

Board of Education Board of Education Regular Meeting  
Monday, March 25, 2013, 7:00 PM  
Stafford Elementary School

- I. Call to Order- Establishment of Quorum
- II. Pledge of Allegiance
- III. Secretary's Report- Approval of Minutes
  - A. Regular Meeting Minutes- 3/11/13
- IV. Treasurer's Report
  - A. Bills, 03/20/13- \$453,454.68
  - B. Grants, 3/20/13- \$3,514.65
- 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. Recognition of the Board of Education
  - B. Participation in the Smarter Balance Assessment Pilots
  - C. Head Start Report through February 28, 2013
  - D. Financial Report through February 28, 2013
- VIII. Public Forum
- IX. Old Business
- X. New Business
  - A. Review and Possible Approval of Proposal to Award High School Credit for Middle School World Language and Algebra I
- XI. Personnel Matters
  - A. Resignation- Certified Staff Member
- XII. Student Matters

**Regular Meeting  
Stafford Board of Education  
Stafford Middle School  
March 11, 2013**

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

**Board Members Absent:** Ms. Beth Ann Morhardt  
Mrs. Kathy Walsh

**Absent:** Mr. Jerry Domanico, Business Manager  
Mr. Benjamin Gluck, Student Representative

**Also Present:** Dr. Patricia A. Collin, Superintendent of Schools  
Ms. Michelle Backus, English Teacher, Stafford High School  
Mr. Stephan Hartmann, Ross Solar Group  
Ms. Terry Holybee, Co-Head Nurse  
Mr. Peter Koveleski, SEAC  
Mr. Mark Seddon, Supervisor of Building Services  
Ms. Michele Staczek, Co-Head Nurse  
Mrs. Amy Stevenson, Director of Pupil Services  
Mr. Kenneth Valentine, Principal, Stafford Middle School  
CHC Representative

**Item I. Call to Order- Establishment of Quorum**

The meeting was called to order at 7:00 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**

Regular Meeting, 2/25/13

A consensus of the Board approved the Secretary's Report for the regular meeting held on February 25, 2013.

**Item IV. Treasurer's Report**

Bills, 2/20/13- \$407,569.56  
Grants, 2/21/13- \$6,301.46  
Bills, 3/6/13- \$134,300.10  
Grants, 3/6/13- \$13,573.26

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

## **Item V. Correspondence**

There was no Correspondence.

## **Item VI. Board Reports**

### **A. Report from Student Representative**

Mr. Gluck was absent, but provided a report that Dr. Collin read, which included updates on the following topics:

- Sports Update
- Music Update
- CAPT Testing
- School Newspaper
- Memorial for Mr. Shea

### **B. Budget Committee**

The Budget Committee members are Mr. Szymanski, Mrs. Fowler, and Ms. Morhardt. There was no update from this committee. Dr. Collin reviewed the Board of Finance's schedule with regard to the district's budget. She suggested a possible budget committee meeting date of Wednesday, April 3, or Thursday, April 4, 2013, to review reductions to the Board's budget, if so directed by the Board of Finance.

### **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). There was no update from this committee. Dr. Collin stated that the Administrators' Policy Committee is scheduled to meet this week and that she would be scheduling a Board level meeting following that 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. Update on Status of Self-Funded Health Insurance**

Dr. Collin reported that district and town representatives met with Ovation Benefits on February 26, 2013, to review the status of our health insurance renewal and the results of the recent bidding process for the administrative and stop loss fees. While a review of the last 12 months' claims indicated an increase of 28.41%, it was decided that the 23.5% premium increase would be maintained, based on some recent improvement in the claims experience.

Meeting attendees also reviewed the bids from numerous agencies: Anthem, Aetna, CIGNA, ConnectiCare and the State of Connecticut Partnership proposal. Comparisons of information relative to the bids were provided to the Board in a memorandum prepared by Mr. Jerry Domanico, Business Manager. At the conclusion of the

meeting, Ovation agreed to go back to Anthem, Aetna and CIGNA to request revised bids based on the most recent claims of February and to explain their calculations for such claims.

Representatives are currently scheduled to meet with Ovation Benefits, again, on March 21<sup>st</sup> to review the revised bids, after which the Town and District will be better informed regarding next year's budget increase.

There were no questions.

#### **B. Update- Stafford High School Student Trip to England 2014**

Dr. Collin reported that Mrs. Michelle Backhus, Stafford High School English Teacher, submitted a proposal for an 11 day/9 night trip to the British Isles with an approximate proposed departure date of June 25, 2014, which will be adjusted according to the last day of school. Mr. Marco Pelliccia, Principal of Stafford High School, has endorsed this trip proposal.

Dr. Collin stated that the trip meets the criteria as stipulated in Board of Education Policy 6153, Field Trips/Foreign Trips and the corresponding regulations. She also noted that EF Educational Tours will be providing services for this trip, as they have for the past five years. Each participant will assume the cost of his/her own travel, which is estimated at \$3,200. Students have expressed an interest in having fundraisers, which will likely be held during the next school year.

A Stafford High School teacher will serve as chaperone for every six students, meeting all requirements of the policy and regulation. Based on previous counts, it is anticipated that 12-15 students will attend. The provision of insurance for students and the ability to reschedule the trip due to an act of terrorism (provided directly through EF Tours) also meet Board guidelines.

Dr. Collin stated that as Superintendent of Schools, she has approved of this trip to the British Isles.

Mrs. Backhus was present at the Board meeting to answer questions.

Mrs. Fowler asked how many students have expressed firm interest in the trip. Mrs. Backhus stated that to date, nine students have expressed interest.

Mrs. Fowler asked that Mrs. Backhus come to a future meeting to report on the trip.

#### **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 to Provide School-Based Behavioral Health and Mobile Dental Services**

Dr. Collin stated that Board members were provided with a memorandum and documentation prepared by Mrs. Amy Stevenson, Director of Pupil Services, regarding a proposal that Community Health Center, Inc. (CHC)

provide school-based behavioral health and mobile dental services to students enrolled in Stafford Public Schools at no cost to the Board of Education. In addition to the contract, which was reviewed by Attorney Peter Janus, the Board was also provided with copies of the following documents:

- Community Health Center, Inc. (CHC), School-Based Health Services: Bridging Health Care and Education (pamphlet)
- CHC Patient Bill of Rights and Statement of Patient Safety
- CHC Notice of Privacy Practices
- CHC Mobile Dental Services Enrollment Form
- CHC Parent/Guardian Letter (Sample)

Mrs. Stevenson, Mrs. Terry Holybee and Mrs. Michele Staczek, Co-Head Nurses, and Community Health Center, Inc. staff were present at the meeting to respond to questions of Board members.

Mrs. Fowler asked that Mrs. Holybee give an overview of what this program would entail. Mrs. Holybee provided information regarding the program that the district had until 2008, which was very successful. She said that it is incredibly important that the students have access to dental services.

Dr. Collin reminded the Board that a proposal was generated by Tunxis Community College to assess the oral health status of all preschool students at West Stafford School, Staffordville School and all grade three students at Stafford Elementary School. Thanks to the Stafford Rotary Club, through this collaborative effort and as part of a cooperative dental health program with the College, the aforementioned children “had an opportunity to receive a dental screening provided by dental hygiene students, with faculty supervision. Each child received a new toothbrush and instructions regarding his or her dental health.” The screenings took place in early November.

She said that at the same time, Stafford Public Schools representatives met with Community Health Center, Inc. (CHC) on October 23, 2012, to discuss the possibility of implementing a Mobile Dentist program in the district. Present at the meeting, which was held at West Stafford School, were the following staff members: Dr. Patricia Collin, Superintendent of Schools, Amy Stevenson, Director of Pupil Services, Terry Holybee, West Stafford School Nurse, Ms. Shelley Michaud, Principal, and Melissa Thibeault, CHC Dental Coordinator. During the meeting, Ms. Thibeault stated that CHC also offers school-based behavioral health services. The staff members present expressed an interest in learning more about these services and, subsequently, another meeting was scheduled for this purpose.

On November 20, 2012, Jolene Piscetello, Stafford High School Social Worker, Laura Hayes, Stafford High School Psychologist, Dawn Gagne, Stafford Elementary School Social Worker, and Amy Stevenson, Director of Pupil Services, met with Melissa Thibeault, CHC Dental Coordinator, Jane Hylan, Director of School-Based Health Services, and Elisabeth Cestero, LCSW, to discuss the possibility of implementing school-based behavioral health and mobile dental services within Stafford Public Schools and what implementation would entail. On December 4, 2012, Jane Hylan sent a draft contract for Stafford Public Schools for review and consideration, and CHC was invited to attend a the Board meeting to elaborate on the services and respond to questions.

The CHC representative reviewed the fee structure. She also reported that aside from space, access to wireless internet, and a confidential phone line, there would be no cost to the Board.

Ms. Shegogue made a motion, seconded by Mrs. Rummel, that the Board authorize Dr. Patricia Collin, Superintendent of Schools, to sign the contract between the Stafford School District and Community Health

Center, Inc., as presented, on its behalf. Mrs. Finch, Mrs. Rummel, Ms. Shegogue, and Mr. Szymanski voted for the motion, which carried.

**B. Review and Possible Approval of Photovoltaic (PV) Projects at Stafford High School, Stafford Middle School, and West Stafford School**

Dr. Collin provided memorandums for the Board members' information from the following: Stafford Energy Advisory Committee (SEAC); Mr. Mark Seddon, Supervisor of Building Services; and Mr. Jerry Domanico, Business Manager, regarding Solar Photovoltaic (PV) Systems (a.k.a. Solar Electricity).

The Town of Stafford filed for grants for 11 town facilities under the State of CT/CL&P ZREC, Zero Emission Renewable Energy Credit Program, which would result in the construction of solar arrays to offset electrical charges. In addition to the Senior Center, Stafford Middle School, Stafford High School, and West Stafford School are also being considered as award recipients. As stated during the special meeting that was held prior to the public hearing on March 6, 2013, the Town anticipates final notification any day now.

On February 27, 2013, representatives from the Town and District met with Mr. Stephan Hartmann, Ross Solar Group, who discussed the projects and responded to questions from both the Town and District. The discussion was extremely productive; Mr. Hartmann was able to address concerns and based on our questions, compiled a comprehensive list of them with corresponding answers. This document, entitled, "Solar PV Questions and Answers" was provided for the Board's review. In addition to the aforementioned memorandums and document, the following documents were also included:

- Summary Cash Flow for All Three Stafford Schools-Solar PV Project
- Financial Investment Analyses: Stafford High School, Stafford Middle School and West Stafford Elementary School
- PowerPoint Slides: *What is a REC?=Renewable Energy Certificate* and *REC Contract Directly With Customer*
- Array Proposed Views: Stafford High School and Stafford Middle School
- Sunpower T10 Solar Roof Tile (2 pages)

Dr. Collin explained that the projects are expected to be funded through a lease program. The cost for each project is \$352,000, for a total of \$1,056,000. As indicated in Mr. Domanico's memo, the Town and Board of Education will receive fixed payments of \$19,352 through the ZREC program for the middle and high schools and fixed payments of \$17,876 for West Stafford School, resulting in an annual total of \$56,580 per year for 15 years. There is also a projected savings in electricity of \$46,670 for the first year. The Board of Education will need to provide insurance to cover the solar arrays at a projected cost of \$800 per year.

Dr. Collin stated that an assessment of each roof will be conducted by Ross Solar and a third party. Based on the assessments, each project will be evaluated to determine the practicality and feasibility. The determination will be made as to whether it is possible to address identified issues or whether the project should be cancelled.

A review of the total annual lease payments and projected savings / income indicates the district should realize savings of \$9,794 in year one. As discussed during the special meeting on March 6<sup>th</sup>, the ZREC payments must be made directly to the Town as the Board may not collect income. Mr. Domanico proposes that we re-budget the projected savings into a new account line in the BOE budget (Object Code 833, in accordance with the Unified Chart of Accounts), from which the lease payments will be made.

Dr. Collin stated that according to the analysis and review, the solar PV projects appear to be cash neutral to the BOE. However, Mr. Domanico will need to work with the Town to establish a procedure to address issues relative to the schedule of payments from CL&P.

Mr. Seddon, Director of Building Services, and Mr. Hartmann, Ross Solar Representative, were in attendance at the meeting to respond to questions of Board members. Mr. Koveleski, SEAC representative, was also in attendance.

Mr. Szymanski asked for clarification regarding the cash flow chart that was provided for the Board. Mr. Hartmann reviewed the chart and clarified that the fair market assessment for the buyout of the system(s) will be provided to the Board in advance so that the Board can budget for the cost, should they decide to purchase the systems.

Mr. Hartmann also stated that he and his company are very willing to work with the town to minimize any costs associated with the projects. However, should more than one of the projects fall off due to roofing issues, etc., the cash flow analysis may need to be revised and the projects would be subject to Board approval again, at that time.

Mr. Szymanski made a motion, seconded by Mrs. Rummel, that the Board of Education support the Town's efforts to complete the Photovoltaic (PV) Projects at Stafford High School, Stafford Middle School, and West Stafford School, as presented. Mrs. Finch, Mrs. Rummel, Ms. Shegogue, and Mr. Szymanski voted for the motion, which carried.

## **Item XI. Personnel Matters**

### **A. Resignations- Certified Staff Members**

Mrs. Rummel made a motion, seconded by Ms. Shegogue, that the Board of Education accept the resignations of the following staff members as indicated:

| NAME                | POSITION                  | SCHOOL                                              | EFFECTIVE DATE                | REASON     |
|---------------------|---------------------------|-----------------------------------------------------|-------------------------------|------------|
| Bachiochi, Kathleen | English Teacher           | Stafford High School                                | June 30, 2013                 | Retirement |
| Bellamy, Kaitlin    | Elementary Teacher        | Stafford Elementary School                          | End of School Year, June 2013 | Relocation |
| Gilhuly, Barbara    | Elementary Teacher        | West Stafford School                                | June 30, 2013                 | Retirement |
| Hettlinger, Viesha  | Chemistry Teacher         | Stafford High School                                | End of School Year, June 2013 | Personal   |
| Kleiner, Cheryll    | Music Teacher             | Stafford Elementary School / Stafford Middle School | June 30, 2013                 | Retirement |
| Smith, Douglas      | Social Worker             | Stafford Middle School                              | June 30, 2013                 | Retirement |
| Schwartz, Rebecca   | Science Teacher           | Stafford Middle School                              | June 30, 2013                 | Personal   |
| Titus, Judith       | Remedial Reading and Math | Stafford Middle School                              | June 30, 2013                 | Retirement |

Mrs. Finch, Mrs. Rummel, Ms. Shegogue, 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 Mrs. Rummel, to adjourn. Mrs. Finch, Mrs. Rummel, Ms. Shegogue, and Mr. Szymanski voted for the motion, which carried. The meeting adjourned at 7:52 p.m.

**Respectfully submitted,**

**Christine C. Marinelli, Recording Secretary**

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**Sandra Fowler, Chairperson**

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**Tracy Rummel, Secretary**