Board of Education Board of Education Regular Meeting
Monday, December 6, 2010, 7:00 PM
Pinney Administration Building

I. Call to Order- Establishment of Quorum

II. Secretary's Report- Approval of Minutes
   A. Regular Meeting- 11/15/10 2

III. Treasurer's Report
   A. Bills- 11/17/10, $76,886.51
   B. Grants- 11/17/10, $1,673.31
   C. Bills- 11/23/10, $331,823.03
   D. Grants- 11/23/10, $2,226.33
   E. Bills- 12/1/10, $75,196.75
   F. Grants- 12/1/10, $1,806.44

IV. Correspondence

V. Board Reports
   A. Report from Student Representative

VI. Superintendent Reports
   A. Report on Fall Sports (30 minutes)
   B. Head Start Report through November 2010 (5 minutes)
   C. Report on CABE/CAPSS Convention (15 minutes)
   D. Report on CABE Delegate Assembly (10 minutes)
   E. Cafeteria Profit and Loss through October 2010 (5 minutes)

VII. Public Forum

VIII. Old Business

IX. New Business

X. Personnel Matters

XI. Student Matters

Regular Meeting
Stafford Board of Education
Pinney Administration Building
Monday, November 15, 2010

Board Members Present: Mr. Mark Fontanella, Chairperson
Mrs. Sandy Fowler, Secretary
Mrs. Lisa Bradway
Mrs. Lisa Finch
Ms. Beth Ann Morhardt
Mrs. Tracy Rummel
Mr. Stephen Szymanski

Absent: Miss Vivian Ojeda, Student Representative

Also Present: Dr. Thérèse G. Fishman, Superintendent of Schools
Mrs. Meg Devlin, Financial Analyst

<u>Item I. Call to Order- Establishment of Quorum</u>

The meeting was called to order at 7:03 p.m. A quorum was established.

<u>Item II. Secretary's Report- Approval of Minutes</u>

Regular Meeting, October 25, 2010
Special Meeting, November 10, 2010

A consensus of the Board approved the Secretary's Reports for the regular meeting held on October 25, 2010, and the special meeting held on November 10, 2010, as presented.

<u>Item III. Treasurer's Report</u>

Bills- 10/27/10, $253,660.30
Grants- 10/27/10, $8,641.60
Bills- 11/3/10, $127,424.45
Bills- 11/10/10, $266,320.04
Grants- 11/10/10, $6,366.93

A consensus of the Board approved the Board Bills and Grants, as presented.

<u>Item IV. Correspondence</u>

Mr. Fontanella shared the minutes from the November 9, 2010, building committee meeting. Dr. Fishman stated that the building committee co-chairs will be in attendance at the December Board meeting to answer any questions that the Board members may have regarding the completed projects.

Item V. Board Reports

Mr. Fontanella shared information regarding the Harlem Superstars fundraiser that will take place on Tuesday, November 23, 2010, at 6:30 p.m., in the gymnasium at Stafford High School. He stated that the Harlem Superstars will be playing the Stafford Dream Team, which is comprised of Stafford's finest basketball athletes. Tickets are $7 in advance, $8 at the door.

Item VI. Superintendent's Reports

A. Detailed Financial Report through October 2010

Dr. Fishman presented the detailed financial report through October 2010, as prepared by Mrs. Meg Devlin, Financial Analyst. She stated that, at present, it shows that $740,123 of the total 2010-2011 budget of $24,830,913 has not been spent or encumbered. She said that while we have been able to review expenditures to date and adjust encumbrances, where necessary, Mrs. Devlin is still working on ensuring all anticipated expenditures are encumbered. This process will be complete when we next present a detailed financial report through December 2010.

Dr. Fishman reported that Mrs. Devlin is still working with our software consultant to develop a payroll encumbrance report, as our present accounting software does not have this capability.

She also noted that line 323, Contracted Instructional Services ($36,058), and line 560, Out-of District Tuition ($167,768), are both over-expended. These lines reflect some of the costs of Special Education. The Excess Cost grant should provide some relief in these areas. Additionally, the cost of liability insurance ($28,902), line 521, was under budgeted by $12,772, because in June the agent-of-record went out to bid to a new insurance company, and these new costs were passed on to us after we had set our budget.

B. Head Start Report through October 2010

Dr. Fishman presented the Head Start grant report through October 2010, as prepared by Mrs. Meg Devlin, Financial Analyst. She stated that there are two different Head Start grants that were reported on.

She said that the first is the Basic Head Start Fund for the grant period of July 1, 2010, through January 31, 2011, in the amount of $51,578. $13,437 of this grant has been expended through October 2010.

Secondly, Dr. Fishman stated that the Early Head Start grant is for the period of September 30, 2010, through September 29, 2011. The total amount of this grant is $68,500. In the month of October, the first month of this grant, $4,496 has been expended. She noted that the Early Head Start grant program runs throughout the summer months.

Ms. Morhardt noted that there was a typo in one of the reports that was provided. Mrs. Devlin stated that she would make that correction.

C. Report on Goal Three of the Strategic Plan

Dr. Fishman stated that at the Board of Education meeting on March 9, 2009, Board members approved the mission and belief statements and goals that had been proposed by the members of Stafford's Strategic Planning Committee. She said that this committee, made up of representative community members, community leaders, Board of Education members, administrators, teachers, staff, parents, and students, had worked together over a year-and-a-half to determine the future direction of the Stafford Public Schools. The Board members were provided with a copy of the mission and belief statements and goals, which was approved by the Board of Education on March 9, 2009.

Dr. Fishman said that three of the four goals in the strategic plan are substantially tied to "21st Century Skills", and that each goal in the strategic plan is reported on using the following descriptors: 1) "Present State," i.e., the status of the district with regard to this goal when the strategic plan was adopted (08-09), 2) "Developing", 3) "Progressing", and 4) "Achieving."

Dr. Fishman stated that while she could not report on three of the four goals at this time, she asked administrators to report on where we stand in November, 2010, on the achievement of Goal Three, "Analyze and improve systems to promote effective communication and collaboration among and between administration, staff, students, parents, and community", using the above mentioned descriptors. She noted that there are two components of this goal: Component One states that important information, initiatives, issues and events are systematically and clearly communicated to school staff, students, parents, and the community; Component Two states that community groups and town stakeholders are consistently engaged in meaningful collaboration with the district to promote informed decision-making.

Dr. Fishman reported on how the different schools use Edline, the distict's web site software program, to help meet this goal.

Mrs. Fowler asked about the data collecting process, and noted that it felt that it was anecdotal versus actual data collection. She asked how the data was collected, and stated that she wants the district to develop a clearer way to collect data and a way to ensure that it is reliable. Mrs. Fowler also pointed out that it has not been her experience that 100% of homework assignments are available through Edline at the high school level. Dr. Fishman stated that she has found improvement in the percentage of teachers posting assignments.

Mr. Fontanella stated that he feels that Edline is working and finds it to be a great communication tool. He noted that he hopes that more parents will begin to use it.

D. Status of the Stafford Energy Committee Recommendation for a Grant Application for a PV Array for Stafford Elementary School

Dr. Fishman stated that at the Board of Education meeting on October 25, 2010, the members of the Board of Education approved a lease plan for a PV array at Staffordville School that had been researched by the members of the Stafford Energy Committee. She said that the district learned subsequently that because of the age of the roof at Staffordville School, DCS, with whom we planned to effectuate the lease, rejected our application.

Dr. Fishman reported that the members of the Stafford Energy Committee have now become aware of a revised On-Site Renewable Distributed Generation Program (OSDG), and there is now a request for proposals. She said that this program offers financial support to buy down the cost of installing new renewable energy generating equipment. Additionally, as a building owned by a municipality, the district would be able to apply for this funding. She said that there is great hope that we could apply for a grant through the OSDG program for a solar array at Stafford Elementary School.

Dr. Fishman noted that in order to qualify to apply for this grant, the district must provide proof that we have conducted an energy efficiency audit. She said that our Northeast Utilities Account Representative has provided us with a list of third-party energy services companies that conduct such audits, usually at no cost. She said that it is our intention to have such an audit conducted and to ensure that it is provided at no cost. She said that once we have this information, she feels that we can move forward with an application for this grant through the OSDG program. The completed application would then move forward to the Board of Education for approval.

Dr. Fishman stated that should the application be successful, the district would need a commitment from the community to financially support this project. She said that the district would also be required to supply a notarized affidavit stating that all recommendations in the energy efficiency audit with a payback of 5 years or less will be implemented prior to the installation of the equipment through the OSDG program. There would also be shared total project costs, with a portion of the project being funded by the grant award and a portion being funded by the district budget. Dr. Fishman said that prior to applying for the grant, she would know those shared costs up-front.

Mr. Szymanski asked about the cost share, should the grant be awarded. Mrs. Devlin stated that it would be a 50 / 50 cost share and that the community as a whole would need to be in support of this project before we moved forward and committed the district to expenses. Mrs. Devlin stated that the energy audit for the district should take place regardless of the grant application success or failure, since the audit may provide recommendations for cost savings, which should be considered during the budget process. Mr. Szymanski and Mr. Fontanella stated that the grant cost share should be part of the Town capital improvement budget.

Item VII. Public Forum

A member of the audience had a question regarding the energy audit.

Item VIII. Old Business

There was no Old Business.

Item IX. New Business

A. Approval of Twenty-First Century Skills

Dr. Fishman provided the Board with a list of proposed 21st century skills for the Stafford Public Schools. She said that this list of six skills is largely based on the work of the Education Connection, a RESC in Northwest Connecticut. Under the leadership of Jonathan Costa, a group of educators and business stakeholders arrived at a consensus alignment of the 21st century skills set forth by the following groups: International Society for Technology in Education's (ISTE) National Technology Standards and Performance Indicators for students, enGuage 21st Century Skills (developed by the North Central Regional Educational Laboratory and the Metiri Group), and the Partnership for 21st Century Skills.

Dr. Fishman noted that as the Strategic Plan was developed for the Stafford Public Schools, many of the goals we set for ourselves related directly to 21st century skills. Through attendance at workshops, reading, and the investigations of Mr. Michael Bednarz, Director of Curriculum and Instruction, it would seem that the six skills being presented truly embody the skills and values our students need in order to be successful now and in the future.

Dr. Fishman highlighted the strengths of the skill statements, as follows:

1. Value and demonstrate personal responsibility, character, cultural understanding / global citizenship, and ethical behavior.

2. Work independently and collaboratively to solve problems and accomplish goals.

3. Use a variety of research tools/media to access, evaluate, and effectively apply information appropriate for authentic tasks, such as projects.

4. Effectively apply the analysis, synthesis, and evaluative processes that enable productive problem solving.

5. Communicate information clearly and effectively, using a variety of tools/media in varied contexts for a multiplicity of purposes.

6. Demonstrate innovation, flexibility, and adaptability in thinking patterns and work habits.

Mrs. Rummel asked when the State Department would come forth with a list of 21st century skills. Mrs. Fowler stated that the State Department would be reluctant to bring forth a list of skills without rubrics and assessments. Dr. Fishman said that she felt that the list she presented is the first step that must be taken. Rubrics and assessments will now be developed matched to these skills.

Mr. Fontanella stated that the Board will need to revisit this matter often to keep pace with changes. Mrs. Rummel agreed.

Mrs. Bradway made a motion, seconded by Ms. Morhardt, that the Board of Education adopt the proposed list of 21st Century Skills for the Stafford Public Schools. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Ms. Morhardt, Mrs. Rummel and Mr. Szymanski voted for the motion, which carried.

B. <u>Review and Approval of 2011 Calendar of Regular Meetings</u>

Ms. Morhardt made a motion, seconded by Mr. Szymanski, that the Board of Education approve the calendar of regular Board of Education meetings for 2011, as presented. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Ms. Morhardt, Mrs. Rummel and Mr. Szymanski voted for the motion, which carried.

C. <u>Schedule Board Policy Committee Meeting</u>

Policy committee meetings were scheduled on Thursday, December 2, 2010, and Thursday, December 16, 2010, at 7:30 a.m.

Mrs. Bradway made a motion, seconded by Mrs. Fowler, to place **Item X.A- <u>Evaluation of Superintendent of Schools (Executive Session Anticipated)</u>** into executive session. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Ms. Morhardt, Mrs. Rummel and Mr. Szymanski voted for the motion, which carried.

The Board took a brief recess at 8:13 p.m. The meeting was called to order at 8:15 p.m.

<u>Item X. Personnel Matters</u>

A. <u>Evaluation of Superintendent of Schools (Executive Session Anticipated)</u>

Mrs. Finch made a motion, seconded by Mrs. Rummel, to enter executive session. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Ms. Morhardt, Mrs. Rummel and Mr. Szymanski voted for the motion, which carried. The Board entered executive session at 8:16 p.m.

Mrs. Finch made a motion, seconded by Mrs. Bradway, to return to regular session. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Ms. Morhardt, Mrs. Rummel and Mr. Szymanski voted for the motion, which carried. The Board returned to regular session at 9:50 p.m.

Mrs. Finch made a motion, seconded by Mr. Szymanski, that the Board of Education approve a 2.5% increase for the Superintendent of Schools, based on her 2009 – 2010 evaluation. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Ms. Morhardt, Mrs. Rummel and Mr. Szymanski voted for the motion, which carried.

<u>Item XI. Student Matters</u>

There were no Student Matters.

Item XII. Adjournment

Mrs. Rummel made a motion, seconded by Mr. Szymanski, to adjourn. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Ms. Morhardt, Mrs. Rummel and Mr. Szymanski voted for the motion, which carried. The meeting adjourned at 9:52 p.m.

Respectfully submitted,

Meg Devlin / Therese Fishman, Recording Secretaries

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Mark Fontanella, Chairperson

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Sandra Fowler, Secretary