

Board of Education Board of Education Regular Meeting
Monday, January 7, 2013, 7:00 PM
Stafford High School Auditorium

- I. Call to Order- Establishment of Quorum
- II. Pledge of Allegiance
- III. Secretary's Report- Approval of Minutes
 - A. Regular Meeting Minutes- 12/03/12
- IV. Treasurer's Report
 - A. Grants, 12/03/12- \$3,933.06
 - B. Bills (Encumbered), 11/30/12- \$21.20
 - C. Bills, 12/12/12- \$164,604.49
 - D. Grants, 12/13/12- \$7,025.37
 - E. Bills, 12/14/12- \$72,968.92
 - F. Bills, 12/19/12- \$148,792.37
- 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. Financial Report through November 30, 2012
 - B. Status of Self-Funded Health Insurance and Dental Programs
 - C. Head Start Report through November 30, 2012
 - D. Update on Best Use of Facilities Study for Stafford Public Schools
 - E. Presentation of the Proposed 2013 - 2014 Itemized Estimate of the Cost of Maintenance (Budget) for the Stafford Public School District
- VIII. Public Forum
- IX. Old Business
- X. New Business
 - A. Review and Possible Approval of New and Revised Board Policies and Notification of Revised Regulation
- XI. Personnel Matters
 - A. Appointment- Certified Staff Member
- XII. Student Matters

**Regular Meeting
Stafford Board of Education
Pinney Administration Building
December 3, 2012**

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

Board Members Absent: Mrs. Kathy Walsh

Also Present: Dr. Patricia A. Collin, Superintendent of Schools
Mr. Evan Cummins, Student Representative
Mr. Jerry Domanico, Business Manager
Mrs. Peggy Falcetta, Principal, Staffordville School
Mr. Gary Fisher, SEAC
Mr. Peter Kovaleski, SEAC
Ms. Shelley Michaud, Principal, West Stafford School
Mr. Hank Skala, Principal, Stafford Elementary School
Mr. Kenneth Valentine, Principal, Stafford Middle School

Item I. Call to Order- Establishment of Quorum

The meeting was called to order at 7:10 p.m. A quorum was established.

Item II. Pledge of Allegiance

Mrs. Fowler led the Board in the Pledge of Allegiance. A moment of silence was held to honor Mr. Shea, Stafford High School teacher, who passed away last month.

Item III. Secretary's Report- Approval of Minutes

Regular Meeting, 11/05/12

A consensus of the Board approved the Secretary's Report for the regular meeting held on November 5, 2012.

Item IV. Treasurer's Report

Bills, 11/15/12- \$443,666.18
Bills, 11/19/12- \$67,177.42
Bills, 11/29/12- \$59,484.53
Bills, 11/29/12- \$83,451.47 (Encumbered)
Grants, 11/14/12- \$17,875.97

A consensus of the Board approved the bills and grants, as presented.

Item V. Correspondence

A copy of the legislative breakfast invitation was sent to the Board members. Dr. Collin and Mrs. Fowler attended the breakfast. Concerns regarding the excess cost grant funding were discussed and the financial implications associated with implementation of the new Teacher and Administrator Evaluation Plan.

Item VI. Board Reports

A. Report from Student Representative

Mr. Cummins reported on the following topics:

- The new Student Representative will be Ben Gluck.
- Madrigal Feaste will be held this weekend.
- Drama tour of the schools will be December 20.
- Financial Aid Night will be December 13.
- January 18- First Ski and Snowboarding trip.
- Service Corps Update.

Mrs. Fowler asked for an update on the Debate Team in the future.

B. Budget Committee

The Budget Committee members are Mr. Szymanski, Mrs. Fowler, and Ms. Morhardt. Mrs. Fowler reported that the Budget Committee met on Monday, December 3, 2012, at 6:30 p.m., (prior to the regular meeting this evening) to review the financial report and cafeteria profit and loss reports in detail. Mr. Szymanski stated that the 2013 – 2014 Proposed Budget would be presented to the full Board at the regularly scheduled meeting, which will be held on Monday, 1/7/13, at Stafford High School.

C. Curriculum Committee

The Curriculum Committee members are Mrs. Rummel, Mrs. Walsh and Ms. Shegogue. Mrs. Rummel reported that the committee held a meeting prior to the regular Board meeting this evening. Mrs. Rummel stated that the topic discussed at the meeting was full-day kindergarten, which was a continuation of what was discussed at the last meeting. They've decided as a committee that Mr. Bednarz should present to the entire Board his findings regarding full-day kindergarten. Mrs. Rummel noted that Stafford is one of four districts in our DRG that does not offer full-day kindergarten.

D. Policy Committee

The Policy Committee members are Mrs. Fowler, Chairperson, Mrs. Finch, Ms. Morhardt and Mrs. Rummel (alternate). Mrs. Fowler stated that a Policy Committee meeting has been scheduled for Wednesday, December 19, 2012.

E. Negotiation Committee

The CSEA Negotiation Committee members are Mrs. Rummel, Ms. Morhardt and Mrs. Walsh. Mrs. Rummel stated that after a long process, the CSEA contract is being presented to the Board for approval this evening.

Item VII. Superintendent's Reports

A. Fall Sports Presentations

Dr. Collin stated that three times per year, sports teams at Stafford High School report on their playing season. At the Board meeting, Mr. Damian Frassinelli, Director of Athletics and Recreation, introduced the fall sports team coaches, team captains and players that were present at the Board meeting.

Each team gave a brief overview of their season. The following is a list of coaches, team captains and players that were present:

Coach Budaj- Girl's Soccer, and Vanessa Knowlton; Coach Schadt- Boy's Soccer, and Evan Theroux and Andrew Lauzier; Coach Dunn- Cross Country, and Ryan Gelinis and Evan Cummins; Coach Boldi- Field Hockey, and Marita Brothers, Ali Morgan and Suzanna Lerch; and Coach Bernier- Football, and Emerson Dolby and Zac Rollins.

B. Status of Middle School Solar Project and Update on Solar Grants for Stafford High School, Stafford Elementary School and West Stafford School

Dr. Collin stated that the State made grants available to promote the energy conservation efforts of municipalities. Since its presentation and grant application in the June 2012, which resulted in monies to be used for a solar thermal system at Stafford Middle School, the Stafford Energy Advisory Committee (SEAC) pursued an assessment of the efficiency of our hot water heating systems at Stafford High School, Stafford Elementary School and West Stafford School. As a result of the committee's research and consultation, coupled with the availability of State grants, on August 20, 2012, SEAC asked the Board to consider solar thermal systems for the three aforementioned schools.

The Board was advised that the stipulations associated with the application would involve any combination of grant monies, loans (at an interest rate of 2-6%), and/or cash. The Committee emphasized, *As was the case with the Stafford Middle School Solar Thermal Water System, there would be NO financial obligation on the part of the Board of Education to accept the grant funds and complete the approved project(s).* As a result of SEAC's efforts, Mr. Harry Ranney, C-TEC Solar, received official notification from the Clean Energy Finance & Investment Authority, that all three proposals for solar hot water systems had been conditionally approved. Each of the three proposals includes a portion to be paid for by the grant, a second portion to be submitted as a down payment, and a third portion to involve a loan at 3% interest. Dr. Collin provided a copy of the memoranda from SEAC for each Board member, which included the differential rates.

Dr. Collin reported that subsequently, Mr. Jerry Domanico, Business Manager, Mr. Rob Butler, Supervisor of Building Services, Dr. Neil Hoss, Selectman, and she met with two members of SEAC, Mr. Gary Fisher and Mr. Peter Kovalski, to discuss next steps. Since State Statute disallows Boards of Education to accrue debt, the Board of Finance would need to agree to apply for the loan, for which the Board of Education may ultimately need to assume payment.

Mr. Szymanski asked for an update on the middle school project, which was already approved by the Board. Dr. Collin responded that as explained in Mr. Butler's memo, the solar part of the project was installed and put

on-line on October 2, 2012, at the middle school and is working properly. At this time, the solar system is pre-heating the water in the existing tank. The new water heater project at the middle school (for the shelter mode) was put on hold until after the town's Energy Savings Contract (ESCO) study was finished. Mr. Szymanski clarified that the cost of the replacement water heater project may not be covered under the ESCO and that the district may have to cover that cost in this year's budget.

Mr. Szymanski also stated that the district would most likely still be responsible for loan payments (10-year term) on the solar system if a school were to be decommissioned. He said that he has concerns with committing to \$41,000 in unbudgeted funds to cover the down payments for these new grant projects.

Mr. Kovaleski stated that the Board of Finance was also meeting tonight and may agree to cover some of the costs associated with these projects.

Dr. Collin stated that there will be a follow-up meeting with Honeywell regarding the findings of the ESCO study. Mr. Kovaleski stated that there are approximately \$16 million in repairs in the study, with only \$6 million in savings, so some of the repairs will not be completed.

Mrs. Fowler asked for an update at the next Board meeting after the Board of Finance and Board of Selectmen have had a chance to meet.

SEAC also asked the Board for approval for Dr. Collin to sign off on three additional grant applications for three of the schools to have 100 kilowatt systems on the roofs to generate electricity. This would be on a 10-year lease contract with no money up front. At the end of the lease, the district would be responsible for either purchasing the solar system, or paying to have them removed. The deadline for the grant application submission is 12/21/12.

Board members said that they didn't have a problem with Dr. Collin providing a letter of intent, as long as it is non-binding.

Ms. Morhardt thanked the members of SEAC for the large amount work done and time spent on these proposals and projects.

C. Enrollment Report through November 9, 2012

Dr. Collin stated that on November 5th, the Board of Education was presented with a report for October 1, 2012, which indicated a total enrollment of 1,726. This figure, which included 10 students who were attending non-reporting schools out of district, reflected a decrease of 104 students from last year's enrollment count of 1,830.

In an effort to stay advised, enrollment is now being monitored on a monthly basis. As of November 9, the data indicates a net decrease of two (2) students, including numerous registrations and withdrawals since our October 1st report. In order to capture the amount of movement, which results from each registration and withdrawal, a detailed table follows.

School	10/01/12	11/09/12	+/-
Staffordville School	178	179	+1
West Stafford School	198	196	-2
Stafford Elementary School	480	481	+1
Stafford Middle School	384	384	0
Stafford High School	486	484	-2
Total Enrollment	1726	1724	-2

D. School Climate Survey Results

Dr. Collin reported that in accordance with Public Act 11-232, Stafford Public Schools must administer school climate surveys to students and parents/guardians at one grade level within each grade level category, and to all staff twice yearly. Administration chose to administer the surveys, which were made available the last week in September and the results of which must be reported to the State, to grades one, four, six and ten (10).

Ms. Lynn Reedy, Instructional Technology Specialist, and Mr. Gregory Buonome, Assistant Principal, Stafford Middle School, provided access to the State-developed surveys through Zoomerang, which is a free online survey software. Accommodations, one of which was the services of Mr. Chris Frank, Director, Stafford Public Library, and his personnel, were made for families that did not have access to a computer. Each school had its own set of designated surveys, which were completed on line, so that data could be analyzed at the school and district levels. Subsequently, each Safe School Climate Committee reviewed the data for its respective school and revised their Plans, as warranted. Dr. Collin expressed her appreciation to Lynn Reedy, in particular, for her efforts in compiling the data in the format presented, which Dr. Collin felt would be most easily understood by the Board.

Dr. Collin stated that at the September 10th meeting, the Board was provided with a copy of the letter to parents/guardians and staff, which was disseminated on Thursday, September 20, 2012, in addition to the letter from the State of Connecticut Department of Education and corresponding surveys. The Board was provided with the following documents, for their review:

- Stafford Public Schools Safe School Climate Specialists and Committees
- CT School Climate Assessment Data
- Revised Safe School Climate Plans

In addition, Dr. Collin stated that Stafford High School students and staff participated in a shared reading experience during the summer to set the stage for our student driven "R-Word" campaign, a program designed to eradicate the derogatory use of the word "retarded" and promote the inclusion of people with intellectual disabilities. They selected Rachel Simon's book, *Riding the Bus with My Sister*, which is a memoir about her experiences growing up and traveling on buses with her intellectually disabled sister. At Stafford High School on Tuesday, October 16, 2012, Ms. Simon addressed all students and staff with a message of tolerance and acceptance of differences. Student representatives Jordan Hosey and Matthew Roy spoke of this wonderful initiative at this month's CABE/CAPSS convention during a student panel discussion relative to school climate.

Dr. Collin reported that the surveys would be disseminated again in the spring to the same grade levels. Dr. Collin stated that she and other superintendents are afraid that participation in the survey will decrease the

more the survey is administered. She noted that surveys are now given for other initiatives and that parents / students may be getting “surveyed out”.

Ms. Morhardt said that she thinks that the responses to question #13 of the School Staff Survey should be looked at since 42% of the respondents said that they hear colleagues speaking inappropriately some of the time. Ms. Morhardt felt that was very high. Dr. Collin stated that the schools will be reviewing the data collected, including the number of participants. If the number of participants is low, then just one negative response can greatly affect the results (for example, one of three responses is 33%).

E. Update on CABA / CAPSS Convention

Dr. Collin reported that representatives from Stafford Public Schools attended the CABA/CAPSS Convention on November 16-17, 2012. Attendees included Mrs. Tracy Rummel, Board of Education and Dr. Collin. In addition, two student representatives, high school juniors Jordan Hosey and Matthew Roy, joined the team at the Mystic Marriott Hotel, Groton, on Saturday.

In addition to musical performances by the Mystic Middle School Jazz Band and the Waterbury Arts Magnet High School Chorus, Dr. Mary Broderick, educational consultant for the William Caspar Graustein Memorial Fund and past president of CABA, presented the keynote address in the morning, and Stefan Pryor, Commissioner of Education, spoke during the luncheon on Friday. Dr. Gina Barreca, writer, humorist and Professor of English and Feminist Theory at the University of Connecticut addressed the audience at the evening banquet. Pedro Noguera, one of America’s most important voices for health public education and an expert on school reform, diversity and the achievement gap, was the Saturday morning speaker. Also, Dr. Gary Richards, Superintendent of Schools in Wilton, was formally recognized as 2013 CT CAPSS Superintendent of the Year.

Not all inclusive, the following is a list of workshop titles attended by Mrs. Rummel and Dr. Collin:

- Districts Do It Better Together: A Regional Approach to the Common Core
- The Policy Implications of Recent Legislative Action
- Educating Your Community About Local Education Funding
- Accountability: Connecticut’s New Evaluation and Support Initiative
- Effective Parent Engagement: Challenges & Opportunities
- Common Core Implementation
- What Board Members Need to Know About School District Budgets
- Save Time, Save Money with Statewide Cooperative Purchasing
- Secondary School Reform: Implementing Student Success Plans

In addition, Ms. Hosey and Mr. Roy attended the following workshops:

- Student Representatives on Boards of Education: Policy Into Practice
- Students Grapple with Real World Issues that Affect Their Schooling Experience

Mrs. Rummel added that it was a great learning experience and that she was happy that she attended. She also noted that she was very proud of the students and how well they spoke in public.

F. Financial Report through October 2012

Dr. Collin presented the financial report of funds budgeted and encumbered/expended from July 1, 2012, through October 31, 2012, as prepared by Mr. Jerry Domanico, Business Manager. The total 2012-2013 Itemized Estimate of the Cost of Maintenance for Stafford Public Schools is \$26,104,054.

Dr. Collin referred the Board members to the report and table that was included in the Board packet, which indicates the period to date encumbrances/expenditures total \$11,191,003, leaving a balance of \$14,913,051 or a total of 57.13% of the total budget to be encumbered/expended by June 30, 2013.

Mrs. Rummel asked about the overage in the workers' compensation account. Mr. Domanico said that he has a meeting scheduled with the agents next week.

G. Cafeteria Profit and Loss through October 2012

Dr. Collin presented the Cafeteria Profit and Loss report from July through October 2012, as prepared by Mr. Jerry Domanico, Business Manager. She said that while last month's report reflected a loss of \$3,979, this month's report reflects a profit of \$8,709.37, and an overall year to date profit of \$3,281.08, as compared to last year's overall year-to-date profit of \$7,820.67.

Dr. Collin reported that the district continues to experience a decrease in the average number of lunches served per day. In addition, the cost of the stand-alone freezer, which had to be purchased by the Food Services Department for Staffordville School in October, is reflected in the budget sheet specific to the school.

She said that Mr. Domanico has been reviewing all aspects of the program and meeting with Mrs. LaPane, Supervisor of Food Services, on a regular basis in order to explore areas where we may improve efficiencies and to increase revenue.

Mrs. Rummel noted that the decrease in enrollment could explain the lower number of lunches served each day. She asked that students be surveyed to help determine why lunches aren't being purchased. She also suggested that Ms. LaPane contact other districts with successful programs to find out what they are doing differently.

Mrs. Finch commented that the food is horrible and that perhaps the district should look into using different food vendors.

Item VIII. Public Forum

A member of the audience asked if the number of lunches sold includes free and reduced price meals. Mr. Domanico said that it does.

A member of the audience asked when they would hear more about the study of the schools. Dr. Collin said that there would be an update at the next meeting.

A member of the audience asked what would be damaged if the water tank were to leak at the middle school. A member of SEAC responded that everything in the boiler room would be affected.

Item IX. Old Business

There was no Old Business.

Item X. New Business

A. Review and Possible Approval of Proposal for Community Sign / Acceptance of Donation

Dr. Collin stated that according to BOE Policy 3280 Business and Non-Instructional Operations: Gifts, Grants and Bequests, *The Board of Education may accept on behalf of and for the schools any bequest or gift of money or property for a purpose deemed by the Board of Education to be suitable, and to utilize such money or property so designated. . . . All gifts shall be accepted for the school district as a whole, and not for a particular school. At the discretion of the Superintendent, the gift may be used for a particular school.*

She said that the Partners In Education (P.I.E.) initiated a proposal to promote communication between the schools and our community. A multitude of agencies, organizations and businesses have offered to make donations to the district for the purpose of erecting a new wireless electronic sign, which would be positioned at the base of the school & library complex on Orcuttville Road. In addition to communication of routine messages and a variety of events, the sign would also be used to convey important information and alerts in the event of an emergency. Additionally, the benefits of such a vehicle for communication promotes one of the indicators of our Strategic Plan: *Important information, initiatives, issues and events are systematically and clearly communicated to school staff, students, parents, and the community.* As indicated in the memo Mr. Pelliccia provided, it would be constructed to be powered by generator should electricity be lost and can be programmed remotely. Agencies, organizations and businesses which have made donations would be acknowledged through the sign's electronic display feature.

Mr. Pelliccia consulted with Mr. Robert Butler, III, Supervisor of Building Services, Mr. Bruce Davis, Electrician, and the Zoning Board, which ultimately granted approval for the project as it meets its regulations. The district expects a zoning officer will be assigned, per conversation with Mr. Richard Shuck, to ensure proper placement of the sign.

On November 8, 2012, a meeting was held to discuss the status of the project, including donations acquired to date. Attendees consisted of the following: Ms. Sue Cook, Mr. Steven Plasse, and Ms. Sue Lauzier, TTM Representatives; Mr. Marco Pelliccia, Principal; Mr. Richard Shuck, First Selectman; Mr. Jerry Domanico, Business Manager; Mr. Robert Bulter, III, Supervisor of Building Services; Mr. Bruce Davis, Town Electrician; and Dr. Collin.

Dr. Collin stated that while TTM is willing to assume the total cost of the construction of the wireless sign (\$23,990), donations secured through successful fundraising efforts will provide for the construction and placement of the sign, the monthly cost of an electric meter (estimated at about \$40 per month), and the purchase of a generator to be used in the event of a power outage. In addition, the donations would allow for miscellaneous costs relative to the community sign project, which may not yet be evident. Donations total \$29,185, as indicated in the following chart.

Donor	Amount
TTM Technologies	\$24,440
Stafford High School Athletic Boosters	\$500
Stafford High School Music Boosters	\$250
Stafford High School Drama Boosters	\$250

Stafford Rotary Club	\$500.00
Stafford Library Association	\$2,000.00
SES PASS Program	\$750
Stafford Middle School	\$365
Intovigne's Funeral Home	\$100
Nancy Lamelin	\$30
Total donations	\$ 29, 185

Although Mr. Pelliccia was unable to be physically present at the meeting, he participated via Skype, in order to respond to questions from the Board. He said that the timeline for the installation of the sign is 8 – 10 weeks and that the schematics have already been given to Mr. Butler.

Ms. Lauzier from TTM was present at the Board meeting and said that TTM was happy to make a donation that will benefit the school and the community.

Ms. Morhardt said that she was impressed with how quickly this project came together.

Mrs. Fowler thanked those involved for taking care of this project.

Mrs. Finch made a motion, seconded by Ms. Morhardt, that the Board of Education accept the monetary donations totaling \$29,185 for the sole purpose of construction, placement, and maintenance (including but not limited to the monthly cost of an electric meter, and purchase of a generator) of a wireless, electronic sign on Orcuttville Road. Mrs. Finch, Ms. Morhardt, Mrs. Rummel, Ms. Shegogue and Mr. Szymanski voted for the motion, which carried.

The Board asked that Dr. Collin send thank you letters to the donors on behalf of the Board.

Mrs. Rummel made a motion, seconded by Ms. Morhardt, to place item XI.A.- **Review and Possible Ratification of the CSEA Contract, 7/1/12 through 6/30/15 (Executive Session Anticipated)**, into executive session. Mrs. Finch, Ms. Morhardt, Mrs. Rummel, Ms. Shegogue, Mrs. Rummel and Mr. Szymanski voted for the motion, which carried.

The Board took a brief recess at 9:16 p.m.

Mrs. Finch made a motion, seconded by Ms. Morhardt, to enter executive session. Mrs. Finch, Ms. Morhardt, Mrs. Rummel, Ms. Shegogue, Mrs. Rummel and Mr. Szymanski voted for the motion, which carried. The Board entered executive session at 9:18 p.m.

Mrs. Shegogue made a motion, seconded by Mrs. Finch, to return to regular session. Mrs. Finch, Ms. Morhardt, Mrs. Rummel, Ms. Shegogue, Mrs. Rummel and Mr. Szymanski voted for the motion, which carried. The Board returned to regular session at 9:21 p.m.

Item XI. Personnel Matters

A. Review and Possible Ratification of the CSEA Contract, 7/1/12 through 6/30/15 (Executive Session Anticipated)

At its meeting on July 9, 2012, the Board of Education Negotiation Committee members assigned to negotiate the collective bargaining agreement between the Stafford Board of Education and the CSEA Local 2001,

SEIU, effective July 1, 2012, through June 30, 2015, were the following: Ms. Beth Ann Morhardt, Mrs. Tracy Rummel, and Mrs. Kathy Walsh. Their work began in January 2012, with a formal meeting to discuss ground rules and establish a schedule for negotiations. After numerous meetings, on Wednesday, October 17, 2012, the CSEA voted to ratify the contract, to include the agreements, on which there was agreement from the Board and CSEA committee members.

Following the aforementioned ratification by the CSEA and prior to the Board of Education meeting on October 22, 2012, information became available to the BOE, which resulted in no action being taken at its meeting. The CSEA negotiation team met, again, to discuss specific language relative to a particular subgroup of its bargaining unit. As a result of this meeting, the CSEA negotiation team withdrew one of its proposals, with the understanding that current contract language would be retained.

Mrs. Rummel made a motion, seconded by Ms. Morhardt, that the Board of Education agree to ratify the bargaining unit agreement between the Stafford Board of Education and the CSEA Local 2001, effective July 1, 2012, through June 30, 2015, as presented. Mrs. Finch, Ms. Morhardt, Mrs. Rummel, Ms. Shegogue, Mrs. Rummel and Mr. Szymanski voted for the motion, which carried.

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, Ms. Morhardt, Mrs. Rummel, Ms. Shegogue and Mr. Szymanski voted for the motion, which carried. The meeting adjourned at 9:22 p.m.

Respectfully submitted,

Christine C. Marinelli, Recording Secretary

Sandra Fowler, Chairperson

Tracy Rummel, Secretary