Board of Education Board of Education Regular Meeting
Monday, July 9, 2012, 6:00 PM
Pinney Administration Building

I. Call to Order- Establishment of Quorum

II. Pledge of Allegiance

III. Secretary's Report- Approval of Minutes
   A. Special Meeting- 6/25/12 2

IV. Treasurer's Report
   A. Bills- 6/20/12, $219,713.42

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. Wellness Committee Update
   B. Cafeteria Profit and Loss through June 2012
   C. Status of Financial Report through June 2012
   D. Head Start Report through June 2012

VIII. Public Forum

IX. Old Business

X. New Business
   A. Review and Possible Approval of a Proposal for a High School Trip to Washington DC in 2013
   B. Review and Possible Approval of Revision to Board Policy 6142.101- Instruction: Student Nutrition and Physical Activity (Student Wellness Policy)
   C. Board of Education Retreat- Goal Setting and Review

XI. Personnel Matters
   A. Appointments- Certified Staff Members
   B. Review of Director of Athletics' Contract of Employment (Executive Session Anticipated)
   C. Superintendent's Evaluation (Executive Session Anticipated)
   D. Resignation- Certified Staff Member (This item must be added to the agenda.)

XII. Student Matters

Special Meeting
Stafford Board of Education
Stafford Elementary School
June 25, 2012

Board Members Present: Mrs. Sandy Fowler, Chairperson
Mrs. Tracy Rummel, Secretary
Ms. Beth Ann Morhardt
Ms. Sonya Shegogue
Mr. Stephen Szymanski

Absent: Mrs. Lisa Finch
Mrs. Kathy Walsh
Mr. Evan Cummins, Student Representative

Also Present: Dr. Patricia A. Collin, Superintendent of Schools
Mrs. Meg Devlin, Business Manager

Item I. Call to Order- Establishment of Quorum

The meeting was called to order at 8:56 p.m. (following a joint meeting with the Board of Selectmen and the Board of Finance at the same location). A quorum was established.

Item II. Pledge of Allegiance

Mrs. Fowler led the Board in the Pledge of Allegiance.

Item III. Secretary's Report- Approval of Minutes

Regular Meeting, June 4, 2012

A consensus of the Board approved the Secretary's Report for the regular meeting held on June 4, 2012, as presented.

Item IV. Treasurer's Report

Bills, 6/6/12- $92,967.20
Grants, 6/6/12- $13,815.03

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

Item V. Correspondence

Mrs. Fowler reported that the district's technology plan was approved by the Connecticut State Department of Education. Mrs. Fowler read the letter from the State.

Mrs. Fowler reminded the Board members that they owe $28 for the yearbook ad. She asked that Mrs. Marinelli send a reminder to the Board members.

Mrs. Fowler read a thank you note that was sent to the Board by Mrs. Oloff, who retired this year.

Mrs. Rummel informed the Board members that the CABE / CAPSS Conference registration form is now available and that the early registration discount expires at the end of August. The conference will be held in November 2012.

Item VI. Board Reports

A. Report from Student Representative

Mr. Cummins was not available to attend the meeting.

Dr. Collin read an email that was sent by Mr. Duchon regarding the SMS Stage Choir's most recent award. She also stated that there was coverage in The Sports Department regarding the girls' softball team.

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 met last week and that the approval of a new AP Physics book and curriculum would be presented 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 committee did not meet, however there would be a second reading of the BYOD policy 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. Summer Reading Programs 2012

Dr. Collin reported that for each of the last twelve years the district has had a summer reading program for students in grades K through 12, and that the programs offered at each grade level have become increasingly more focused. The Board members were given a copy of a report on the summer reading programs for 2012, as prepared by Mr. Michael Bednarz, Director of Curriculum & Instruction, and as established by the building principals. Per Mr. Bednarz's report, all students have received information about the programs specific to their grade levels and families will have access via each school's website. Additionally, families who are registered with Edline will receive information via email and attachments.

Dr. Collin said that as was the case last summer, students are being asked to read more non-fiction books this summer. This strategy will likely improve test scores on the Reading for Information CMT/CAPT and will promote attainment of standards for the Common Core State Standards for English Language Arts.

She also noted that through grant funding, and for the fifth consecutive year, each student in grades two through five received a book for summer reading. Students in kindergarten through grade five will participate in the Governor's Summer Reading Challenge ("Connecticut Reads 2012"). Students entering middle school will be required to read a 2013 Nutmeg nominated title and create a project. And high school students will include a "shared reading experience for all students and staff, focusing on a single title by Rachel Simon, *Riding the Bus with My Sister: A Memoir* (Houghton Mifflin, 2002), which is a story about the time the author spent with her sister Beth, a person with a developmental disability, whose life revolves around riding buses in her home city. This selection was suggested by Jordan Hosey, Stafford High School student, and will serve as the kick-off to the "R Word Campaign" for the 2012-2013 school year.

Mrs. Rummel reported that several students with whom she has spoken are very excited about the summer reading programs. She noted that the comments that she has heard from students in various grades were very positive.

Mrs. Fowler said that she thinks that the Summer Reading Program has grown over the years and that it seems to have become more focused.

B. Financial Report through May 2012

Dr. Collin presented the financial report of funds budgeted and encumbered/expended from July 1, 2011, through May 2012, as prepared by Mrs. Meg Devlin, Business Manager. The total 2011-2012 Itemized Estimate of the Cost of Maintenance for Stafford Public Schools is $24,830,913. She noted that the report through the end of May indicates a balance of $429,219, which is 2% of the total budget.

Dr. Collin informed the Board members that this would be Mrs. Devlin's last Board of Education meeting and that she'd be starting in Ellington on July 9, 2012. Mrs. Devlin was thanked for her service to the district.

C. Update on Business Software and Student Information System

Dr. Collin reported that both our general accounting software and student information systems are not adequate, appropriate and/or sufficient to meet the efficiency needs of the district. Once realized, Administration began to explore other options, which would positively affect work flow, facilitate access to and analysis and processing of data, and promote more efficient communication in each of these areas.

In January 2012, central office administrators and staff began to research options for business management software, which resulted in presentations by three vendors between February 2, 2012, and March 15, 2012. Mrs. Meg Devlin, Business Manager, provided an outline of the process and highlighted features of each of four software options, which was included in the electronic Board packets. Within the document, she also made a recommendation to convert to the BudgetSense software system through Unifund.

Dr. Collin reported that throughout the budget process, Administration had also been reviewing its current Student Information System (SIS) programs, many of which do not integrate well, if at all. The software programs currently consist of the following: EdLine, Administrator Plus (Rediker), and Grade Quick. We also contract with EastCONN, which provides access to MyRtI, a data archiving system. With each of these programs are costs specific to licensing, consultation, and subscription fees. Based on feedback from a number of our district's administrators, PowerSchool, Web-Based Student Information System, soon came to be a topic of conversation to ameliorate the fragmentation, to limit redundancy, and maximize efficiency of data collection and communication.

She said that in an effort to determine whether or not PowerSchool would adequately meet our district's needs, several staff participated in a webinar on January 31, 2012. Staff representatives included the following: building and central office administrators and support staffs, high school guidance counselor, technology staff, and Dr. Collin. This webinar was followed by a second formal conference call on February 29th. Successfully implemented in 105 Connecticut school districts, PowerSchool became the obvious choice as the Student Information System for Stafford Public Schools. Dr. Collin provided a memo that explains features, hosting services and anticipated cost to the district, which was included in the electronic Board packet.

Dr. Collin also mentioned that the district is scheduled to participate in a webinar on June 26th to discuss an implementation plan that would best meet Stafford Public Schools' needs.

Estimated on-going costs are $8.00 per student, based on the district's October 1st enrollment.

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

Dr. Collin presented the Cafeteria Profit and Loss report through May 2012, as prepared by Ms. Beth LaPane, Supervisor of Food Services, and Mrs. Meg Devlin, Business Manager. It shows a profit of $10,539 for May as compared to the same period last year, which reflected a loss of $3,776. The most recent report reflects a year-to-date profit of $31,117, whereas, last year the report at this time reflected a loss of $13, 252. As the data indicates, the program has shown a significant improvement in production costs and overall performance.

Last month we reported on the implementation of a "Grab and Go" station at Stafford High School, which resulted in an increase in ala carte sales and received positive reviews from students. As a result of its success, Mrs. LaPane intends to expand this initiative to the middle school next year.

As the school year came to a close, menus were planned based on current inventories to help control costs and eliminate waste. Ms. LaPane and her staffs are commended for their valuable roles in our Food Services program(s).

Mrs. Rummel asked for an update regarding possible program needs for equipment and / or maintenance for next school year. Mrs. Devlin stated that she would ask for a report to be presented to the Board this summer.

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

A member of the audience inquired about the status of the grant application for the Personal Finance course that was discussed at the last Board meeting. Dr. Collin stated that she has not yet received notification from the State, and that Mr. Bednarz was out of the office this week.

A member of the audience asked when another budget committee meeting would be held. Mrs. Folwer stated that she anticipated that there will be a meeting held after the Board's retreat in July.

A member of the audience asked a question regarding the cafeteria program and if that money would be available in next year's budget. Mrs. Devlin explained that the program is self-sustaining and although the cafeteria workers are employees of the Board of Education, they are paid from program funds.

A member of the audience had a question regarding the health insurance funding. Dr. Collin suggested that the member of the audience obtain the minutes from the Board of Finance meeting so that they will have access to the exact motion.

A member of the audience asked if the teachers have been notified that there may be an increase in the health insurance premiums. Mrs. Devlin said that they have been notified by Ms. Davis, who works in the business office.

Item 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

Dr. Collin reported that this is the second reading of the following policy:

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

Since the first reading on June 4, 2012, Board Policy Committee members and Administration, coupled with feedback from the LRIT Committee, felt a form should be developed in order to promote regulation of the policy, specific to the language as indicated below. Prior to implementation of this policy & regulation for the 2012-2013 school year, Administration will assume the responsibility for creating such a form.

Bring Your Own Device Student Agreement

- *Students are not permitted to transmit or post photographic images/videos of any person on campus on public and/or social networking sites without prior written authorization from the building administrator.*

As she indicated at the regularly-scheduled June 4th Board of Education meeting, 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 the special meeting on June 25th, they will be incorporated into the *Student & Parent Handbook 2012-2013.*

Ms. Morhardt made a motion, seconded by Ms. Shegogue, that the Board of Education approve the following policy and corresponding regulation, as presented: Policy & Regulation #6141.328 Instruction: Bring Your Own Device (BYOD) and Protocol for the Use of Technology in the Schools. Ms. Morhardt, Mrs. Rummel, Ms. Shegogue and Mr. Szymanski voted for the motion, which carried.

Item X. New Business

A. Review and Possible Approval of AP Physics Textbook and Curriculum

Mrs. Rummel reported that Mr. Bednarz is on vacation this week, so she would be presenting the textbook and curriculum proposals to the Board in his absence. She stated that she, Ms. Shegogue and Mrs. Walsh attended a Curriculum Committee meeting, at which time they reviewed the proposed textbook.

The Board was provided with an electronic copy of a textbook curriculum and textbook adoption recommendation from Mr. Michael Bednarz, Director of Curriculum & Instruction for the new AP Physics C (Mechanics) course at Stafford High School.

Mrs. Rummel said that conversations about the curriculum were initiated two years ago as a strategy to increase the number of Early College Experience (ECE) and Advanced Placement (AP) courses offered at SHS. Mr. Miroslaw Klapyk attended a week long AP Physics seminar at the Taft School in Watertown, Connecticut, during the summer of 2011 and, as a result of this experience, developed the curriculum for AP

Physics C. The curriculum is modeled after the College Board AP Physics curriculum framework, which is referenced, again, below.

The new textbook, *Physics for Engineers and Scientists, Extended 3rd Edition,* (W.W. Norton and Company, 2007), is promoted by the College Board and aligned with the College Board AP Physics curriculum framework. Mr. Miroslaw Klapyk and Mrs. Linda DeSantis, Science Department Chairperson, conducted research and provided input into the textbook selection process. They noted the following features relative to this particular textbook:

- Close alignment with AP Physics C content
- Emphasis on critical thinking and application of theory
- Real-world connections
- AP Physic labs
- Internet support and tutorials

Funding for the purchase, which totals $3,240, includes materials, professional development, technical support and shipping. Specifically, the negotiated agreement includes the following:

- 15 *Physics for Engineers and Scientists*
- 15 E-editions of the textbooks
- One teacher edition
- Technical support from the publisher
- Free access to teacher resources and support materials via the publisher's website for the duration of the use of the textbook.

Money to fund the purchase of the textbooks has been encumbered from the 2011-2012 itemized estimate of the cost of maintenance of Stafford Public Schools.

Mrs. Rummel stated that if the Board was to adopt the text this evening, then the students could receive the text this summer and begin the course in September.

Mrs. Rummel made a motion, seconded by Ms. Morhardt, that the Board adopt the AP Physics C curriculum and approve *Physics for Engineers and Scientists, 3rd Edition* (W.W. Norton and Company, 2007), as presented. Ms. Morhardt, Mrs. Rummel, Ms. Shegogue and Mr. Szymanski voted for the motion, which carried.

B. **<u>Discussion and Approval of Medical Insurance Plan Funding</u>**

Based on the information presented at the joint meeting with the Board of Selectmen and the Board of Finance, and the discussion that followed, the Board of Education determined that it will continue with the self-funded insurance plan. However, Mrs. Fowler and Ms. Morhardt stated that they do not feel comfortable waiting until the fall to see where the claims are at that time. They are concerned that it may be difficult to find the money later this fiscal year and that perhaps funds should be allocated for this purpose sooner, rather than later.

Mr. Szymanski stated that while he realizes that there is some risk in waiting, there will be time to react, should that be necessary. He said that the Board of Education needs to closely monitor this plan.

Mrs. Fowler stated that the Board would like to have an update once per month on this fund.

Mrs. Devlin stated that Ovation feels that there should be a written policy in place regarding the reserve balance. Mrs. Fowler would like this investigated immediately.

C. Review and Approval of St. Edward School Lunch Contract for 2012 - 2013

Dr. Collin reported that since 1996-1997, Stafford Food Service has provided a lunch program for St. Edward School. The program provided to St. Edward School has been consistently described as being very successful by their administration and by the Stafford Food Service Department. While the meals are provided by the Stafford Food Service Department, St. Edward School provides its own milk, and staff members at St. Edward School assemble the lunches, e.g. hamburger patties are placed on buns, and trays for individual servings are assembled, as necessary.

Mrs. Meg Devlin, Business Manager, and Ms. Beth LaPane, Supervisor of Food Services, have reviewed the contract for the 2012-2013 school year. No changes have been made as compared to last year's contract. Mrs. Mary Anne Pelletier, Principal, St. Edward School, has also reviewed and signed the contract.

Ms. Morhardt made a motion, seconded by Mrs. Rummel, that the Board of Education enter into an agreement, as written, with St. Edward School to provide St. Edward School with a lunch program for the 2012-2013 school year. Ms. Morhardt, Mrs. Rummel, Ms. Shegogue and Mr. Szymanski voted for the motion, which carried.

Ms. Morhardt made a motion, seconded by Mrs. Rummel, that the Board of Education authorize Mrs. Sandy Fowler, Board of Education Chairperson, to sign the agreement with St. Edward School to provide St. Edward School with a lunch program for the 2012-2013 school year. Ms. Morhardt, Mrs. Rummel, Ms. Shegogue and Mr. Szymanski voted for the motion, which carried.

Item XI. Personnel Matters

A. Resignation- Certified Staff Member

Mrs. Rummel made a motion, seconded by Ms. Morhardt, that the Board of Education accept the resignation of the following staff member as indicated:

NAME	POSITION	SCHOOL	EFFECTIVE DATE	REASON
Joanne Travers	Elementary Teacher	West Stafford School	June 20, 2012	Retirement

Ms. Morhardt, Mrs. Rummel, Ms. Shegogue and Mr. Szymanski voted for the motion, which carried.

B. Resignation- Non-Affiliated Staff Member

Ms. Morhardt made a motion, seconded by Mrs. Rummel, that the Board of Education accept the resignation of the following staff member as indicated:

NAME	POSITION	SCHOOL	EFFECTIVE DATE	REASON
Meg Devlin	Business Manager	District-wide	July 6, 2012	To accept a position in another district.

Ms. Morhardt, Mrs. Rummel, Ms. Shegogue and Mr. Szymanski voted for the motion, which carried.

C. <u>Appointments- Certified Staff Members</u>

Ms. Morhardt made a motion, seconded by Mrs. Rummel, that the Board of Education appoint the following candidates for teaching positions:

NAME	CERTIFICATION AREA	SCHOOL/ ASSIGNMENT	REPLACING/ NEW	SALARY	EFFECTIVE DATE
Anderson, Ingrid	School Psychologist (070)	Stafford Middle School / School Psychologist	Woodruff, N.	$48,916 (6th Year, Step 3)	8/23/12
Culpin, Joan	Remedial Reading / Language Arts, 1-12 (102)	Stafford Middle School / Remedial Reading	Bond, G. (Ms. Culpin hired as 1 year leave replacement for 11-12)	$51,220 (MA, Step 6)	8/27/12
DeVito, Lynne	Comp. Spec. Education, K – 12 (165)	Stafford High School / Special Education Teacher	Replaces- .60 Special Education (SV) / .50 Special Education (WS), which were eliminated	$49,800 (BA, Step 7)	8/23/12
Forziati, Jenna	Integrated Early Childhood / Spec. Ed., N-K; Elementary, Grades 1-3 (113)	Staffordville School / Special Education, Pre-Kindergarten	Eltz, K.	$41,412 (BA, Step 2)	8/23/12
McQuaid, Kirstie	Integrated Early Childhood / Spec. Ed., N-K;	West Stafford School / Pre-Kindergarten	Travers, J.	$41,412 (BA, Step 2)	8/23/12

	Elementary, Grades 1-3 (113)				
Obernesser, Erin	Elementary, K – 6 (013)	Stafford Elementary School / Grade 5 (one year leave replacement)	Cooley, J.	$49,453 (MA, Step 5) (one year leave replacement)	8/23/12
O'Gara, Sandra	Elementary, K – 6 (013)	Stafford Elementary School / Grade 3	Falcetta, P.	$41,412 (BA, Step 2)	8/23/12
Wallert, Kimberly	Elementary, K – 6 (013)	West Stafford School / Kindergarten	Niederwerfer, C.	$42,387 (MA, Step 1)	8/23/12

Ms. Morhardt, Mrs. Rummel, Ms. Shegogue and Mr. Szymanski voted for the motion, which carried.

Mrs. Rummel made a motion, seconded by Ms. Morhardt, to place Item **XI.D.- <u>Review and Possible Approval of Non-Affiliated Salary Increases (Executive Session Anticipated)</u> and XI.E.- <u>Superintendent's Evaluation (Executive Session Anticipated)</u>**, into executive session. Mrs. Finch, Mrs. Rummel, Ms. Shegogue and Mrs. Walsh, voted for the motion, which carried. Ms. Morhardt, Mrs. Rummel, Ms. Shegogue and Mr. Szymanski voted for the motion, which carried.

The Board took a brief recess at 9:56 p.m.

Ms. Morhardt made a motion, seconded by Mrs. Rummel, that the Board of Education enter executive session. Ms. Morhardt, Mrs. Rummel, Ms. Shegogue and Mr. Szymanski voted for the motion, which carried. The Board entered executive session at 9:59 p.m. The Board invited Dr. Collin and Mrs. Marinelli to attend executive session.

Ms. Morhardt made a motion, seconded by Ms. Shegogue, that the Board of Education return to regular session. Ms. Morhardt, Mrs. Rummel, Ms. Shegogue and Mr. Szymanski voted for the motion, which carried. The Board returned to regular session at 10:12 p.m.

D. <u>Review and Possible Approval of Non-Affiliated Salary Increases (Executive Session Anticipated)</u>

Ms. Morhardt made a motion, seconded by Ms. Shegogue, that the Board of Education approve the non-affiliated salary increases, as presented. Ms. Morhardt, Mrs. Rummel, Ms. Shegogue and Mr. Szymanski voted for the motion, which carried.

E. <u>Superintendent's Evaluation (Executive Session Anticipated)</u>

No action was taken on this item. This item will be placed on the agenda of the next regularly scheduled meeting.

Item XII. Student Matters

There were no Student Matters.

Item XIII. Adjournment

Mrs. Rummel made a motion, seconded by Ms. Morhardt, to adjourn. Ms. Morhardt, Mrs. Rummel, Ms. Shegogue and Mr. Szymanski voted for the motion, which carried. The meeting adjourned at 10:16 p.m.

Respectfully submitted,

Christine C. Marinelli, Recording Secretary

Sandra Fowler, Chairperson

Tracy Rummel, Secretary