

Board of Education Board of Education Regular Meeting  
Monday, March 28, 2011, 7:00 PM  
Stafford Elementary School

- I. Call to Order- Establishment of Quorum
- II. Secretary's Report- Approval of Minutes
  - A. Regular Meeting Minutes- 2/28/11 2
  - B. Regular Meeting Minutes- 3/14/11 7
- III. Treasurer's Report
  - A. Bills- 3/16/11, \$125,230.03
  - B. Grants- 3/16/11, \$541.70
  - C. Bills- 3/23/11, \$41,643.14
  - D. Grants- 3/23/11, \$3,329.35
- IV. Correspondence
  - A. Invitation to District-Wide Concert- 3/29/11
- V. Board Reports
  - A. Report from Student Representative
- VI. Superintendent Reports
  - A. Board of Education Appreciation (15 minutes)  
Board Policy 1146
  - B. Presentation of School Improvement Plans (50 minutes)  
Board Policy 6180
  - C. Cafeteria Profit and Loss through February 2011 (5 minutes)  
Board Policy 9012
- VII. Public Forum
  - A. Public Forum- Qualities the Community Would Like to See in the New Superintendent of Schools  
Board Policy 1110
  - B. Computer Lottery Drawing (10 mins. during recess)  
Board Policy 3260
- VIII. Old Business
- IX. New Business
  - A. Review and Possible Approval of Cheerleading Fundraiser (5 mins.)  
Board Policy 1324
  - B. Review and Possible Approval of Revised Board Policy 5114-Removal/Suspension/Expulsion (10 mins.)  
Board Policy 9012
- X. Personnel Matters
  - A. Resignations- Administrative and Certified Staff Members (5 mins.)
- XI. Student Matters

**Regular Meeting  
Stafford Board of Education  
Stafford Elementary School Cafetorium  
February 28, 2011**

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

**Absent:** Ms. Beth Ann Morhardt

**Also Present:** Dr. Thérèse G. Fishman, Superintendent of Schools  
Mr. Michael Bednarz, Director of Curriculum and Instruction  
Mrs. Meg Devlin, Business Manager  
Mr. Damian Frassinelli, Director of Athletics and Recreation  
Mr. Francis Kennedy, Principal, Stafford High School  
Dr. Maureen Ryan, Principal, Staffordville 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 7:08 p.m. A quorum was established.

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

Regular Meeting, February 7, 2011

A consensus of the Board approved the Secretary's Report for the regular meeting held on February 7, 2011, as presented.

**Item III. Treasurer's Report**

Bills- 2/09/11, \$53,676.35  
Grants- 2/09/11, \$4,480.34  
Bills- 2/16/11, \$275,283.53  
Grants- 2/16/11, \$12,891.28  
Bills- 2/23/11, \$142,392.33  
Grants- 2/23/11, \$858.66

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

#### **Item IV. Correspondence**

Mrs. Rummel distributed the *Quick Reference Guide to EASTCONN Programs and Services for PreK-12 Students* to the Board members.

#### **Item V. Board Reports**

##### **A. Report from Student Representative**

Miss Ojeda sent the Student Activity Report to the Board ahead of time, and it was included in their Board packets. She highlighted several areas of the report at the meeting.

#### **Item VI. Superintendent's Reports**

There were no Superintendent Reports.

#### **Item VII. Public Forum**

There were no questions or comments from the public.

#### **Item VIII. Old Business**

There was no Old Business.

#### **Item IX. New Business**

##### **A. Approval of Proposal to Change to a Self-funded Health Insurance Program**

Dr. Fishman stated that at the last Board meeting Mr. Theriault, Vice-President of Ovation Benefits, spoke of the benefits of changing to a self-funded health insurance program. She also provided copies of the handouts from the last Board meeting in the electronic packet for this meeting. She stated that the charts show that Anthem has been making a significant profit, due to the district's very good experience rating over the past five years.

At the last meeting, Mr. Muska, Chairperson of the Board of Finance, asked for information regarding how many claims the district has had over the past five years that have necessitated stop loss insurance. Dr. Fishman stated that there have been five claims over the past five years.

Dr. Fishman reviewed the information that she and Mrs. Devlin, Business Manager, received from two other districts that have had self-funded insurance programs in place for several years. The other two districts stated that the reserve must be maintained in order for this plan to work.

Mrs. Finch had a question regarding the accounts and how the reserve would be protected. Mrs. Devlin stated that the district would maintain a separate account for the Board of Education insurance funds. Additionally, Dr. Fishman stated that she could work with Attorney Janus to create a Board Policy and / or regulation to outline the procedures that must be followed with regard to the reserves for the self-funded insurance.

Mrs. Rummel made a motion, seconded by Mrs. Fowler, that the Board of Education approve the change to self-funding of the health insurance program for 2011-2012. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Mrs. Rummel and Mr. Szymanski voted for the motion, which carried.

**B. Approval of 2011 – 2012 Board of Education Budget**

Dr. Fishman informed the Board that Mr. Muska, Chairman of the Board of Finance, contacted her regarding adding the Education Jobs Fund Grant back into the budget and show the budget as \$1,151,538, or a 4.64% increase. Dr. Fishman contacted the State Department regarding this matter and was informed that federal grant funds are never included as part of the bottom line in the budget. She said that she will be receiving that information in writing tomorrow. Mr. Muska said that he would be fine with using the funds in that manner, once he receives it in writing from the State.

Dr. Fishman reported that the budget currently reflects the funds needed if the IEA program were housed in the portable. If the program has to remain at the Old Town Hall, money would need to be added to the budget to cover the cost. On the other hand, the district has received news that several staff members will be retiring, thus saving the district monies that were not accounted for in the current budget.

Mr. Szymanski stated that he has concerns that the district is using one-time grant funds to create new positions, which won't be funded in 2012-2013. Dr. Fishman explained why each position is needed and informed the Board that the ECS grant may increase in 2012-13 for rural-poor districts. Mr. Szymanski stated that a better use for the monies would be to cover increases for certified and non-certified staff, rather than to fund new positions. Mr. Szymanski suggested that Dr. Fishman explain clearly to the Board of Finance why the special education position is needed, as it makes sense to add a position that would end up saving the district money by not sending students out-of-district. He also said that Dr. Fishman should provide an explanation regarding why the proposed Stafford Elementary School assistant principal position is only ten months, while the other two assistant principal positions are twelve month positions.

Mrs. Rummel made a motion, seconded by Mrs. Bradway, that the Board of Education approve the budget for the 2011 – 2012 school year, as presented. Mrs. Bradway, Mrs. Finch, Mrs. Fowler and Mrs. Rummel voted for the motion. Mr. Szymanski abstained. The motion carried by majority vote.

Mr. Fontanella stated that he was just informed that the Board of Finance has scheduled the first public hearing on the budget on Wednesday, March 2, 2011. Dr. Fishman asked that Mr. Fontanella contact Mr. Muska regarding postponing the presentation of the district's budget for at least one week.

**C. Approval of Proposal for Solar Arrays**

Mrs. Fowler made a motion, seconded by Mrs. Rummel, that the Board of Education approve a renewed application to DCS Energy for solar arrays for all of the schools in the district. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Mrs. Rummel and Mr. Szymanski voted for the motion, which carried.

**D. Obsolete Equipment- Computers**

Mrs. Finch made a motion, seconded by Mrs. Fowler, that the Board of Education declare the sixty-one (61) computers so-designated by the district's Network Coordinator to be obsolete and unusable for school purposes and further authorize the administration to return this property to the Town and to dispose of any and all property not needed by the Town of Stafford in an appropriate manner. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Mrs. Rummel and Mr. Szymanski voted for the motion, which carried.

**Item X. Personnel Matters**

**A. Appointment- Certified Staff Member**

Mrs. Finch made a motion, seconded by Mrs. Fowler, that the Board of Education appoint the candidate named below for a teaching position, as follows:

| NAME          | CERTIFICATION AREA                    | SCHOOL/ ASSIGNMENT                                  | REPLACING/ NEW | SALARY                | EFFECTIVE DATE |
|---------------|---------------------------------------|-----------------------------------------------------|----------------|-----------------------|----------------|
| Gorski, David | Technology Education, PreK - 12 (047) | Stafford High School / Technology Education Teacher | Bruce, Douglas | \$38,666 (BA, Step 1) | 2/01/11        |

Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Mrs. Rummel and Mr. Szymanski voted for the motion, which carried.

**B. Resignations- Certified Staff Members**

Mrs. Bradway made a motion, seconded by Mrs. Finch, that the Board of Education accept the resignations of the staff members named below.

| NAME              | POSITION                    | SCHOOL               | EFFECTIVE DATE                | REASON     |
|-------------------|-----------------------------|----------------------|-------------------------------|------------|
| Coppinger, Holly  | Family and Consumer Science | Stafford High School | End of School Year, June 2011 | Retirement |
| Pelletier, Bonnie | Math Teacher                | Stafford High School | End of School Year, June 2011 | Personal   |

Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Mrs. Rummel and Mr. Szymanski voted for the motion, which carried.

Mrs. Rummel made a motion, seconded by Mrs. Bradway, to place **Item X.C.- Personnel Matter- Superintendent of Schools Search Process (Executive Session Anticipated)**, into

executive session. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Mrs. Rummel and Mr. Szymanski voted for the motion, which carried.

The Board took a brief recess at 7:58 p.m. The meeting was called to order at 8:10 p.m.

**C. Personnel Matter- Superintendent of Schools Search Process (Executive Session Anticipated)**

Mrs. Finch made a motion, seconded by Mrs. Fowler, to return to regular session. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Mrs. Rummel and Mr. Szymanski voted for the motion, which carried. The Board returned to regular session at 8:25 p.m.

No action was taken on this item.

**Item XI. Student Matters**

There were no Student Matters.

**Item XII. Adjournment**

Mrs. Finch made a motion, seconded by Mrs. Rummel, to adjourn. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Mrs. Rummel and Mr. Szymanski voted for the motion, which carried. The meeting adjourned at 8:27 p.m.

**Respectfully submitted,**

**Christine C. Marinelli, Recording Secretary**

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**Mark Fontanella, Chairperson**

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**Sandra Fowler, Secretary**

**Regular Meeting  
Stafford Board of Education  
Pinney Administration Building  
March 14, 2011**

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

**Absent:** Mrs. Lisa Bradway  
Mrs. Tracy Rummel

**Also Present:** Dr. Thérèse G. Fishman, Superintendent of Schools  
Ms. Deb Carron, Teacher, Stafford High School  
Mrs. Meg Devlin, Business Manager  
Mr. Francis Kennedy, Principal, Stafford High School  
Miss Vivian Ojeda, Student Representative  
Mr. Ben Scurto, Teacher, Stafford High School  
Mr. Gary Shearer, Teacher, Stafford High School

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

The meeting was called to order at 7:02 p.m. A quorum was established.

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

Special Meeting, February 28, 2011  
Regular Meeting, February 28, 2011

A consensus of the Board approved the Secretary's Report for the special meeting held on February 28, 2011, as presented. The Board tabled the approval of the Secretary's Report for the regular meeting held on February 28, 2011.

**Item III. Treasurer's Report**

Bills- 3/02/11, \$603,671.10  
Grants- 3/02/11, \$8,813.28  
Bills- 3/09/11, \$98,679.10  
Grants- 3/09/11, \$9,623.84

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

**Item IV. Correspondence**

Mr. Fontanella stated that he received an e-mail from the Connecticut Association of Boards of Education regarding Board of Education Appreciation Month, which is celebrated in March each year. He also read a proclamation regarding Board of Education Appreciation Month.

Mr. Fontanella stated that he received a copy of the letter that Dr. Fishman sent to Mr. Muska, Chairman of the Board of Finance, regarding the upcoming negotiations with the administrators' union.

Mr. Fontanella read the invitation to the student art show, which is being held at the Stafford Public Library from March 1 – April 30, 2011.

### **Item V. Board Reports**

#### **A. Report from Student Representative**

Miss Ojeda sent the Student Activity Report to the Board ahead of time, and it was included in their Board packets. She highlighted several areas of the report at the meeting.

Mr. Fontanella stated that men's and women's alumni basketball teams won their respective games at the high school.

### **Item VI. Superintendent's Reports**

#### **A. Cafeteria Profit and Loss through January 2011**

Dr. Fishman presented the Cafeteria Profit and Loss report through January 31, 2011, as prepared by Mrs. Mary Folker, Food Service Coordinator, and reviewed by Mrs. Susan Linder, Director of Building Services, and Mrs. Meg Devlin, Business Manager. She stated that it shows a year-to-date profit of \$3,584, as compared to a profit of \$17,018 for last year at the same time.

Dr. Fishman noted that the reasons for the lower profit this year are, as follows: 1) the need to make costly repairs to equipment 2) there were 6 school cancellations in January and two 90 minute delays, and 3) during mid-term exam week students are not on a regular schedule and often leave after exams are over or come in just for exams.

#### **B. Financial Report through February 2011**

Dr. Fishman presented the financial report through February 2011, as prepared by Mrs. Meg Devlin, Business Manager. Dr. Fishman noted that this report reflects the impact of the cost of snow removal from the roofs of the school buildings, due to significant snow build-up from recent storms, which totals \$309,985 from outside vendors and \$3,000 for staff overtime. She stated that when these costs are applied to the Board of Education budget for 2010-2011, there is a total deficit of \$14,925.

Dr. Fishman pointed out that the district used Silktown Roofing, the roofing company that holds the warranties for Stafford High School and Stafford Elementary School, to remove the snow from those roofs so that the district would avoid voiding those warranties. She also stated that another company was used for roof snow removal at the other schools to avoid lawsuits, which have resulted in other districts that used volunteers for snow removal.

Mrs. Finch asked if the district would be receiving any monies from FEMA for snow removal. Dr. Fishman and Mrs. Devlin said that they are working with Mr. Waugh to see if the town and



school district qualify for FEMA reimbursement. Dr. Fishman noted that FEMA monies are only available for two specific days. Dr. Fishman noted that there is a possibility that some state money may be available as well.

Dr. Fishman noted that later on the agenda, a budget freeze will be discussed.

**C. Head Start Report through February 2011**

Dr. Fishman presented the Head Start grant report through February 2011, as prepared by Mrs. Meg Devlin, Business Manager. She reported that through February, the district has expended \$4,411 of the basic Head Start grant, which runs from February 1, 2011, through June 30, 2011. This grant totals \$51,129.

Dr. Fishman said that the Early Head Start grant, which runs from September 30, 2010, through September 29, 2011, in the amount of \$68,500, details that \$31,933 has been expended or encumbered through February 2011.

**Item VII. Public Forum**

Members of the high school social studies department spoke on behalf of their department and a member of that department that may possibly lose their job due to budget cuts. They stated that elimination of that position would seriously hurt the school and the social studies department. They said that all electives associated with their department would have to be eliminated.

There was a question from the audience regarding the summer school position postings and why they were posted already when the budget hasn't passed. Dr. Fishman stated that there is a notice across the top of each of those postings stating that the position is contingent upon funds being available.

**Item VIII. Old Business**

There was no Old Business.

**Item IX. New Business**

**A. Approval of 2011 Graduation Date**

Mrs. Finch made a motion, seconded by Mrs. Fowler, that the Board of Education approve Wednesday, June 22, 2011, as the Class of 2011's graduation date. Mrs. Finch, Mrs. Fowler, Ms. Morhardt and Mr. Szymanski voted for the motion, which carried.

**B. Approval of 2010 – 2011 Budget Freeze**

Ms. Morhardt made a motion, seconded by Mrs. Finch, that the Board of Education freeze the 2010 – 2011 budget, effective immediately, and approve that all future expenditures shall be approved by the Superintendent and / or the Business Manager, on a case-by-case basis. Mrs. Finch, Mrs. Fowler, Ms. Morhardt and Mr. Szymanski voted for the motion, which carried.

Mrs. Finch made a motion, seconded by Ms. Morhardt, to place **Item X.A.- Teachers Eligible for Tenure / Teachers' Performance (Executive Session Anticipated) and Item X.B. – Recommendation of the Superintendent of Schools Concerning Teacher Non-Renewals Pursuant to CGS Section 10-151 (Executive Session Anticipated)**, into executive session. Mrs. Finch, Mrs. Fowler, Ms. Morhardt and Mr. Szymanski voted for the motion, which carried.

There was a brief recess at 7:35 p.m.

The meeting was called to order at 7:40 p.m.

Mrs. Finch made a motion, seconded by Ms. Morhardt, to enter executive session. Mrs. Finch, Mrs. Fowler, Ms. Morhardt and Mr. Szymanski voted for the motion, which carried. The Board entered executive session at 7:41 p.m.

Mr. Szymanski made a motion, seconded by Ms. Morhardt, to return to regular session. Mrs. Finch, Mrs. Fowler, Ms. Morhardt and Mr. Szymanski voted for the motion, which carried. The Board returned to regular session at 8:32 p.m.

#### **Item X. Personnel Matters**

##### **A. Teachers Eligible for Tenure / Teachers' Performance (Executive Session Anticipated)**

No action was taken on this item.

##### **B. Recommendation of the Superintendent of Schools Concerning Teacher Non-Renewals Pursuant to CGS Section 10-151 (Executive Session Anticipated)**

Mr. Szymanski made a motion, seconded by Ms. Morhardt, that pursuant to Connecticut General Statutes Section 10-151, the Stafford Board of Education non-renew the teacher contracts of Corrina Boldi, Katherine Cohen, Amanda Fischetti, David Gorski, Lori Greenberg, Jennifer Ledbetter, Gina Malloy, Lori Paolini, Sabrina Pasquarelli, Donna Perry and Amber Preston, at the end of the 2010 – 2011 school year. Mrs. Finch, Mrs. Fowler, Ms. Morhardt and Mr. Szymanski voted for the motion, which carried.

Mr. Szymanski made a motion, seconded by Ms. Morhardt, that the Stafford Board of Education direct the Superintendent of Schools to communicate this action of the Board in writing to each of the above named teachers and that the Superintendent of Schools be authorized to respond on behalf of the Board of Education to any requests for a hearing, if required by law, or for other data which may be forthcoming from the teacher and/or his/her representative pursuant to applicable provisions of Connecticut General Statutes Section 10-151; and that the Superintendent of Schools be directed that any response to a request for a hearing, and, if a hearing is required by law, indicate that such hearing is to be before the Board of Education. Mrs. Finch, Mrs. Fowler, Ms. Morhardt and Mr. Szymanski voted for the motion, which carried.

#### **Item XI. Student Matters**

There were no Student Matters.

**Item XII. Adjournment**

Ms. Morhardt made a motion, seconded by Mrs. Finch, to adjourn. Mrs. Finch, Mrs. Fowler, Ms. Morhardt and Mr. Szymanski voted for the motion, which carried. The meeting adjourned at 8:35 p.m.

**Respectfully submitted,**

**Christine C. Marinelli, Recording Secretary**

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**Mark Fontanella, Chairperson**

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**Sandra Fowler, Secretary**