

Board of Education Board of Education Regular Meeting  
Monday, May 6, 2013, 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- 4/29/13
- IV. Treasurer's Report
- 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. Report on Graduation Rate- Class of 2012
- VIII. Public Forum
- IX. Old Business
- X. New Business
  - A. Approval of Graduation Date- Class of 2013
  - B. Appointment of Asbestos Designee for 2013 - 2014
  - C. Review and Possible Approval of Revisions to Board Policies
  - D. Selection of Insurance Agent of Record
- XI. Personnel Matters
- XII. Student Matters

**Regular Meeting  
Stafford Board of Education  
Pinney Administration Building  
April 29, 2013**

**Board Members Present:** Mrs. Sandy Fowler, Chairperson  
Mrs. Lisa Finch  
Ms. Sonya Shegogue  
Mrs. Kathy Walsh

**Board Members Absent:** Ms. Beth Ann Morhardt  
Mrs. Tracy Rummel, Secretary  
Mr. Stephen Szymanski

**Also Present:** Dr. Patricia A. Collin, Superintendent of Schools  
Mr. Michael Bednarz, Director of Curriculum and Instruction  
Mr. Jerry Domanico, Business Manager  
Mr. Ben Gluck, Student Representative

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

The meeting was called to order at 7:02 p.m. A quorum was established.

**Item II. Pledge of Allegiance**

Mr. Gluck led the Board in the Pledge of Allegiance.

**Item III. Secretary's Report- Approval of Minutes**

Regular Meeting, 4/8/13

A consensus of the Board approved the Secretary's Report for the regular meeting held on April 8, 2013.

**Item IV. Treasurer's Report**

Bills, 4/17/13- \$431,774.14  
Grants, 4/17/13- \$28,586.06  
Bills, 4/24/13- \$43,548.82

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 reported on the following topics:

- Drama Production *Thoroughly Modern Millie* will be performed 5/3-5/5/13
- Activity Period
- 8<sup>th</sup> Grade Orientation
- NHS Senior Breakfast, 5/1/13
- Junior Prom, 5/17/13; Senior Banquet, 5/31/13
- Alcohol Awareness Assembly, 5/14/13
- Sports Update

Dr. Collin reported that 8<sup>th</sup> Grade Promotion will be held on Thursday, June 20, 2013.

**B. Budget Committee**

The Budget Committee members are Mr. Szymanski, Mrs. Fowler, and Ms. Morhardt. There was no update from this committee.

**C. Curriculum Committee**

The Curriculum Committee members are Mrs. Rummel, Mrs. Walsh and Ms. Shegogue. Mrs. Walsh stated that the Curriculum Committee held a meeting prior to this Board meeting to review a math and social studies text. She noted that the textbook resources were wonderful, able to challenge more advanced students and assist those that need extra help. Ms. Shegogue stated that some of the textbooks in the district haven't been updated since 1998. She said that with how quickly things change these days, the texts need to be updated more often.

Mrs. Fowler asked about the age of the texts in the district. Mr. Bednarz stated that the district has an 8 – 10 year replacement cycle (as compared to other districts that usually have a 5 – 7 year cycle). He said that textbooks are very expensive. He noted that the district is lucky to have good teachers that are able to use less than ideal texts and that understand that the text is not the course.

**D. Policy Committee**

The Policy Committee members are Mrs. Fowler, Chairperson, Mrs. Finch, Ms. Morhardt and Mrs. Rummel (alternate). It was announced that the Policy Committee would meet on Thursday, 5/2/13, at 7:30 a.m.

**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. Head Start Report through March 2013**

Dr. Collin presented the Basic Head Start grant report as prepared by Mr. Jerry Domanico, Business Manager. The Basic Head Start Fund 150 is for the time period of February 1, 2013, through June 30, 2013. The total amount of this fund is \$51,497, of which \$17,811.09 had been expended by March 31, 2013.

The Early Head Start Fund 180, totaling \$28,750, is for the time period February 1, 2013, through June 30, 2013. The report indicates that as of March 31<sup>st</sup>, \$11,024.83 has been expended.

Dr. Collin reported that the approved budgets for both Basic and Early Head Start have been received. In addition, approximately \$45,725 and \$8,201 of the Non-Federal share (District funds which are required to be spent to support the program) have also been provided. Ms. Fowler asked if any of the district's Head Start

funds have been cut. Mr. Domanico stated that at this time, the district has not been notified that any funds have been cut.

As indicated previously, 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.

**B. Cafeteria Profit and Loss Statement through March 2013**

Dr. Collin presented the Cafeteria Profit and Loss report for March 2013, as prepared by Mr. Jerry Domanico, Business Manager. As indicated, the lunch program had a loss of \$9,366.51 and an overall year to date loss of \$5,265.84. For the same period last year, the program showed a profit of \$6,346.87 for the month and \$17,467.78 for the year.

In addition to a reduction of two serving days this year, as compared to last year, the average number of lunches served per day decreased by 99 meals. A decrease in the number of breakfasts served per day (28) was also noted. Two school cancellations due to inclement weather, coupled with some additional food order costs and a footwear reimbursement (per CSEA contract), affected sales for the month.

Dr. Collin stated that the food surveys presented at the last Board of Education meeting have been posted and will be available through May 6<sup>th</sup>, after which time, Mrs. Elizabeth LaPane, Supervisor of Food Services and Mr. Domanico will review the results. She said that the results will be shared with the Board and be used to implement changes to the food service program, as warranted, for the upcoming school year. In addition, Mrs. LaPane and Mr. Domanico have begun to review staffing needs for all buildings.

Mrs. Finch asked if the lunch prices should be raised for next year. Mr. Domanico stated that the prices will most likely need to be increased next year due to the State's lunch price equity requirement. In addition, since Stafford doesn't charge for reduced priced meals, the food service program is losing out on those funds, which equate to about \$8,000 per year.

Mrs. Fowler asked why there is such a large year-to-date loss at Staffordville School. Mr. Domanico stated that it is a small program, which is more noticeably affected by increasing food and labor costs. The Board members noted that the loss is far greater than that at West Stafford School, with a similar size program.

Mrs. Fowler asked if there are districts in the State that contract out for food service. Mr. Domanico said that there are; however, in most cases, the program ends up costing the same. Mrs. Fowler said that although the cost may be the same, perhaps the quality of the food would be better. Dr. Collin suggested that Mr. Domanico and Ms. LaPane review the results of the surveys before continuing this discussion.

**C. Financial Report through March 2013**

Dr. Collin presented the financial report of funds budgeted and encumbered/expended from July 1, 2012, through March 31, 2013, 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.

The report that was provided for the Board indicates the period to date encumbrances/expenditures total \$26,104,054, leaving a balance of \$0, or 0%, of the total budget to be encumbered/expended by June 30, 2013.

Dr. Collin stated 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.

Mr. Domanico also provided the Board with a report of State, federal and local grant expenditures. The district is expected to initially cover expenses, which are then reimbursed on a periodic basis. As communicated previously, both the School Readiness and Family Resource Center grants were reduced by approximately 5% by the Governor as a result of the State budget's shortfall. The After School Programs grant was also reduced, but by approximately 10%. The aforementioned reductions are reflected in the attached report.

Mr. Domanico stated that he is in the process of reviewing open purchase orders and will have a better idea of exactly where the budget stands next month.

Mrs. Finch asked what the problem was with the electricity [as that account is currently over expended]. Mr. Domanico stated that some schools received estimated bills in the past, which caused issues when budgeting for electricity. Mr. Domanico stated that he and Mr. Seddon, Supervisor of Building Services, are looking to put a conservation plan in place in the district. He said that one of the first things that they will be looking at is how many and what type of appliances are in the schools. Additionally, they will need to keep better track of any electronics added at the schools so that electricity usage can be estimated more accurately.

#### **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 Healthy Food Certification Statement for July 1, 2013, through June 30, 2014**

Dr. Collin presented the Healthy Food Certification Statement that must be approved by the Board of Education. She said that this certification of compliance not only affects food and beverage offerings, but it also affects serving size. In addition, such requirements impact fundraisers and foods and beverages provided for the purpose of classroom celebrations and offered during after-school activities. The provisions are outlined in the memo from the Division of Family and Student Support Services dated January 25, 2013, which was provided for the Board's information.

Dr. Collin stated that the increased cost of agreeing to comply with the Healthy Food Certification program has been an offset by a State reimbursement of 10 cents per lunch served in the previous year. The State provided a reimbursement to Stafford totaling \$17,052 for the 2009-2010 school year, \$16,436 for the 2010-2011 school year, and \$16,239 for the 2011-2012 school year. Payment is made in two portions, the first of which was made in January 2013 in the amount of \$12,179. Dr. Collin noted that the program anticipates a second reimbursement in May 2013.

Mrs. Finch made a motion, seconded by Ms. Shegogue, that the Board of Education approve the Healthy Food Certification Statement for the 2013-2014 school year, the provisions of which are outlined in Section 10-215f of the Connecticut State Statutes. Mrs. Finch, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

Mrs. Finch made a motion, seconded by Ms. Shegogue, that the Board of Education authorize Mrs. Sandy Fowler, Chairperson, to sign the Healthy Food Certification Statement for 2013-2014 on behalf of the entire Stafford Board of Education. Mrs. Finch, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

**B. Review and Possible Approval of High School Pre-Calculus and Social Studies Textbooks**

Dr. Collin reported that in response to the Board's request that the oldest textbooks be replaced in core academic classes at Stafford High School, a recommendation from Mr. Michael Bednarz, Director of Curriculum & Instruction, is being presented for the adoption of new pre-calculus and social studies textbooks. The new mathematics textbook, *Pre-Calculus-Graphical, Numerical, Algebraic*, 8<sup>th</sup> edition (Pearson Education, 2011), will replace *Pre-Calculus: Graphical & Data Analysis* (1998). The three social studies textbooks, *Magruder's American Government* (Pearson, 2013), *Psychology: Principles in Practice* (Holt McDougal, 2010), and *Geography* (Holt McDougal, 2012), will replace *Civics: Participating in Government* (2001), *Psychology: Principles in Practice* (2003), and *World Culture: A Global Mosaic* (2004), respectively. Since the new national science standards may not be released until 2013, replacement books for Science were not considered at this time.

Facilitated by department chairpersons, each textbook committee followed established guidelines, which are explained in the memo that Mr. Bednarz provided. He also provided corresponding New Textbook Request Forms for the Board's review. Dr. Collin stated that prior to presentation to the full Board of Education, the textbooks were introduced to the Board Curriculum Committee.

Dr. Collin stated that the final negotiated cost of the purchase for materials, professional development, technical support and shipping is \$34,132.71, which is included in the 2012 – 2013 budget. The value of these materials is \$48,500.

There were no questions.

Mrs. Walsh made a motion, seconded by Ms. Shegogue, that the Board adopt *Pre-Calculus-Graphical, Numerical, Algebraic, Magruder's American Government, Psychology: Principles in Practice*, and *Geography*, as presented. Mrs. Finch, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

**C. Acceptance of Gifts from 3M**

Dr. Collin reported that Mr. Michael Bednarz, Director of Curriculum & Instruction, has been notified that Stafford Public Schools is the recipient of the following generous gifts from 3M Corporation: eight boxes of 3M products which include two Shoot 'n Share camcorder projectors and a variety of office supplies (approximate value \$6,419).

She noted that Stafford Public Schools has received gifts through the 3M Community Giving Program in the past. For example, the corporation has donated 25 3M Close Projection Systems (valued at \$40,000) in 2011; two Science teacher scholarships (valued at \$5,000 each) in 2012; and 100 Shoot 'n Share camcorder projectors (valued at \$29,900) in 2012.

According to Stafford Board of Education Policy #3280, *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 in a particular school.* Upon acceptance of the generous gifts, Mr. Bednarz will send a letter of

appreciation to 3M, and the products will be distributed to each school and to the Instructional Technology and Building Services departments, as warranted.

Mrs. Fowler asked if it would be possible to prepare a press release. Mr. Bednarz stated that he would contact 3M to find out if that is feasible.

Mrs. Walsh made a motion, seconded by Mrs. Finch, that the Board accept the gifts from 3M Corporation, as presented. Mrs. Finch, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

**Item XI. Personnel Matters**

**A. Resignation- Certified Staff Member**

Mrs. Finch made a motion, seconded by Ms. Shegogue, that the Board accept the resignation of the following staff member:

NAME	POSITION	SCHOOL	EFFECTIVE DATE	REASON
Davis, Jane	Instructional Support Teacher	Stafford Elementary School	6/30/13	Retirement.

Mrs. Finch, 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 Mrs. Walsh, to adjourn. Mrs. Finch, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried. The meeting adjourned at 7:55 p.m.

**Respectfully submitted,**

**Christine C. Marinelli, Recording Secretary**

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**Sandra Fowler, Chairperson**

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**Tracy Rummel, Secretary**