

**Regular Meeting
Stafford Board of Education
Pinney Administration Building
February 10, 2014**

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

Absent: Mr. Earl Goodell
Mrs. Andrea Locke

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. Mark Seddon, Supervisor of Building Services
Mr. Hank Skala, 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 6:31 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, 01/27/14

A consensus of the Board approved the Secretary's Report for the regular meeting held on January 27, 2014.

Item IV. Treasurer's Report

Bills, 1/31/14- \$745,970.03
Grants, 1/31/14- \$38,165.64

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

Item V. Correspondence

Mrs. Rummel mentioned that an article was printed in the CAFE Journal regarding speaking with reporters. Mrs. Rummel reminded Board members that CAFE would present a Day on the Hill on March 5, 2014.

Mrs. Rummel stated that Board members were given an opportunity to review the Strategic Plan via email. She noted that on Thursday, March 13, 2014, at 6:30 p.m., a focus group meeting will be held in the middle school library.

The Staffordville School Newsletter was distributed to Board members.

Item VI. Board Reports

A. Report from Student Representative

Mr. Gluck reported on the following topics:

- Report Cards were released on 1/31/14
- Partners In Education Meeting
- Faculty / Student Volleyball Game; Junior Class Team won
- Ski Trip
- National Honor Society Blood Drive
- Fundraisers
- Music / Drama Report
- Athletic Update
- Unified Sports Event

Dr. Collin commended Mr. Frassinelli for orchestrating the first NCCC Unified Basketball Tournament, which she said was a very successful and enjoyable event.

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 she would like to schedule a budget committee meeting. A meeting was scheduled on Tuesday, February 18, 2014, at 6 p.m., at the Pinney Building.

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. Mrs. Walsh stated that the committee held a meeting on Friday, January 24, 2014. Mrs. Rummel said that several policies were reviewed and discussed and that they will be brought forward for the full Board's review at this meeting. Dr. Collin also requested that another meeting be scheduled. A meeting was scheduled on Friday, February 28, 2014, at 8:30 a.m.

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 since none of the contracts are currently being negotiated.

Item VII. Superintendent's Reports

A. Head Start Profit and Loss through January 2014

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 \$101,823.64 had been expended by January 31, 2014. The remaining balance of \$1,169.36 is an encumbrance and represents either invoices not yet received for January or payments, which, as of February 3rd, had not yet been processed. In addition, approximately \$228,627 of the non-federal share (District funds required to be spent to support the program) is also 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. \$60,402.39 had been expended by January 31, 2014, and the report reflects an encumbrance of \$1,020.81 for the aforementioned reasons. Approximately \$49,205 of the non-federal share is also provided in the report.

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.

B. Financial Report through January 2014

Dr. Collin presented the financial report of funds budgeted and encumbered/expended from July 1, 2013, through January 31, 2014, 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.

Dr. Collin said that the financial report indicates the period to date encumbrances/expenditures total \$22,944,550, leaving a balance of \$3,987,851, or 14.81% of the total budget to be encumbered by June 30, 2014. An explanation of the expenditures/encumbrances for each of the object codes (e.g. 100 Salaries) was provided for Board members via the electronic Board packet.

Mr. Domanico also 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. Mrs. Rummel said that she appreciates receiving the grant report.

There were no questions.

C. Administrators' Reports on 2012-2013 School Goals and Presentation of 2013-2014 School Improvement Plans (SIPs)- Stafford Elementary School, Staffordville School and West Stafford School

Dr. Collin reported that following the release of the 2013 Connecticut Mastery Test (CMT) and Connecticut Academic Performance Test (CAPT) results to districts, Stefan Pryor, Commissioner of Education, forwarded the School District Profiles, which included 2012-2013 differentiated CMT and CAPT performance targets and performances for districts, schools, and subgroups. These reports were presented to the Board of Education on at its meeting on January 13, 2014.

Mr. Hank Skala, Principal, Stafford Elementary School, Mrs. Peggy Falcetta, Principal, Staffordville School, and Ms. Shelley Michaud, Principal, West Stafford School, briefly highlighted progress on their 2012-2013 School Improvement Plans (SIPs). They also provided an overview of their 2013-2014 School Improvement Plans, which were written in S.M.A.R.T. (Specific, Measurable, Attainable, Realistic and Timely) format.

In addition to the elementary school administrators and in accordance with the 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. They were also present and available to respond to questions.

Mr. Skala recognized Mrs. Stevenson and Mr. Bednarz, who work closely with the staff at Stafford Elementary School.

Mrs. Rummel stated that the collaboration between the administration and staff at the schools shows through in the presentations.

There were no other questions.

D. Discussion of the Proposed 2014 – 2015 Itemized Estimate of the Cost of Maintenance (Budget) for the Stafford Public School District

Dr. Collin stated that at the Board of Education meeting on January 13, 2014, a proposed itemized estimate of the cost of maintenance for the Stafford Public Schools for 2014-2015 was presented, after which the Board Budget Committee met on January 22, 2014. During the January 27, 2014, Board of Education meeting, there was some discussion about items included in the budget and whether or not the Board should forward the Superintendent's proposed budget to the Board of Finance, as presented by administration. Dr. Collin reviewed questions generated at the last Board meeting and the corresponding responses.

Dr. Collin reported that the Performance Evaluation Advisory Council (PEAC) proposed a number of recommendations relative to teacher evaluation on January 29, 2014. She said that these recommendations offer new flexibility options specific to the over reliance on testing, number of required formal observations for teachers rated proficient or exemplary, development of Student Learning Objectives (SLOs) and "onerous" data collection. Pending State Board of Education consideration and adoption, the district will have the opportunity to submit a flexibility plan for the remainder of the 2013-2014 school year. She said that she anticipates presenting the evaluation plan revisions to the Board on March 24, 2014, for its approval.

Dr. Collin also informed the Board that on Monday, February 3, 2014, Administration participated in a conference call with the Connecticut State Department of Education, which was followed by a preliminary discussion regarding how the flexibility options may impact the district's current evaluation plan and the budget proposed on January 13, 2014. In addition, Administration has considered the input and questions from the Board, staff and community members as provided during the January 27th meeting.

Dr. Collin reviewed responses to questions asked by Board members at the last meeting and via email. These questions and responses (2/10/14) will be posted on the district's web site at www.stafford.k12.ct.us under the "News" section.

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 Revisions to Existing Board Policies

Dr. Collin stated that on January 10, 2014, the following policies were initially discussed and reviewed by the Administrative Policy Committee (APC), which is comprised of the following staff: Mr. Michael Bednarz, Director of Curriculum & Instruction; Mr. Marco Pelliccia, Principal, Stafford High School; Mr. Gregory Buonome, Assistant Principal, Stafford Middle School; Mrs. Peggy Falcetta, Principal, Staffordville School; Mrs. Amy Stevenson, Director of Pupil Services and her. Subsequently, on January 24, 2014, the same policies were also reviewed by the Board Policy Committee (BPC), comprised of Mrs. Kathy Walsh (Chairperson), Mr. Earl Goodell, and Mr. Peter Kovaleski, who was not in attendance.

Dr. Collin explained that the revisions suggested by the Connecticut Association of Boards of Education (CABE) are highlighted. If the Administrative Policy Committee (APC) made additional suggestions for the Board Policy Committee's consideration, the edits are in red text, and revisions suggested by the Board Policy Committee are in blue text. The following policies were included in the electronic Board packet for review:

- **Policy 5131.911** Students: Hazing/Bullying
- **Policy 6114.1** Instruction: Fire Emergency (Drills)
- **Policy 3130** Business and Non-Instructional Operations: Publication/Delivery to Fiscal Authority
- **Policy 1600** Community Relations: Otherwise Lawful Possession of Firearms on School Property
- **Policy 6146.2** Instruction: Statewide Proficiency/Mastery Examinations
- **Policy 4131** Personnel-Certified: Professional Development
- **Policy 4115** Personnel-Certified: Evaluation and Support Program
- **Policy 2400** Administration: Evaluation of Administrators and Administration

Dr. Collin said that when new policies are presented to the Board of Education, the initial presentation usually serves as a “first reading” to allow for ample review, discussion and public comment prior to possible approval at a subsequent meeting, which serves as the “second reading.” She noted that because these changes are suggested revisions to existing policies in accordance with legislative updates, the Board may consider approving the eight aforementioned policies, as presented.

Mrs. Walsh made a motion, seconded by Mr. Kovaleski, that the Board of Education approve, at this time, the following policies as presented: **Policy 5131.911** Students: Hazing/Bullying; **Policy 6114.1** Instruction: Fire Emergency (Drills); **Policy 3130** Business and Non-Instructional Operations: Publication/Delivery to Fiscal Authority; **Policy 1600** Community Relations: Otherwise Lawful Possession of Firearms on School Property; **Policy 6146.2** Instruction: Statewide Proficiency/Mastery Examinations; **Policy 4131** Personnel-Certified: Professional Development; **Policy 4115** Personnel-Certified: Evaluation and Support Program; and **Policy 2400** Administration: Evaluation of Educators and Administration. Mr. Frassinelli, Mr. Kovaleski, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

Item XI. Personnel Matters

A. Authorization of the Superintendent of Schools to Give Written Notice of Non-Renewal

Dr. Collin stated that the contract of employment of a teacher who has not yet achieved tenure status may be terminated through a non-renewal process. Moreover, the Teacher Tenure Act provides that the contract of a teacher will be renewed from year to year, unless the teacher receives written notification that his or her contract will not be renewed for the next school year. According to Public Act 11-136, effective July 1, 2011, districts must provide written notification of non-renewal to non-tenured teachers it chooses not to renew by May 1 (previously April 1).

She said that she anticipates presenting to the Board of Education on Monday, March 24, 2014, a list of staff members for whom it is recommended that their teaching contracts not be renewed at the end of the 2013-2014 school year (name, position, school and effective date). This action is in accordance with the provisions of Connecticut General Statute Section 10-151. She said that she will be requesting that the Board authorize her to furnish written notice of the action.

Dr. Collin reported that prior to March 24, 2014, the named teachers will have been advised of her intent to make this recommendation; and, if the Board takes action, the teacher has the right under Connecticut General Statutes Section 10-151 to request the reasons for the Board's action to non-renew his/her contract of employment and that further, depending upon those reasons, may be entitled to a due process hearing to consider the Board's decision to non-renew the contract of employment.

With this legislation in mind, and due to the possible elimination of positions for budgetary reasons, Dr. Collin requested that the Board authorize her to notify in writing before May 1st any non-tenured teachers whose contract may not be renewed for the next school year.

Mr. Kovalski made a motion, seconded by Mr. Frassinelli, that the Board of Education authorize the Superintendent of Schools to notify in writing before May 1st any non-tenured teachers whose contract may not be renewed for the next school year. Mr. Frassinelli, Mr. Kovaleski, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

Item XII. Student Matters

There were no Student Matters.

Item XIII. Adjournment

Mr. Frassinelli made a motion, seconded by Mr. Kovaleski, to adjourn. Mr. Frassinelli, Mr. Kovaleski, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried. The meeting adjourned at 8:19 p.m.

Respectfully submitted,

Christine C. Marinelli, Recording Secretary

Tracy L. Rummel, Chairperson

Sonya Shegogue, Secretary