Board of Education Board of Education Special Meeting
Monday, February 4, 2013, 7:00 PM
Staffordville School

I. Call to Order- Establishment of Quorum

II. Pledge of Allegiance

III. Secretary's Report- Approval of Minutes
   - A. Regular Meeting Minutes- 1/7/13 3

IV. Treasurer's Report
   - A. Bills, 1/9/13- $831,585.96
   - B. Grants, 1/9/13- $3,132.67
   - C. Bills, 1/23/13- $163,095.44
   - D. Grants, 1/23/13- $2,400.16
   - E. Bills, 1/24/13- $480.00

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 December 2012
   - B. Cafeteria Profit and Loss Statements- November and December 2012
   - C. Head Start Report through December 2012
   - D. Discussion of the Proposed 2013 - 2014 Itemized Estimate of the Cost of Maintenance (Budget) for the Stafford Public School District
   - E. Update on Best Use of Facilities Study for Stafford Public Schools

VIII. Public Forum

IX. Old Business
   - A. Review and Possible Approval of New Board Policies

X. New Business
   - A. Review and Possible Approval of Participation in the Connecticut School Health Survey (CSHS)
   - B. Review and Possible Approval of Stafford Middle School's Participation in Math Software Trial

XI. Personnel Matters
   - A. Authorization of Superintendent of Schools to Give Written Notice of Non-Renewal
     The Board policy that covers this agenda item is BP 4135.1.

B. Appointment- Certified Staff Member

XII. Student Matters

Regular Meeting
Stafford Board of Education
Stafford High School Auditorium
January 9, 2013

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

Board Members Absent: Mr. Stephen Szymanski

Also Present: Dr. Patricia A. Collin, Superintendent of Schools
Mr. Michael Bednarz, Director of Curriculum and Instruction
Mr. Greg Buonome, Assistant Principal, Stafford Middle School
Mr. Robert Campbell, Assistant Principal, Stafford High School
Mr. Devin Cowperthwaite, Building Services Technician
Mr. Evan Cummins, Student Representative (Outgoing)
Mr. Jerry Domanico, Business Manager
Mrs. Peggy Falcetta, Principal, Staffordville School
Mr. Damian Frassinelli, Director of Athletics and Recreation
Mr. Benjamin Gluck, Student Representative (Incoming)
Ms. Shelley Michaud, Principal, West Stafford School
Mr. Marco Pelliccia, Principal, Stafford High School
Mr. Hank Skala, Principal, Stafford Elementary School
Mrs. Amy Stevenson, Director of Pupil Services
Mr. Kenneth Valentine, Principal, Stafford Middle School

<u>Item I. Call to Order- Establishment of Quorum</u>

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

<u>Item II. Pledge of Allegiance</u>

The Student Representatives led the Board in the Pledge of Allegiance.

<u>Item III. Secretary's Report- Approval of Minutes</u>

Regular Meeting, 12/03/12

A consensus of the Board approved the Secretary's Report for the regular meeting held on December 3, 2012.

<u>Item IV. Treasurer's Report</u>

Grants, 12/03/12- $3,933.06
Bills (Encumbered), 11/30/12- $21.20
Bills, 12/12/12- $164,604.49

Grants, 12/13/12- $7,025.37
Bills, 12/14/12- $72,968.92
Bills, 12/19/12- $148,792.37

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

Item V. Correspondence

Mrs. Fowler stated that the Board received a thank you note from the ECHN Foundation for the donation made in Mr. Shea's name.

Mrs. Fowler mentioned that there was an article in the Reminder News regarding the district's participation in the Winterfest Parade.

Item VI. Board Reports

A. Report from Student Representative

Mr. Cummins reported on the following topics:

- Introduced the new Student Representative, Ben Gluck
- Drama / Music Update
- Sports Update
- National Honor Society's (NHS) Fundraiser for Newtown
- New NHS members will be announced in early February
- New Program at SHS- Bulldog of the Month
- Student / Faculty Volleyball Game on January 31
- Mid-term Exam Schedule

B. Budget Committee

The Budget Committee members are Mr. Szymanski, Mrs. Fowler, and Ms. Morhardt. Mrs. Fowler stated that the Budget Committee would be scheduling a meeting prior to the regularly scheduled Board meeting, which will be held on Monday, 1/28/13, at Staffordville School.

C. Curriculum Committee

The Curriculum Committee members are Mrs. Rummel, Mrs. Walsh and Ms. Shegogue. There was no update from this committee.

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 was held on Wednesday, December 19, 2012, and that several of the policies are included on the agenda for tonight's meeting.

E. Negotiation Committee

The CSEA Negotiation Committee members are Mrs. Rummel, Ms. Morhardt and Mrs. Walsh. Currently, none of the contracts are being negotiated.

Item VII. Superintendent's Reports

A. Financial Report through November 30, 2012

Dr. Collin presented the financial report of funds budgeted and encumbered/expended from July 1, 2012, through November 30, 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.

A report and table were provided for the Board members, which indicated that the period to date encumbrances/expenditures total $24,958,692, leaving a balance of $1,145,362 or a total of 4.39% of the total budget to be encumbered/expended by June 30, 2013. She noted that the balance reflects projected excess cost reimbursement, estimated at 70%, which was netted out of the budget and projected salary payments through the end of the school year.

B. Status of Self-Funded Health Insurance and Dental Programs

Dr. Collin provided for the Board a memorandum and documentation prepared by Mr. Jerry Domanico, Business Manager, regarding the status of our self-funded health and dental insurance programs. According to the documents, the dental fund reflects a positive balance of $75,051.92 and growth by $10,674.21 since the end of the last fiscal year.

She noted that the health insurance fund, which the Board has been paying a month in advance to ease the cash flow of the account, reflects a balance of -$8,227.64. While there has been a reduction in claims more recently, they continue to exceed our deposits. Since the end of last year, the fund balance is overspent by $263,237.

Dr. Collin stated that the Town and Business Office continue to monitor the status of the programs and have met with Ovation representatives to review the district's status and to discuss possible cost effective strategies.

Mrs. Fowler asked about the meeting with Ovation. Dr. Collin responded that the meeting was held just before the winter break. She said that cost-effective strategies were discussed, such as going out to bid for portions of the insurance coverage.

Mrs. Finch asked if the district fully funded the plan this year, as recommended by Ovation. Dr. Collin said that the Town and the Board agreed to budget a lesser amount this year than was recommended by Ovation.

C. Head Start Report through November 30, 2012

Dr. Collin presented the Basic Head Start grant report through November 30, 2012, as prepared by Mr. Jerry Domanico, Business Manager. The Basic Head Start Fund 160 is for the time period of July 1, 2012, through January 31, 2013, expenditures from which began with the opening of school for the 2012-2013 school year. The total amount of this fund is $51,128, of which $42,716.17 has been expended to date, and the remaining balance totaling $8,411.83, which must be expended or encumbered by the end of this month.

Unlike the Basic Head Start grant, the Early Head Start Fund 182, totaling $68,993, is for the time period February 1, 2012, through January 31, 2013. Dr. Collin stated that the district recently received the contract extension from November through January, reflecting an additional $11,417. Records reflect total expenditures of $48,779.04 and a balance of $20,213.96, which must be expended or encumbered by January

31, 2013. Lastly, preliminary budget information has been submitted to EASTCONN for the 2013-2014 Basic and Early Head Start grants.

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 include expenses assumed by the school district, were included in the electronic Board packets.

Mrs. Fowler asked if Dr. Collin expects that the grants will remain consistent. Dr. Collin stated that the district will remain eligible, but could lose money if the grants are not fully funded. Ms. Michaud also noted that the district is in a collaborative with EASTCONN, so the number of Stafford's Head Start slots will remain the same.

Mrs. Rummel reported that she will be serving as the Board representative on EASTCONN's Head Start committee beginning in February.

D. <u>Update on Best Use of Facilities Study for Stafford Public Schools</u>

Dr. Collin reported that on September 24, 2012, the Board approved of the Request for Qualifications/Proposals for Consultative Services for the Best Use of our Educational Facilities and the Invitation for Proposals, as revised during its discussion. The District received five bids, which were opened at 4:00 p.m., on Friday, October 19, 2012.

At its meeting on November 5, 2012, the Board reviewed a table prepared by Mr. Domanico, which indicated all five bidders met the scope of services and qualifications for which the Board was seeking. The proposed cost and time for completion was also provided. After much discussion, the Board approved the proposal presented by New England School Development Council (NESDEC), with the contingency that the Superintendent and Business Manager speak with representatives to confirm that their proposal will meet the intent of the RFQ. Furthermore, Board members were encouraged to forward specific questions they would like to have answered to Dr. Collin.

In accordance with the Board's directive, Dr. Collin and Mr. Domanico participated in a teleconference on Wednesday, November 14, 2012, and were confident that NESDEC, a non-profit organization, would meet the intent of the RFQ. On behalf of the Board, Mr. Domanico and Dr. Collin asked Dr. Arthur Bettencourt, Executive Director, to provide the district with a follow-up letter clarifying and elaborating on the organization's proposal. A copy of the letter dated November 30, 2012, was provided for the Board's review.

On December 11, 2012, Dr. Collin, Mr. Domanico and Mrs. Marinelli participated in another teleconference, the purpose of which was to discuss enrollment projections and a study of demographics in addition to establishing a schedule for site visits. In preparation for the anticipated site visits, district and building staff completed forms which required much information. NESDEC personnel conducted site visits, which included administrator interviews, tours of the facility, and follow-up interviews, of Stafford Elementary School on Monday, December 17th, West Stafford School and Staffordville School on Tuesday, December 18th, and Stafford Middle School on Thursday, December 20th. Prior to the holiday break, Mrs. Christine Marinelli, Administrative Assistant, also forwarded to NESDEC records of enrollment in order to facilitate projection calculations. The site visit of Stafford High School occurred on Friday, January 4th.

Dr. Collin noted that while the focus group interviews have not yet been scheduled, she anticipates communicating with Dr. Bettencourt within the next couple of weeks to discuss the status of the study and seek his recommendation relative to the identification of a representative group of stakeholders. Dr. Collin stated that she plans to keep the Board advised of the progress of the study.

A copy of the finalized contract with NESDEC was provided for the Board's information.

Ms. Morhardt stated that she is very happy with the scope of the study and that NESDEC visited classrooms while the teachers and students were using them. She said that she looks forward to hearing about the community focus groups.

Dr. Collin requested that Board members contact her via telephone or email if they have any additional questions regarding this matter.

E. <u>Presentation of the Proposed 2013 – 2014 Itemized Estimate of the Cost of Maintenance (Budget) for the Stafford Public School District</u>

Dr. Collin reported that according to State Statute 10-222 Appropriations and Budget, "Each local board of education shall prepare an itemized estimate of the cost of maintenance of public schools for the ensuing year and shall submit such estimate to the Board of Finance. . . . The money appropriated by any municipality for the maintenance of public schools shall be expended by and in the discretion of the board of education."

Dr. Collin stated that the front matter of the proposed 2013-2014 itemized estimate of the cost of maintenance of the Stafford Public School District document includes the district's mission and belief statements and strategic goals. She also noted that the introduction provides the foundation for the presentation, which also includes a glossary, net current expenditures per pupil, summary of accomplishments & achievements, a list of partially- and fully-unfunded mandates, and previous years' budget cuts. Additionally, the presentation includes slides regarding the best use of facilities study, challenges and needs, and full-day kindergarten.

Dr. Collin said that the document includes an explanation of the budget development process and background statement, as were provided last year. Preceding the itemized summary is a slide entitled, "What's Included & What's Not", which reflects the district's plans to mitigate the costs of full-day kindergarten. Embedded in the budget tables is a pie chart delineating the allocations of funding and an explanatory slide relative to the 23.5% rate increase in medical insurance. Following a slide capturing Capital Improvements, the presentation concludes with a timeline of the approval process, with the hope of engaging the public.

Dr. Collin reviewed the highlights of the itemized estimate of the cost of maintenance of the Stafford Public School District, as well as the list of the district's accomplishments and achievements for 2012-2013. Both documents are posted on the district web site at www.stafford.k12.ct.us, under the Board of Education "Budget" link and the "News" link. A copy of the summary page follows.

STAFFORD BOARD OF EDUCATION					
PROPOSED 2013-2014 ITEMIZED ESTIMATE					
SUMMARY					
ITEM	2011-2012	2012-2013	2013-2014	VARIANCE	VARIANCE
	EXPENDED	APPROVED	PROPOSED	%	$
100 - PERSONNEL SERVICES - SALARIES	14,442,882	15,415,447	15,916,913	3.25%	501,466
200 - PERSONNEL SERVICES - BENEFITS	4,215,599	4,547,942	5,266,638	15.80%	718,696
300 - PURCHASED PROFESSIONAL SERVICES	266,322	338,380	320,115	-5.40%	-18,265
400 - PURCHASED PROPERTY SERVICES	703,041	698,291	776,741	11.23%	78,450
500- OTHER PURCHASED SERVICES	3,315,139	3,291,291	3,672,498	11.58%	381,207
600 - SUPPLIES	1,670,212	1,511,458	1,494,411	-1.13%	-17,047
700 - PROPERTY	119,036	176,731	353,466	100.00%	176,735
800 - OTHER OBJECTS	98,681	124,514	114,298	-8.20%	-10,216
TOTAL	24,830,913	26,104,054	27,915,080	6.94%	1,811,026
PERCENTAGE OF INCREASE				6.94%	

Mrs. Rummel and Ms. Morhardt stated that the budget presentation and supplemental information were easy to follow and were very helpful. They said that they would like to save their questions until after they've had a chance to review all of the data that was provided for them.

Ms. Morhardt stated that she knows that this is going to be another difficult budget year. However, she wanted the Board members to know that she sees the assistant principal position at Stafford Elementary School as a must-have this year. She also said that full-day kindergarten is very important to her.

Item VIII. Public Forum

A member of the audience commented that there is an error in the pie chart that was provided as part of the budget presentation (page 18).

The same member of the audience noted that other studies that NESDEC has performed have included recommendations that a 5% cushion be kept to allow for increasing enrollment, and well as improving community support and communication. He said that the biggest hurdle the Board and the Administration have is selling this budget to the community. He said that at the last referendum there were 4,000 votes, yet only 1% of that number bothered to show up to hear the district's budget presentation. He said that the Board must highlight how much money is associated with full-day kindergarten and the other initiatives being presented, and that the Board must make it clear what's at stake [if the budget is cut].

The same member of the audience noted that 1.2 million dollars of this budget are for salaries and benefits.

Item IX. Old Business

There was no Old Business.

Item X. New Business

A. Review and Possible Approval of New and Revised Board Policies and Notification of Revised Regulation

Dr. Collin stated that on November 9, 2012, current and new policies were initially discussed, reviewed and recommended by the Administrative Policy Committee (APC), which is comprised of Mr. Michael Bednarz, Mr. Gregory Buonome, Mrs. Peggy Falcetta, Mr. Marco Pelliccia, Mrs. Amy Stevenson, and Dr. Collin. Subsequently, on December 19, 2012, the same policies were then reviewed by the Board Policy Committee (BPC), comprised of Mrs. Sandra Fowler (Chairperson), Ms. Beth Ann Morhardt, and Mrs. Lisa Finch.

The policy revision listed below is the result of legislative changes and updates as suggested by CABE.

- **Policy #5145.14 Students: On-Campus Recruitment** (Existing policy with suggested revisions based upon PA 12-116)

After consideration by the APC and prior to presentation to the BPC, Dr. William Waldman, Medical Advisor, reviewed the following policies. He did not recommend any changes.

- **Policy #5141 Students: Student Health Services** (NEW: Currently no existing policy)
- **Policy #5141.21 Students: Administering Medication** (Recommended replacement for existing policy last revised 9/13/10; compatible with most recent regulations and PA 12-198; included additional recommended revisions from the APC)
- **Policy #5141.25 Students: Students with Special Health Care Needs** (Existing policy with suggested revision to reflect PA 12-198; included additional recommended revisions from the APC)

CABE recommended that the Board replace its current policy regarding the legal responsibilities of the Board of Education (dated 12/07/88) and offered a new policy regarding recruitment and selection of certified personnel, both of which are identified below:

- **Policy #9012 Bylaws of the Board: Legal Responsibilities of the Board of Education** (Replaces current policy as recommended by CABE)
- **Policy #4111 Personnel-Certified: Recruitment and Selection** (NEW: Authorizes the Superintendent to employ all personnel below the rank of Assistant Principal, the former of whom shall report in writing to the Board the name, position and salary of each new employee at its next regular session.)

And lastly, while it does not require approval of the Board, the following regulation was revised in accordance with the recently-ratified collective bargaining unit agreement between the Stafford Board of Education and the CSEA Local 2001, SEIU. Dr. Collin thanked CSEA for their collaboration.

- **Regulation #3515 Business and Non-Instructional Operations: Use of School Buildings and Grounds**

Dr. Collin stated that although the Board typically presents policies for two meetings, because these changes are either suggested revisions to current policies in accordance with legislative updates, or alignment of current policy with practice, the Board may consider approving the four of six aforementioned policies, as presented.

She said that it is recommended that this meeting serve as the first reading for Policy #5141 Students: Student Health Services and Policy #4111 Personnel-Certified: Recruitment and Selection. These policies will be placed on the agenda of the next regularly-scheduled meeting.

Ms. Morhardt made a motion, seconded by Ms. Shegogue, that the Board of Education approve the following policies, as presented: **Policy #5145.14 Students: On-Campus Recruitment, Policy #5141.21 Students: Administering Medication, Policy #5141.25 Students: Students with Special Health Care Needs**, and **Policy #9012 Bylaws of the Board: Legal Responsibilities of the Board of Education.** Mrs. Finch, Ms. Morhardt, Mrs. Rummel, Ms. Shegogue and Mrs. Walsh, voted for the motion, which carried.

Item XI. Personnel Matters

A. Appointment- Certified Staff Member

Mrs. Rummel made a motion, seconded by Ms. Morhardt, that the following candidate for a teaching position be appointed as follows:

NAME	CERTIFICATION AREA	SCHOOL/ ASSIGNMENT	REPLACING/ NEW	SALARY	EFFECTIVE DATE
Nichole Martorelli	Biology, 7-12 (030) and General Science, 7-12 (034)	Stafford High School / Science Teacher	Kevin Shea	$39,736 (BA, Step 1, pro-rated)	1/2/2013

Mrs. Finch, Ms. Morhardt, Mrs. Rummel, Ms. Shegogue and Mrs. Walsh, 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 Mrs. Walsh, voted for the motion, which carried. The meeting adjourned at 8:45 p.m.

Respectfully submitted,

Christine C. Marinelli, Recording Secretary

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Sandra Fowler, Chairperson

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Tracy Rummel, Secretary