

Board of Education Board of Education Regular Meeting
Monday, August 20, 2012, 7:00 PM
Pinney Administration Building

- I. Call to Order- Establishment of Quorum
- II. Pledge of Allegiance
- III. Secretary's Report- Approval of Minutes
 - A. Regular Meeting, 7/9/12
- IV. Treasurer's Report
 - A. Bills- 6/29/12, \$795,687.37
 - B. Grants- 6/29/12, \$45,857.10
 - C. Bills- 7/25/12, \$1,230,806.48
 - D. Bills- 7/31/12 (Encumbered), \$37,545.45
 - E. Bills- 8/1/12, \$240,869.90
 - F. Bills- 8/15/12 (Encumbered), \$21,453.52
 - G. Bills- 8/15/12, \$570,972.47
 - H. Grants- 8/15/12, \$10,835.34
- 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. Presentation by the Stafford Energy Advisory Committee (SEAC): Possible Solar Thermal System (Hot Water Generation) Projects
 - B. Report on CMT / CAPT Scores
 - C. 2012 Summer School Update
 - D. New CSBE Definitions of Excused and Unexcused Absences
- VIII. Public Forum
- IX. Old Business
- X. New Business
 - A. Final Budget Transfers 2011-2012
 - B. Review and Possible Approval of SMS Student Trip Proposal
 - C. Appointment of Board Members to Stafford Education Association Negotiation Team
 - D. Obsolete Equipment- Technology / Furniture
 - E. Review and Possible Approval of Revised Board Policies, Regulations and Forms Governing the Use of Technology

- F. Review and Possible Approval of Math Curriculum Revision for Grades PreK - 8
 - G. Review and Possible Approval of AP Chemistry Curriculum Revision
 - H. Acceptance of Grant Funds and Approval of Expenditures for the Solar Thermal System Project at Stafford Middle School
- XI. Personnel Matters
- A. Resignation- Certified Staff Member
 - B. Approval of Leave of Absence Request- Certified Staff Member
 - C. Appointments- Certified Staff Members
- XII. Student Matters
- A. Consideration of Superintendent of Schools' Recommendation to Expel Student H from Stafford High School (Executive Session Anticipated)

**Regular Meeting
Stafford Board of Education
Pinney Administration Building
July 9, 2012**

Board Members Present: Mrs. Sandy Fowler, Chairperson
Mrs. Tracy Rummel, Secretary
Mrs. Lisa Finch
Ms. Sonya Shegogue, arrived at 7 p.m.
Mr. Stephen Szymanski, arrived at 6:21 p.m.
Mrs. Kathy Walsh

Absent: Ms. Beth Ann Morhardt

Also Present: Dr. Patricia A. Collin, Superintendent of Schools
Mr. Nick Caruso, Consultant, Connecticut Associations of Boards of Education
Mrs. Peggy Falcetta, Principal, Staffordville School
Mr. Damian Frassinelli, Director of Athletics and Recreation
Mr. Gary Shearer, Teacher, Stafford High School

Item I. Call to Order- Establishment of Quorum

The meeting was called to order at 6:04 p.m. 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

Special Meeting, June 25, 2012

A consensus of the Board approved the Secretary's Report for the special meeting held on June 25, 2012, as presented.

Item IV. Treasurer's Report

Bills, 6/20/12- \$219,713.42

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

Item V. Correspondence

Mrs. Fowler stated that she received a thank you note from Patricia Post, retiring library paraprofessional at Staffordville School.

Item VI. Board Reports

A. Report from Student Representative

There was no report at this meeting.

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. There was no update from the Curriculum Committee.

D. Policy Committee

The Policy Committee members are Mrs. Fowler, Chairperson, Mrs. Finch, Ms. Morhardt and Mrs. Rummel (alternate). There was no update from the Policy Committee.

E. Negotiation Committee

The Negotiation Committee members are Mrs. Rummel, Ms. Morhardt and Mrs. Walsh. There was no update from the Negotiation Committee.

Item VII. Superintendent's Reports

A. Wellness Committee Update

Dr. Collin reported that as part of the No Child Left Behind (NCLB) Legislation, each public school district in the United States had to develop and implement a student wellness policy (6142.101). This policy had to include a provision for a periodic status report by the local Wellness Committee to the Board of Education.

Comprised of a variety of stakeholders, Stafford Public Schools Wellness Committee met on June 4, 2012, in the Florence Z. Polens Meeting Room at the Pinney Administrative Office Building to review our current policy & regulation. The Committee also discussed the degree to which the wellness policy and its accompanying regulation are being implemented in our district, i.e. to report on the successes as well as concerns in implementing this policy at the school level.

The following members were present at the meeting: Mr. Michael Bednarz, Director of Curriculum and Instruction; Dr. Patricia Collin, Superintendent of Schools; Mrs. Sandra Fowler, Chairperson, Board of Education; Mr. Damian Frassinelli, Director of Athletics & Recreation; Mrs. Patty Kritzman, Physical Education Teacher, Stafford Middle School; Mrs. Beth LaPane, Supervisor of Food Services; Ms. Shelley Michaud, Principal, West Stafford School; Mrs. Michele Staczek, RN, Stafford Middle School; Mr. Rob Schadt, Physical Education/Health Teacher, West Stafford School/Staffordville School/Stafford Elementary School; Mrs. Amy Stevenson, Director of Pupil Services; and Mrs. Jean Titus, Health Teacher, Stafford Middle School. Dr. Collin noted that some of the members of the Committee were not able to attend the meeting, however, they provided input via email.

A collective review and analysis of committee members' responses to specific Board Policy/Regulation Statements was provided for Board members in the electronic Board packet.

Dr. Collin reported that the Wellness Committee considered revisions to the policy and regulations as recommended by the Administrative Policy Committee (APC), which were briefly shared with the Board Policy Committee (BPC) at a subsequent meeting. Based on the suggested revisions and rationale, the Wellness Committee agreed to forward the policy & regulation to the full Board for approval. She noted that this item will be presented later on the agenda.

B. Cafeteria Profit and Loss through June 2012

Dr. Collin reviewed the Cafeteria Profit and Loss report through June 2012, as prepared by Ms. Beth LaPane, Supervisor of Food Services, and Mrs. Meg Devlin, Business Manager. Dr. Collin reported that while May showed a profit of \$10,539, the June report indicates a loss of \$23,691 as compared to the same period last year, which reflected a loss of \$25,953.

This most recent report reflects a year-to-date profit of \$8,869, whereas, last year the report at this time reflected a loss of \$39,332. Mrs. Devlin reported that the profit margin at the end of the year is favorable noting there were only 13 school days in June, coupled with three pay periods. As the data indicates, the program has shown a significant improvement in production costs and overall performance.

Dr. Collin noted that as indicated in Ms. LaPane's memo, a portion of the profit from the 11-12 school year will be used to cover new small equipment for all schools, which includes carts, shelving, mats and a Panini press for the high school.

Dr. Collin commended Ms. LaPane and her staffs for their valuable roles in our Food Services program.

C. Status of Financial Report through June 2012

Dr. Collin informed the Board that Mrs. Meg Devlin, Business Manager, reported that the entire 2011-2012 Itemized Estimate of the Cost of Maintenance for Stafford Public Schools, which is \$24,830,913, has been either expended or encumbered. She has also indicated that of the \$659,521 in excess cost monies, \$200,621 will be returned to the Town.

Dr. Collin informed the Board that the Excess Cost-Student Based grant provides state support for special education placements and selected regular education placements. These funds may only be used to offset shortages in the Special Education budget areas. There is no statutory language for the way unused funds may be utilized by the Town when the district returns the funds to it. Dr. Collin commended Mrs. Stevenson, Director of Pupil Services, as well as the building principals, for working so hard this past school year and for coming up with creative, cost-saving solutions.

Dr. Collin stated that Mrs. Devlin will be preparing the final transfers for 2011 – 2012, which Dr. Collin plans to present to the Board at the August 20, 2012, Board meeting.

D. Head Start Report through June 2012

Dr. Collin presented the Basic Head Start grant report through June 30, 2012, as prepared by Mrs. Meg Devlin, Business Manager. Awarded for the time period February 1, 2012, through June 30, 2012, the report indicates that \$51,129 of the Basic Head Start Fund 150 has been expended. The amount expended reflects the entire amount for this half of the grant award.

She noted that unlike the Basic Head Start grant, the Early Head Start grant, totaling \$57,576, is for the time period February 1, 2012, through November 30, 2012. Mrs. Devlin provided a copy of the detailed expense report, which indicates \$22,158.96 in expenditures through June 30, 2012, leaving a balance of \$35,417.04, which must be either expended or encumbered by November 30, 2012.

Dr. Collin reported that she would provide an update on the status of the Head Start grants at the next Board meeting.

Dr. Collin stated that as indicated at previous meetings, in compliance with the Head Start agreement, the program expense reports are being presented to the Board of Education at this time. In addition, the reports are periodically presented to the Head Start Parent Policy Committee, which also reviews the minutes of BOE minutes in order to stay abreast of the Board's actions. For the Board's review, Early and Basic Head Start Non Federal Share Reports, which includes expenses assumed by the school district, are also attached.

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 a Proposal for a High School trip to Washington DC in 2013

Dr. Collin stated that on behalf of the Social Studies Department, Mr. Gary Shearer has presented a proposal for the Board's consideration relative to a biennial trip to Washington, D.C. from Wednesday, March 27, 2013, through Saturday, March 30, 2013. Mr. Scurto, Mr. Shearer, Mrs. McDonald, Mr. Campbell, and six additional chaperones will be required to accommodate an estimated 80 students.

While still in the early planning stages, staff reports the trip will likely include visits to Arlington National Cemetery, the United States Capitol, numerous Smithsonian museums, Ford's Theatre and the National Zoo. The Department plans to assume full responsibility for the planning, minimizing costs to be absorbed by the students. In recognition of the fact that some students may have financial difficulties, accommodations will be offered to cover the cost of the trip, which is anticipated to be between \$300 and \$400. In addition, the Department intends to sponsor a fund raising activity to help defray the cost. She noted that staff has submitted for the Board's review, the "Application for Student Educational Trip" form and itinerary.

Mr. Shearer, SHS Social Studies Department Chairperson, was present at the Board meeting to respond to any questions from Board members.

Mrs. Finch made a motion, seconded by Mrs. Walsh, that the Board of Education approve Stafford High School's fourth biennial trip to Washington, D.C., in March 2013. Mrs. Finch, Mrs. Rummel, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried.

B. Review and Possible Approval of Revision to Board Policy 6142.101- Instruction: Student Nutrition and Physical Activity (Student Wellness Policy)

Dr. Collin stated that as presented earlier on the agenda, the Wellness Committee considered revisions to the policy and regulations as recommended by the Administrative Policy Committee (APC), which includes Mr. Michael Bednarz, Director of Curriculum and Instruction; Mr. Gregory Buonome, Assistant Principal, Stafford Middle School; Mr. Marco Pelliccia, Principal, Stafford High School; Mrs. Amy Stevenson, Director of Pupil Services, and her. The revisions were briefly shared with the Board Policy Committee (BPC) comprised of Mrs. Sandra Fowler (Chairperson), Mrs. Lisa Finch, Ms. Beth Ann Morhardt, and Mrs. Tracy Rummel (Alternate) at a subsequent meeting. Based on the suggested revisions and rationale, the Wellness Committee agreed to forward the policy & regulation to the full Board for approval.

The Board was provided with a copy of **Policy & Regulation # 6142.101 Instruction: Student Nutrition and Physical Activity (Student Wellness Policy)**.

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

Mrs. Finch made a motion, seconded by Mrs. Walsh, that the Board of Education approve revised Policy & Regulation #**6142.101 Instruction: Student Nutrition and Physical Activity (Student Wellness Policy)**, as presented. Mrs. Finch, Mrs. Rummel, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried.

C. Board of Education Retreat- Goal Setting and Review

This item was moved to the end of the agenda.

Mrs. Rummel made a motion, seconded by Mrs. Finch, to add item **XI.D.- Resignation- Certified Staff Member**. Mrs. Finch, Mrs. Rummel, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried.

Mrs. Rummel made a motion, seconded by Mrs. Finch, to move items **XI.B- Review of Director of Athletics' Contract of Employment (Executive Session Anticipated)** and **XI.C.- Superintendent's Evaluation (Executive Session Anticipated)** into executive session. Mrs. Finch, Mrs. Rummel, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried.

Item XI. Personnel Matters

D. Resignation- Certified Staff Member

Mrs. Rummel made a motion, seconded by Mrs. Finch, that the Board of Education accept the resignation of the following certified staff member:

NAME	POSITION	SCHOOL	EFFECTIVE DATE	REASON
Lori Greenberg	Mathematics Teacher	Stafford Middle School	7/9/12	Accepted a position in another CT school district.

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

A. Appointments- Certified Staff Members

Mrs. Finch made a motion, seconded by Mrs. Walsh, that the following candidates for teaching positions be appointed as follows:

NAME	CERTIFICATION AREA	SCHOOL/ ASSIGNMENT	REPLACING/ NEW	SALARY	EFFECTIVE DATE
Finkelman, Lisa	Grades 1-6 (005) and Mathematics, Grades 7-12 (029)	Stafford High School / Mathematics Teacher (.50 FTE)	S. Prakash	\$22,959* (MA, Step 3, pro-rated .50 FTE) *pending verification via transcripts	8/23/12
Serrell-Dubé, Erik	English, Grades 7-12 (015)	Stafford High School / English Teacher	N. White	\$51,220 (MA, Step 6)	8/23/12
Sevigny, Amy	Comp. Special Education, K-12 (165)	Stafford Middle School / Special Education Teacher	S. Bogan	\$42,387 (MA, Step 1)	8/23/12
Widomski, Magdalena	Music, PK – 12 (049)	Stafford Elementary, Staffordville and West Stafford Schools / Music Teacher (.80 FTE)	C. Rider	\$31,789 (BA, Step 1, pro-rated to .80 FTE)	8/23/12

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

The Board took a brief recess at 6:37 p.m.

Mrs. Finch made a motion, seconded by Mrs. Rummel, to enter executive session. Mrs. Finch, Mrs. Rummel, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried. The Board entered executive session at 6:40 p.m. Mr. Frassinelli and Dr. Collin were invited to attend.

Mrs. Rummel made a motion, seconded by Mrs. Walsh, to return to regular session. Mrs. Finch, Mrs. Rummel, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried. The Board returned to regular session at 7:00 p.m.

B. Review of Director of Athletics' Contract of Employment (Executive Session Anticipated)

Mrs. Walsh made a motion, seconded by Mr. Szymanski, that the Board of Education approve the Director of Athletics' Contract of Employment, as presented. Mrs. Finch, Mrs. Rummel, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried.

Mrs. Finch made a motion, seconded by Mrs. Walsh, to enter executive session. Mrs. Finch, Mrs. Rummel, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried. The Board entered executive session at 7:07 p.m. Dr. Collin was invited to attend.

Mrs. Finch made a motion, seconded by Mrs. Rummel, to return to regular session. Mrs. Finch, Mrs. Rummel, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried. The Board returned to regular session at 7:50 p.m.

C. Superintendent's Evaluation (Executive Session Anticipated)

Mrs. Finch made a motion, seconded by Mrs. Rummel, that the Board of Education approve the Superintendent of Schools' Contract of Employment, as revised by the Board, to include a 3% salary increase for the 2012 – 2013 school year. Mrs. Finch, Mrs. Rummel, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried.

The Board took a brief recess at 7:50 p.m.

The meeting reconvened at 7:56 p.m.

X. C. Board of Education Retreat- Goal Setting and Review

Mr. Nick Caruso, Consultant from CABA, began by making a few observations about the Board meeting that he just attended. He noted that the Board does not have to approve field trips, but rather may want to adjust the Board policy concerning field trips to articulate the reasons that the Board allows trips. This policy would then be utilized by administration to approve / deny field trip requests. Board members indicated that they would rather spend time speaking with students after a trip and have the students report on what was learned.

Mr. Caruso also noted that State Statute allows the Superintendent to appoint staff members and that an official vote of the Board is not necessary.

It was noted that the district's Strategic Plan will be up for revision next year.

Mr. Caruso facilitated a discussion with the Board members to help them determine what their goals would be for the 2012 – 2013 school year. After considerable discussion, the Board determined that its first goal for 2012 – 2013 would be the following: ***Determine the most effective configuration for the district to promote student achievement.*** In order to facilitate attainment of this goal, the Board will consider contracting with an outside consultant/agency, which conducts educational studies for this purpose and generates recommendations based on its findings for the Board's consideration. Dr. Collin will provide the Board with a list of possibilities from which the Board will make a decision.

The Board decided that they would also create a second goal for 2012 – 2013, which would most likely address 21st Century Skills and the Common Core.

Item XII. Student Matters

There were no Student Matters.

Item XIII. Adjournment

Mrs. Finch made a motion, seconded by Ms. Shegogue, to adjourn. Mrs. Finch, Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried. The meeting adjourned at 9:32 p.m.

Respectfully submitted,

Christine C. Marinelli, Recording Secretary

Sandra Fowler, Chairperson

Tracy Rummel, Secretary