

**Regular Meeting  
Stafford Board of Education  
Stafford Elementary School  
January 13, 2014**

**Board Members Present:** Mr. Tony Frassinelli  
Mr. Earl Goodell  
Mr. Peter Kovaleski  
Mrs. Andrea Locke  
Mrs. Tracy Rummel, Chairperson  
Ms. Sonya Shegogue, Secretary

**Absent:** 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  
Mrs. Peggy Falcetta, Principal, Staffordville School  
Mr. Damian Frassinelli, Director of Athletics and Recreation  
Mr. Ben Gluck, Student Representative  
Ms. Shelley Michaud, Principal, West Stafford School  
Mr. Marco Pelliccia, Principal, Stafford High School  
Mr. Hank Skala, Principal, Stafford Elementary School  
Mrs. Amy Stevenson, Director of Pupil Services  
Mr. Kenneth Valentine, Principal, Stafford Middle School

**Item I. Call to Order- Establishment of Quorum**

The meeting was called to order at 6:38 p.m. A quorum was established.

**Item II. Pledge of Allegiance**

Mr. Gluck led the Board in the Pledge of Allegiance.

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

Regular Meeting, 12/09/13

A consensus of the Board approved the Secretary's Report for the regular meeting held on December 9, 2013.

**Item IV. Treasurer's Report**

Bills, 12/11/13- \$154,519.49  
Grants, 12/11/13- \$6,980.04  
Bills, 12/18/13- \$557,346.09  
Grants, 12/18/13- \$4,959.73  
Bills, 12/27/13- \$437,652.81  
Grants, 1/8/14- \$11,053.42

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

**Item V. Correspondence**

Mrs. Rummel distributed directories from EASTCONN.

**Item VI. Board Reports**

**A. Report from Student Representative**

Mr. Gluck reported on the following topics:

- E-Commerce Class
- French Class Trip
- Ski Trip to Mt. Snow
- Bull Dogs of the Month
- Dodge Ball Tournament
- Student vs. Staff Volleyball Game
- Sports Update
- Music / Drama Update

**B. Budget Committee**

The Budget Committee members are Mrs. Rummel, Mr. Frassinelli and Mr. Kovaleski. Mr. Goodell and Ms. Shegogue are alternates. Mrs. Rummel stated that there is a budget committee meeting scheduled for Wednesday, 1/22/14, at 6 p.m., at the Pinney Building. She said that the budget would be discussed in more detail and that she hopes that the Superintendent will have responses to Board members' questions about the budget available for the committee's review.

**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 report from this committee. Dr. Collin noted that she will be scheduling a meeting within the next couple of weeks.

**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. Head Start Report through December 2013**

Dr. Collin presented the Basic Head Start grant report as prepared by Mr. Jerry Domanico, Business Manager. The Basic Head Start Fund 150 is for the time period of February 1, 2013, through January 31, 2014. The total amount of this fund is \$102,993, of which \$88,769.48 had been expended by December 31, 2013. She said that the report reflects an overstated encumbrance of \$15,859.02. In addition, approximately \$205,765 of the Non-federal share (District funds required to be spent to support the program) is reflected in the report.

The Early Head Start Fund 180, totaling \$69,000, is also for the time period February 1, 2013, through January 31, 2014. The report indicates that \$46,663.77 had been expended by December 31, 2013. The encumbrance of \$45,104, as is the case with Fund 150, is overstated. In addition, approximately \$36,904 of the Non-federal share is also provided in the report.

Dr. Collin reported that the encumbrance issues with salaries as reported in our new financial software system will be resolved with the start of the new grant year (February 1, 2014). Mrs. Rummel asked a clarifying question regarding the encumbrance issue. Mr. Domanico stated that the encumbrance issues do not affect the reports that are sent to EASTCONN for the Head Start grants. He also noted that there is only an issue with these two grants because they are not based on our fiscal year (July 1 – June 30).

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 noted that there is a HS Parent Policy Committee meeting on Friday, 1/17/14.

**B. Food Services Profit and Loss through November 2013**

Dr. Collin presented the Cafeteria Profit and Loss report for July through November 30, 2013, as prepared by Mr. Jerry Domanico, Business Manager. As indicated, the lunch program had a profit of \$4,117, while for the same period last year, the program had a profit of \$6,803. Board members were reminded that this year's meal prices were increased by \$0.10 at all schools.

Dr. Collin reported that while there were the same number of serving days this year as compared to last, the average number of lunches served per day decreased by 25 meals. A decrease in the number of breakfasts served per day (43) was also noted. Mr. Domanico notes the percentages of students served last year was 48.8 for lunch and 11.3 for breakfast as compared to this year's percentages of 49.4 and 11.3, respectively. Data indicates an increase in the number of students eligible for free- (708) and reduced- (113) meal prices as compared to last year. Lastly, as was the case in October, data also indicates a decrease in both total sales revenue and production costs.

Dr. Collin stated that Mrs. Elizabeth LaPane, Supervisor of Food Services, and Mr. Domanico had an initial meeting with a nutrition specialist from the State to discuss strategies to enhance the breakfast and overall food service program.

There were no questions.

**C. Financial Report through December 2013**

Dr. Collin presented the financial report of funds budgeted and encumbered/expended from July 1, 2013, through December 31, 2013, as prepared by Mr. Jerry Domanico, Business Manager. The total 2013-2014 Itemized Estimate of the Cost of Maintenance for Stafford Public Schools is \$26,932,401. While most adjustments have been made for this year, business office personnel continue to monitor and make minor adjustments to Infinite Visions Enterprise Edition, (IVEE), our financial system.

Dr. Collin referred Board members to the report and table, which was included in the electronic Board packet and indicates that the period to date encumbrances/expenditures total \$22,649,550, leaving a balance of \$4,282,851, or 15.9% of the total budget to be encumbered by June 30, 2014. Mr. Domanico's memorandum also provided an explanation of the expenditures/encumbrances for each of the object codes (e.g. 100 Salaries).

Mr. Domanico provided the Board with a preliminary report of grant expenditures, which 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. Almost all grants are on a “reimbursement basis” whereby the district initially covers the expense and is ultimately reimbursed on a periodic basis.

There were no questions.

**D. School and District Performance Reports**

Dr. Collin presented the 2013 School and District Performance Reports, which were released in December. She noted that as indicated in the press release dated December 5, 2013, “This release marks the first time that Connecticut’s accountability system is fully implemented, as approved by the U.S. Department of Education as part of this state’s Elementary and Secondary Education Act (ESEA) waiver in 2012.”

Dr. Collin said that the reports provide information relative to areas of strength and areas in need of improvement by subject area and subgroup to reveal achievement gaps. They also identify the classification of each school and district based on the new accountability system: Excelling, Progressing, Transitioning, Focus, or Turnaround. It is important to note that in 2012-2013, more than 2/3 of all schools in Connecticut received a rating of either Progressing or Transitioning. In addition, “Schools with the highest performing subgroups, schools that are making the most progress, and schools with the highest overall performance are identified annually as Schools of Distinction.”

Dr. Collin reported that the State determined the baseline for each school by averaging the School Performance Index (SPI) from 2009-10, 2010-11, and 2011-12. This baseline was then used to establish targets for 2012-13 for each school, its subgroups and subjects. Schools with a baseline SPI  $\geq 88$ , were expected to maintain an SPI  $\geq 88$ . For schools without tested grades (e.g. Staffordville and West Stafford Schools) and in cases where the total number of reportable students was less than 20, Connecticut analyzed district-wide data and applied the results to those schools.

Dr. Collin stated that our District achieved its State-determined targets for both the CMT and the CAPT and that there was no indication of an achievement gap between any subgroup and all students. The District also achieved its targets for Graduation Rates. She said that administration is extremely proud that Stafford Middle School has been recognized as a School of Distinction for its highest overall performance on the CMT.

The table below indicates the classifications of each school:

<b>School</b>	<b>Classification</b>
Staffordville School	Progressing
West Stafford School	Progressing
Stafford Elementary School	Progressing
Stafford Middle School	Excelling
Stafford High School	Transitioning

In addition to the State’s press release and guide for parents, the performance reports for the District and each school were provided via the electronic Board packet for the Board’s review.

Mrs. Rummel stated that she looks forward to following the progress of the schools. She also offered congratulations to the middle school.

Mr. Tony Frassinelli had a question regarding how these scores compared to last year's scores. Dr. Collin explained that the 2011 – 2012 school year served as baseline data for the new performance targets. Classifications (i.e. excelling, progressing) were determined, for the first time, by 2012 – 2013 performance.

**E. Presentation of the Proposed 2014 – 2015 Itemized Estimate of the Cost of Maintenance (Budget) for the Stafford Public School District**

Dr. Collin stated that according to State Statute 10-222 Appropriations and Budget, “Each local board of education shall prepare an itemized estimate of the cost of maintenance of public schools for the ensuing year and shall submit such estimate to the Board of Finance. . . . The money appropriated by any municipality for the maintenance of public schools shall be expended by and in the discretion of the board of education.”

Dr. Collin explained that the front matter of the budget document includes the district's mission and belief statements and strategic goals. The introduction provides the foundation for the presentation, which also includes a glossary, net current expenditures per pupil, summary of accomplishments & achievements, a list of partially- and fully-unfunded mandates, and previous years' budget cuts. Subsequently, a slide regarding challenges and needs was also included.

She said that the document includes an explanation of the budget development process and background statement, as were provided last year. Preceding the itemized summary is a slide entitled, “What's Included & What's Not”, which enumerates items reflected in the proposal. Embedded in the budget tables is a pie chart delineating the allocations of funding by line item. The presentation concludes with a timeline of the approval process, with the hope of engaging the public.

Dr. Collin reviewed the highlights of the itemized estimate of the cost of maintenance of the Stafford Public School District. Board members were also provided with binders, which include a copy of the PowerPoint presentation and supplemental information.

The complete budget document, including backup material, is posted on the district web site- [www.stafford.k12.ct.us](http://www.stafford.k12.ct.us), under the “Board of Education” link and under the “News” link.

**Item VIII. Public Forum**

A member of the audience suggested that the amount of money that the district loses when a Stafford child enrolls at a magnet school should be included as part of the budget presentation. Mr. Domanico explained that the figure is difficult to calculate, due to the Educational Cost Share funding calculation.

**Item IX. Old Business**

There was no Old Business.

**Item X. New Business**

There was no New Business.

**Item XI. Personnel Matters**

**A. Request for Leave of Absence- Certified Staff Member**

Mr. Kovaleski made a motion, seconded by Mr. Goodell, that the Board of Education approve a request for an unpaid leave of absence, which is in accordance with the professional agreement between the Stafford Board of Education and the Stafford Education Association, as listed below:

NAME	INITIAL EMPLOYMENT DATE	SCHOOL	EFFECTIVE DATE OF UNPAID LEAVE	ENDING DATE OF UNPAID LEAVE
Thomas Peets	8/25/2010	Stafford Elementary School	11/18/13	3/1/14

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

Mr. Kovaleski made a motion, seconded by Mrs. Locke, that the Board place Item XII.A. **Board Consideration of Superintendent of Schools’ Recommendation for Early Readmission of Student A (12-13) (Executive Session Anticipated)** into executive session. Mr. Frassinelli, Mr. Goodell, Mr. Kovaleski, Mrs. Locke, and Ms. Shegogue voted for the motion, which carried.

The Board took a brief recess at 7:50 p.m. The meeting reconvened at 8:04 p.m.

**Item XII. Student Matters**

**A. Board Consideration of Superintendent of Schools’ Recommendation for Early Readmission of Student A (12-13) (Executive Session Anticipated)**

Ms. Shegogue made a motion, seconded by Mr. Kovaleski, to enter executive session to consider the Superintendent of Schools’ recommendation for early readmission of Student A (2012-2013) from expulsion. Mr. Frassinelli, Mr. Goodell, Mr. Kovaleski, Mrs. Locke, and Ms. Shegogue voted for the motion, which carried. The Board entered executive session at 8:05 p.m.

The Board invited Dr. Patricia A. Collin, Superintendent of Schools, Mrs. Christine Marinelli, Recording Secretary, Student A’s father and step-mother, and Student A into executive session.

At approximately 8:13 p.m., all invited guests left the meeting room so that the Board could deliberate.

At approximately 8:22 p.m., all invited guests returned to the meeting room.

Mr. Goodell made a motion, seconded by Mr. Kovaleski, to return to regular session. Mr. Frassinelli, Mr. Goodell, Mr. Kovaleski, Mrs. Locke, and Ms. Shegogue voted for the motion, which carried. The Board returned to regular session at 8:23 p.m.

Ms. Shegogue made a motion, seconded by Mrs. Locke, to re-admit Student A (2012-2013) early effective on or about January 21, 2014 (the beginning of the second semester of the 2013-2014 school year). However, 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. Frassinelli, Mr. Goodell, Mr. Kovaleski, Mrs. Locke, and Ms. Shegogue voted for the motion, which carried.

**Item XIII. Adjournment**

Mrs. Locke made a motion, seconded by Mr. Kovaleski, to adjourn. Mr. Frassinelli, Mr. Goodell, Mr. Kovaleski, Mrs. Locke, and Ms. Shegogue voted for the motion, which carried. The meeting adjourned at 8:25 p.m.

**Respectfully submitted,**

**Christine C. Marinelli, Recording Secretary**

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**Tracy L. Rummel, Chairperson**

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**Sonya Shegogue, Secretary**

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