 2015 Schedule of Regular Board Meetings, as presented. Mr. Kovaleski, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

Item XI. Personnel Matters

There were no Personnel Matters.

Item XII. Student Matters

There were no Student Matters.

Item XIII. Adjournment

Mrs. Locke made a motion, seconded by Mr. Kovaleski, to adjourn. Mr. Kovaleski, Mrs. Locke, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried. The meeting adjourned at 8:10 p.m.

Respectfully submitted,

Christine C. Marinelli, Recording Secretary

Tracy L. Rummel, Chairperson

Sonya Shegogue, Secretary