Board of Education Board of Education Special Meeting
Monday, June 25, 2012, 8:00 PM
Stafford Elementary School

I. Call to Order- Establishment of Quorum
II. Pledge of Allegiance
III. Secretary's Report- Approval of Minutes
   A. Regular Meeting- 6/4/12 2
IV. Treasurer's Report
   A. Bills, 6/6/12- $92,967.20
   B. Grants, 6/6/12- $13,815.03
V. Correspondence
VI. Board Reports
   A. Student Representative's Report
   B. Budget Committee
   C. Curriculum Committee
   D. Policy Committee
   E. Negotiation Committee
VII. Superintendent Reports
   A. Summer Reading Programs 2012
   B. Financial Report through May 2012
   C. Update on Business Software and Student Information System
   D. Cafeteria Profit and Loss through May 2012
VIII. Public Forum
IX. Old Business
   A. Review and Possible Approval of Board Policy and Regulation 6141.328- Instruction: Bring Your Own Device (BYOD) and Protocol for the Use of Technology in the Schools
X. New Business
   A. Review and Possible Approval of AP Physics Textbook and Curriculum
   B. Discussion and Approval of Medical Insurance Plan Funding
   C. Review and Approval of St. Edward School Lunch Contract for 2012 - 2013
XI. Personnel Matters
   A. Resignation- Certified Staff Member
   B. Resignation- Non-Affiliated Staff Member
   C. Appointments- Certified Staff Members
   D. Review and Possible Approval of Non-Affiliated Salary Increases (Executive Session Anticipated)
   E. Superintendent's Evaluation (Executive Session Anticipated)
XII. Student Matters

Regular Meeting
Stafford Board of Education
Stafford Elementary School
June 4, 2012

Board Members Present: Mrs. Sandy Fowler, Chairperson
Mrs. Tracy Rummel, Secretary
Mrs. Lisa Finch
Ms. Sonya Shegogue
Mrs. Kathy Walsh

Absent: Mr. Stephen Szymanski
Ms. Beth Ann Morhardt
Mr. Evan Cummins, Student Representative

Also Present: Dr. Patricia A. Collin, Superintendent of Schools
Mr. Michael Bednarz, Director of Curriculum and Instruction
Mrs. Donna Bourque, Math Teacher, Stafford Middle School
Mr. Robert Butler, III, Supervisor of Building Services
Mrs. Meg Devlin, Business Manager
Mrs. Laurie Dillon, Drama / Music Teacher
Mrs. Peggy Falcetta, Teacher, Stafford Elementary School
Mr. Gary Fisher, Stafford Energy Advisory Committee
Mr. Peter Kovaleski, Stafford Energy Advisory Committee

Item I. Call to Order- Establishment of Quorum

The meeting was called to order at 7:04 p.m. A quorum was established.

Item II. Pledge of Allegiance

Mr. Charles Cormier led the Board in the Pledge of Allegiance.

Item III. Secretary's Report- Approval of Minutes

Regular Meeting, May 21, 2012

A consensus of the Board approved the Secretary's Report for the regular meeting held on May 21, 2012, as presented.

Item IV. Treasurer's Report

Bills, 5/23/12- $136,248.60
Grants, 5/23/12- $3,162.66

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

Item V. Correspondence

Mrs. Fowler stated that she received a letter from CABE regarding the Board's membership with CABE. Mrs. Fowler noted that the district relies heavily on CABE for policy updates, as well as for professional development for Board members. The district will continue to be a member of CABE.

Item VI. Board Reports

A. Report from Student Representative

Mr. Cummins was not available to attend the meeting.

Dr. Collin informed the Board that there were photos of the junior prom in the Reminder, as well as of the softball team. She also mentioned that North Central News published articles about the Staffordville School reading award and distributed a copy for the Board members to see.

Dr. Collin informed the Board that Mr. Elwin St. Louis, custodian at Stafford Middle School, performed a heroic act, assisting a student that was choking during lunch. The Board requested that Dr. Collin send Mr. St. Louis a letter on its behalf.

Mrs. Fowler noted that there was a very nice article in the Journal Inquirer regarding Stafford's Teacher of the Year.

B. Budget Committee

The Budget Committee members are Mr. Szymanski, Mrs. Fowler, and Ms. Morhardt. There was no update from the Budget Committee.

C. Curriculum Committee

The Curriculum Committee members are Mrs. Rummel, Mrs. Walsh and Ms. Shegogue. Mrs. Rummel noted that the committee just recently met to review the math textbook proposal, which will be reviewed later on the agenda.

D. Policy Committee

The Policy Committee members are Mrs. Fowler, Chairperson, Mrs. Finch, Ms. Morhardt and Mrs. Rummel (alternate). Mrs. Fowler noted that the policy committee did meet and that several policies will be reviewed later on the agenda.

E. Negotiation Committee

The Negotiation Committee members are Mrs. Rummel, Ms. Morhardt and Mrs. Walsh. There was no update at this time.

Item VII. Superintendent's Reports

A. Presentation by the Stafford Energy Advisory Committee (SEAC): SMS Solar Thermal System (Hot Water Generation) Project

Dr. Collin reported that the oil-fired hot water tank at Stafford Middle School, which was utilized as a shelter as a result of Storm Alfred in late October, has been patched several times due to leaking. She said that it is anticipated that the tank will continue to require repairs and/or may fail at any time. District staff has estimated it will cost approximately $45,000-$50,000 to replace it with a similar tank.

The Stafford Energy Advisory Committee (SEAC) was consulted and concluded that only 400 of the current 756 gallons of water kept heated by the tank is consumed daily by students and the kitchen staff. SEAC found that this amount of use results in excessive and unnecessary oil consumption on a continual basis.

Representatives from the SEAC, have explored the availability of resources to support an energy efficient solution to address the issues relative to the current oil-fired hot water tank at the middle school. Mr. Fisher was present to provide a brief overview of the proposed project to the Board.

Mr. Fisher stated that there is a need to replace the inefficient hot water system at Stafford Middle School. He said that SEAC was given very short notice that grant funds may be available for this project. He noted that through this grant, $18,000 in funding was requested to provide partial monies necessary to replace the hot water heater with a solar system. He said that they also would like to find a way to replace the system with one of an appropriate size based on actual hot water usage. Conservatively, the system will pay for itself within five years. He stated that we will be notified by this Friday if the Town has received the grant. CTEC, the company they are considering to complete the work, is on the State approved list and has been doing this type of work for many years.

Mrs. Fowler asked for clarification regarding the supplemental hot water system that would be needed and from where the funding for the remainder of the project would come. Mr. Butler responded that a supplemental system would be needed for backup if the solar energy did not provide sufficient hot water on any given day. Dr. Collin said that the funding would need to be discussed further once we find out if we've received the grant funding.

B. High School Music Department Presentation

Dr. Collin stated that each year members of the various music groups at Stafford High School, as well as the Drama Club, make a brief presentation on their activities during the school year to the Board of Education. Mrs. Laurie Dillon, Music and Drama Director, was present at the meeting to introduce each group. Students from choir, band, drama, show choir, madrigals, ladies choral and color guard gave brief presentations and were available to answer questions from the Board members.

C. Head Start Report through May 2012

Dr. Collin presented the Basic Head Start grant report through May 31, 2012, as prepared by Ms. Meg Devlin, Business Manager. Awarded for the time period February 1, 2012, through June 30, 2012, the report indicates that $29,155.23 of the Basic Head Start grant fund 150 has been expended. The balance of $21,973.77 must be either expended or encumbered by June 30, 2012.

The program expense reports are being presented to the Board of Education at this time in compliance with the Head Start agreement. 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. For the Board's review, Basic Head Start Non Federal Share Reports, which includes expenses assumed by the school district, are also attached.

D. <u>Cafeteria Profit and Loss Report through April 2012</u>

Dr. Collin presented the Cafeteria Profit and Loss report through April 2012, as prepared by Ms. Beth LaPane, Supervisor of Food Services, and Mrs. Meg Devlin, Business Manager. It shows a loss of $3,571 for April, as compared to the same period last year, which reflected a loss of $12,117. The most recent report reflects a year-to-date profit of $20,578, whereas, last year's year-to-date report reflected a profit of only $9,756.

Dr. Collin reported that April's loss is a direct correlation to the reduction in school days as affected by vacation and a holiday. In spite of the loss in April, the program still maintains a healthy profit.

The "Grab and Go" station at Stafford High School is a newly-implemented option by Ms. LaPane. This option allows students to select from a variety of ala carte items such as hamburgers, hot dogs, daily specialty sandwiches, and flavored waters and has resulted in an increase in sales and positive feedback from students.

Mrs. Fowler asked the students in attendance at the meeting for their feedback regarding the "Grab and Go" station. The feedback was positive.

<u>Item VIII. Public Forum</u>

A member of the audience stated that in light of the unprecedented budget approval this year, he asked that the Board makes their intentions extremely clear to the public with regard to the closure of Staffordville School. Mrs. Fowler stated that notification of any discussion regarding Staffordville School will be sent out as far in advance as possible and will be posted on the Board's meeting agenda and in as many other places as possible.

A member of the audience had a question regarding the enrichment provided for the textbooks and whether that would count as part of a "gifted program". The member of the audience requested a list of enrichment programs that are embedded in the curriculum and a list of the budget reductions that have been made over the years (i.e. the gifted teacher).

A member of the audience stated that the new finance course sounds good but hopes that it doesn't get cut like Ms. Coppinger's program did. Also, she asked when the new physical education requirements would change (reduction to one credit at the high school) and would the PE teachers' hours be reduced. Dr. Collin responded that the teachers' hours would not be reduced because, as presented during the budget process, the PE teachers at the high school will now be teaching health due to the reduction of a science teacher.

A member of the audience had a question regarding when the teachers' union contract ends. Mrs. Devlin stated that it ends on June 30, 2013.

A student reported that he liked the Grab and Go station at the high school cafeteria.

<u>Item IX. Old Business</u>

There was no Old Business.

Item X. New Business

A. Review and Possible Approval of Proposal for Middle School Mathematics Textbooks

Dr. Collin presented a mathematics textbook adoption recommendation from Mr. Michael Bednarz, Director of Curriculum & Instruction. The new textbook, *Mathematics Common Core-Grade 6, Grade 7, and Pre-Algebra* (Holt McDougal, 2012), will be used with students in grade six, seven and eight. The new textbooks are intended to replace the Scott Foresman (2002) textbooks currently being used in grades six and seven and Prentice Hall (2004) pre-algebra textbook being used in grade eight. The rationale for the recommendation is that the current textbooks are not aligned with the new Common Core Mathematics Standards.

With established criteria for the selection as enumerated in the attached memorandum, the process was facilitated by Mrs. Donna Bourque, Math Teacher at Stafford Middle School and Co-Chairperson of the Mathematics Curriculum Team. Grade level teachers, members of the district Math Curriculum Team and special education staff, and the principal participated in the textbook selection process. The textbooks have been introduced to both the Curriculum Advisory Council and the Board Curriculum Committee.

Mr. Bednarz thanked the Board's Curriculum Committee for taking the time to review the textbook proposal being presented tonight. He also thanked Donna Bourque for her role in the process.

Mr. Bednarz reviewed the selection chart. He noted that alignment to Common Core Mathematics Standards is the most important feature of the new text, that there are a significant number of differentiation tools, and that this text is the less expensive of the two selections. He also noted that math texts were already scheduled for replacement in the 2012 – 2013 school year.

Mrs. Fowler asked how the district knows that this text is the best one to address the new Common Core standards. Mrs. Bourque stated that she and Mrs. Szymanski have piloted this text in eighth grade pre-algebra and it has worked very well. She also noted that there are excellent on-line resources and gave examples of how the test addresses the Common Core Standards.

Mr. Bednarz stated that funding for the purchase of the textbooks, totaling $33,481.61 (and includes materials, professional development, technical support and shipping) is available in the 2012-2013 itemized estimate of the cost of maintenance of Stafford Public Schools.

Mrs. Rummel made a motion, seconded by Mrs. Walsh, that the Board adopt *Mathematics Common Core-Grade 6, grade 7, and Pre-Algebra* (Holt McDougal, 2012), as presented. Mrs. Finch, Mrs. Rummel, Ms. Shegogue and Mrs. Walsh, voted for the motion, which carried.

B. Review and Approval of New and Revised Board Policies and Regulations

Of the four items listed below, three reflect minor revisions to current policy and/or regulations, and one is new. Dr. Collin stated that all of the policies and corresponding regulations, as appropriate, were reviewed by the Administrative and Board Policy Committees. The Administrative Policy Committee is comprised of Mr. Michael Bednarz, Mr. Gregory Buonome, Mr. Marco Pelliccia, Mrs. Amy Stevenson, and me. The Board Policy Committee (BPC) is comprised of Mrs. Sandra Fowler (Chairperson), Mrs. Lisa Finch, Ms. Beth Ann Morhardt, and Mrs. Tracy Rummel (Alternate).

- **Regulation #5122.1 Students: Use of Physical Force-Physical Restraint(s)/Seclusion**: Per advisement from the Connecticut State Department of Education and in consultation with attorneys, the district will be using the State forms, one for each type of situation: “Incident Report of Physical Restraint” and “Incident Report of Seclusion”. These two forms will replace our current single form entitled, “Restraint or Seclusion Incident Report”.

- **Policy #6146 Instruction: Graduation Requirements**: Currently, the State only requires that students obtain one full credit in Physical Education. Stafford Public Schools requires that students obtain two full credits. Administration would like to reduce the district requirement to align with that of the State, thereby allowing more flexibility in scheduling for students. This change would result in an increase of elective credits from 5 to 6.
- **Regulation #4118.51 Personnel-Certified/Non Certified: Social Media:** As we continue to move forward in the area of technology, the Administrative Policy Committee, in consultation with the Learning Resources Instructional Technology (LRIT) committee and CEA representative, recommends some changes in regulatory language as indicated in red.

Dr. Collin noted that although the Board typically presents policies for two meetings, because these are suggested revisions to current policy and regulations, the Board may consider approving them, as indicated, this evening.

Dr. Collin reported that both the APC and BPC are EXTREMELY excited about the following policy and regulation, as suggested by CABE and revised by the LRIT, APC and BPC. She noted that the policy and regulation are aligned with our Strategic Plan and our recently-approved Technology Plan. Should the Board approve of the policy and regulation at its special meeting in June 2012, they will be incorporated into the *Student & Parent Handbook 2012-2013.* She said that this meeting serves as the first reading of the following policy and regulation which are new.

- **Policy #6141.328 Instruction: Bring Your Own Device (BYOD) and Protocol for the Use of Technology in the Schools:**

Mrs. Finch made a motion, seconded by Ms. Shegogue, that the Board of Education approve, at this time, the following policies and/or corresponding regulations, as presented: Regulation #5122.1 Students: Use of Physical Force-Physical Restraint(s)/Seclusion; Policy #6146 Instruction: Graduation Requirements; and Regulation #4118.51 Personnel-Certified/Non Certified: Social Media. Mrs. Finch, Mrs. Rummel, Ms. Shegogue and Mrs. Walsh, voted for the motion, which carried.

C. <u>Grant Assurance Requirement</u>

Dr. Collin informed the Board that Mr. Michael Bednarz, Director of Curriculum and Instruction, and Mrs. Sheree Pasini, Business Teacher at Stafford High School, are writing a competitive grant, which is due to the Connecticut State Department of Education’s Bureau of Teaching and Learning by June 8th. The grant awards range from $15,000 to $25,000.

Dr. Collin stated that as indicated in her memorandum to the Board, ideas currently being considered for the proposal are the following:

- Developing a half-year course for the 2013-2014 school year as a follow up to Money Management;
- Using a blended teaching and learning platform with tablets, web-based programs, and virtual environments;
- Engaging local and regional agencies, resources, and individuals in the financial field; and

- Focusing on topics and skills such as informed decision making, creating a personal financial plan, consumer & identity theft protection, understanding on-line banking, and credit, investment & insurance options.

She noted that the funding provided through this competitive grant will provide for start up costs, including curriculum writing, technology purchases, web-based subscriptions, textbooks, professional development, conference registrations, and field trip transportation. Additional funding required to sustain and/or enhance the new course can be funded through the Perkins Grant.

Mr. Bednarz stated that this new course relates well to the district's 21st Century Skills.

Mrs. Finch made a motion, seconded by Mrs. Rummel, that the Board approve the new course offering, **Personal Finance**, upon completion of the curriculum, which is anticipated for spring 2013. Mrs. Finch, Mrs. Rummel, Ms. Shegogue and Mrs. Walsh, voted for the motion, which carried.

D. Increase in School Lunch Pricing

Dr. Collin reported that The Healthy, Hunger-Free Kids Act of 2010 (PA 111-296) specifies that all school food services throughout the country that participate in the National School Lunch program provide the same level of support for lunches to students who are not eligible for free or reduced-price lunches. Currently, the district has a different pricing structure for high school, middle school, and elementary school lunches. At its meeting on June 20, 2011, the Board approved an increase of 10 cents for both lunch and breakfast prices.

Using the USDA Food and Nutrition Service's Paid Lunch Equity (PLE) Tool, Mrs. Meg Devlin, Business Manager, determined the price increase needed to meet the Weighted Average Price Requirement for 2012-2013, which would have the least impact on students who purchase lunch. Because she believes it may have a greater financial burden on the parents, who rely on a single income, of children in grades preschool through grade five, Mrs. Devlin suggests a five (5) cent increase to middle and high school lunch prices, only, as indicated below.

Meal Pricing Structure		
Location	Current Price	Recommended Price
Stafford High School	$2.35	**$2.40**
Stafford Middle School	$2.20	**$2.25**
Stafford Elementary School	$2.05	**$2.05**
Breakfast (All Schools)	$1.35	**$1.35**

Mrs. Rummel made a motion, seconded by Mrs. Walsh, that the Board of Education approve a five (5) cent increase for lunch prices at Stafford High School and Stafford Middle School. Mrs. Finch, Mrs. Rummel, Ms. Shegogue and Mrs. Walsh, voted for the motion, which carried.

Item XI. Personnel Matters

A. Appointment- Administrative Staff Member

Mrs. Finch made a motion, seconded by Ms. Shegogue, that the Board appoint the following administrative staff member:

NAME	CERTIFICATION AREA	SCHOOL/ ASSIGNMENT	REPLACING/ NEW	SALARY	EFFECTIVE DATE
Falcetta, Peggy A.	092 (Intermediate Administration and Supervision); 003 (PK – 3); 006 (Grades 4-8); and 065 (Comp. Special Education, PK-12)	Staffordville School / Principal	Ryan, Maureen	$110,662	7/2/12

Mrs. Finch, Mrs. Rummel, Ms. Shegogue and Mrs. Walsh, voted for the motion, which carried.

B. <u>Rescission of Certified Staff Non-Renewals (Executive Session Anticipated)</u>

Dr. Collin reported that at its regularly-scheduled meeting on March 26, 2012, the Board of Education approved the Superintendent's recommendation to non-renew the teaching contracts of some non-tenured staff members at the end of the 2011-2012 school year, in accordance with the provisions of Connecticut General Statutes, Section 10-151. She said that the Board also authorized her to communicate this action in writing to these staff members. The reason for this non-renewal action was the unsettled itemized estimate of the cost of maintenance of Stafford Public School (budget) for the 2012-2013 school year.

The Board of Education itemized estimate of the cost of maintenance of the Stafford Public Schools for the 2012-2013 has now been approved per the passing of the referendum on May 23, 2012. The approved budget does not affect the teaching positions of the non-tenured staff on the chart below who had been the subject of the non-renewal notices.

NAME	POSITION	SCHOOL	EFFECTIVE DATE
Kaitlin Bellamy	Elementary Teacher, Grade 5	Stafford Elementary School	End of School Year, June 2012
Corinna Boldi	Elementary Teacher, Grade 5	Stafford Elementary School	End of School Year, June 2012
Jennifer Ledbetter	PreK Teacher, Regular Education (.50 FTE)	Staffordville School	End of School Year, June 2012
Gina Malloy	School Social Worker	West Stafford School	End of School Year, June 2012
Conrado Ulloa	Foreign Language Teacher	Stafford High School	End of School Year, June 2012

Mrs. Finch made a motion, seconded by Mrs. Rummel, that the Board of Education to rescind its decision to non-renew the teacher contracts of the teachers listed above at the end of the 2011-2012 school year. Moved further that the Board of Education direct the Superintendent of Schools to communicate this action of the Board in writing to each of these teachers and that the Superintendent of Schools prepare teaching contracts for the 2012-2013 school year for each of the above-named teachers in accordance with the *Professional Agreement between the Stafford Board of Education and the Stafford Education Association July 1, 2011,* *through June 30, 2013.* Mrs. Finch, Mrs. Rummel, Ms. Shegogue and Mrs. Walsh, voted for the motion, which carried.

Mrs. Rummel made a motion, seconded by Ms. Shegogue, to place Item XII.A.- Consideration of the Superintendent of Schools' Recommendation for Early Readmission of Student F to Stafford High School (Executive Session Anticipated), into executive session. Mrs. Finch, Mrs. Rummel, Ms. Shegogue and Mrs. Walsh, voted for the motion, which carried.

The Board took a brief recess at 8:30 p.m.

Item XII. Student Matters

A. Consideration of Superintendent of Schools' Recommendation for Early Readmission of Student F to Stafford High School (Executive Session Anticipated)

Mrs. Rummel made a motion, seconded by Mrs. Finch, to enter executive session. Mrs. Finch, Mrs. Rummel, Ms. Shegogue and Mrs. Walsh, voted for the motion, which carried.

Student F, Student F's mother, Dr. Collin and Mrs. Marinelli were invited to attend executive session.

All invited individuals left the conference room to allow the Board to deliberate at 8:45 p.m. All invited individuals returned at 8:51 p.m.

Mrs. Finch made a motion, seconded by Mrs. Rummel, to return to regular session. Mrs. Finch, Mrs. Rummel, Ms. Shegogue and Mrs. Walsh, voted for the motion, which carried. The Board returned to regular session at 8:52 p.m.

Mrs. Walsh made a motion, seconded by Mrs. Finch, that the Board of Education vote to approve the early readmission of Student F, at such time as to allow Student F to participate in graduation exercises at Stafford High School. In addition, Student F may make arrangements with Mr. Pelliccia, Stafford High School Principal, to participate in rehearsals for graduation. Moved further that Student F 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 F violates these conditions of probation, then the full period of the original expulsion shall be automatically reinstated. Mrs. Finch, Mrs. Rummel, Ms. Shegogue and Mrs. Walsh, voted for the motion, which carried.

Item XIII. Adjournment

Mrs. Finch made a motion, seconded by Mrs. Rummel, to adjourn. Mrs. Finch, Mrs. Rummel, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried. The meeting adjourned at 8:55 p.m.

Respectfully submitted,

Christine C. Marinelli, Recording Secretary

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Sandra Fowler, Chairperson

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Tracy Rummel, Secretary