Board of Education Board of Education Regular Meeting
Monday, July 15, 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. Special Meeting- July 2, 2013 3

IV. Treasurer's Report
   - A. Bills, 6/28/13- $744,697.16
   - B. Grants, 6/28/13- $22,916.94
   - C. Bills, 7/10/13- $97,463.03

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. Cafeteria Profit and Loss Statement through June 2013
   - B. Summary of Food Service Surveys and Recommended Actions
   - C. Update on Status of Prekindergarten Program
   - D. 2011-2012 District Annual Performance Reports and Determinations
   - E. 2013 - 2014 Budget Update

VIII. Public Forum

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

X. New Business
   - A. Review and Possible Approval of Unified Art Course Proposal
   - B. Review and Possible Approval of Personal Finance Course Proposal
   - C. Review and Possible Approval of Elementary Writing Program
   - D. Review and Possible Approval of AP Biology Textbook Proposal
   - E. Review and Possible Approval of Food Services Department Staffing Reorganization
   - F. Appointment of Board Members to Board Policy Committee
   - G. Review and Possible Approval of St. Edward School Lunch Contract for 2013 - 2014

XI. Personnel Matters
   - A. Certified Staff Appointments
   - B. SEA Grievance Hearing (Executive Session Anticipated)

C. Superintendent of Schools' Evaluation (Executive Session Anticipated)

XII. Student Matters

**Special Meeting**
**Stafford Board of Education**
**Pinney Administration Building**
**July 2, 2013**

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

**Also Present:** Dr. Patricia A. Collin, Superintendent of Schools
Mr. Jerry Domanico, Business Manager

## 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, 6/3/13

A consensus of the Board approved the Secretary's Report for the regular meeting held on June 3, 2013.

## Item IV. Treasurer's Report

Bills, 6/13/13- $187,937.92
Grants, 6/13/13- $16,317.07

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

## Item V. Correspondence

The Board received thank you notes from Ms. Candace Higgins and Ms. Carol Mottes, which Mrs. Fowler read aloud.

## Item VI. Board Reports

**A. Report from Student Representative**
There was no report from the Student Representative.

**B. Budget Committee**
The Budget Committee members are Mr. Szymanski and Mrs. Fowler. There was no update from this committee.

**C.** **Curriculum Committee**

The Curriculum Committee members are Mrs. Rummel, Mrs. Walsh and Ms. Shegogue. There was no update from this committee. Mrs. Rummel noted that this Committee has a meeting scheduled prior to the regular Board meeting on July 15, 2013.

**D.** **Policy Committee**

The Policy Committee members are Mrs. Fowler, Chairperson. There was no update from this committee.

**E.** **Negotiation Committee**

Currently, none of the contracts are being negotiated. However, Mrs. Fowler noted that Board members would be asked to volunteer for the SAA negotiation committee later on the agenda.

**Item VII. Superintendent's Reports**

**A.** **Cafeteria Profit and Loss Statement through May 2013**

Dr. Collin presented the Cafeteria Profit and Loss report for May 2013, as prepared by Mr. Jerry Domanico, Business Manager. She stated that the lunch program had a loss of $1,852.67 for the month of May and an overall year to date loss of $17,030.23. For the same period last year, the program showed a profit of $10,538.52 for the month and a profit of $31,116.90 for the year. She said that Mr. Domanico does not anticipate that the district will need to subsidize the deficit as there is a reserve balance in the Food Services program account from previous years.

Dr. Collin reported that the factors contributing to the program's deficit included the following: an additional food order was received in May and the costs of food and supplies, as compared to last year's, have increased significantly. She said that Mr. Domanico provided specific examples of these increases in his memo for the Board's review.

Dr. Collin stated that Mr. Domanico and Ms. LaPane, Supervisor of Food Services, are in the process of reviewing the food survey results and are expected to present the findings and preliminary recommendations at the Board meeting on July 15th. She said that Mr. Domanico is also conducting research regarding the utilization of a food service management company should the Board choose to consider the option in the future, which he will be prepared to present on July 15th, as well. Mr. Domanico noted that if the Board was to decide to use an outside management company, the process should be started in January 2014. However, he is hopeful that changes can be made to the existing program to make it successful.

Mrs. Rummel stated that she is very concerned about the program. She said that it is hard to believe that the year-to-date loss can be attributed to an additional food order. Mrs. Rummel also asked if Mr. Domanico has been in contact with other districts that have successful food service programs. Mr. Domanico stated that he sent out a CASBO survey, and he and Ms. LaPane have plans to sit with other food service managers this summer to see what they are doing to make their programs successful.

Mrs. Rummel noted that the Board may have to revisit covering the cost of the reduced-priced meals.

Mr. Szymanski asked how much extra revenue the district will receive with the 10 cent meal price increase. Mr. Domanico stated that he would have those numbers available for the next Board meeting. Mr. Szymanski also asked for information regarding any equipment purchases this year.

Mrs. Fowler asked if the district has considered moving away from the Healthy Food Certification and using the USDA guidelines. She said that she'd like to know if any other districts have done so and how doing so might allow more variety in what is served.

Mrs. Fowler asked if the staffing would be reduced for next year, since the number of meals served has declined. Mr. Domanico and Dr. Collin stated that a staffing proposal would be presented to the Board at the next regularly-scheduled meeting. Dr. Collin noted that the staffing would be increasing slightly, due to the implementation of full-day kindergarten at two schools.

**B. <u>Financial Report through May 2013</u>**

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

Dr. Collin asked the Board to refer to the memorandum, report and table provided in the electronic Board meeting, which indicates that the period to date encumbrances/expenditures total $26,091,873, leaving a balance of $12,181, or 0.05%, of the total budget to be encumbered/expended by June 30, 2013. 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. She said that Mr. Domanico evaluates all encumbrance projections on a weekly basis, and, all schools and departments were required to submit purchase order requisitions by May 24th.

Dr. Collin noted that Mr. Domanico has provided the Board with a report of State, federal and local grant expenditures, which includes the actual reimbursement received as of May 30th. She noted that two of the grants (Family Resource Center and Head Start Link) were reduced by approximately 5% this year. The After School Programs grant was also reduced by approximately 10%. School Readiness was **not** reduced this year. She said that the recently approved PEGPETIA grant is also included in the report.

There were no questions.

**C. <u>Head Start Report through May 2013</u>**

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 $26,392.68 had been expended by May 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 $16,962.73 had been expended by May 31st.

Dr. Collin said that reports indicating approximately $91,451 of the Non-Federal share for Basic Head Start and $16,402 for Early Head Start (District funds which are required to be spent to support the program) have also been provided.

Mrs. Fowler asked if there was a cut made in the Federal Head Start funding. Mr. Domanico stated that Stafford should not see a reduction.

## D. <u>Summer Reading Program</u>

Dr. Collin presented the report on the summer reading programs for 2013, as established by building principals, and as prepared by Mr. Michael Bednarz, Director of Curriculum & Instruction. Per Mr. Bednarz's report, all students, including those transitioning to another school, have received information about the programs specific to their grade levels. Additionally, families will also have access to the summer reading program, the purpose of which is to encourage and sustain good reading habits, for each school via its website.

As was the case last summer, students are being asked to read more non-fiction books this summer. Dr. Collin stated that this strategy will likely improve test scores on the Reading for Information CMT/CAPT and promote attainment of standards for the Common Core State Standards for English Language Arts.

Dr. Collin reported that students in kindergarten through grade five will participate in the Governor's Summer Reading Challenge ("Connecticut Reads 2013"). Students entering middle school will be required to read a 2014 Nutmeg nominated title and create a project. Information about the Reading Challenge and Nutmeg titles were included in the electronic Board packet for the Board's review.

Additionally, for the second of four years of required reading, high school students will participate in a "shared reading experience" for <u>all students and staff</u>, focusing on a single title by Tim O'Brien, *The Things They Created* (Mariner Books-Houghton Mifflin Harcourt), which is "a collection of interwoven stories that convey the harsh complexities of war and the struggles and sacrifice of those who serve." She said that the purpose of this reading is to increase understanding, respect, and empathy for those affected and recognize U.S. soldiers for their service.

Dr. Collin said that the Board is encouraged to review the materials provided by Mr. Bednarz via the electronic Board packet and to contact him if they have any specific questions.

Mrs. Rummel noted that her son is reading the book assigned to the students at the high school, and he loves it.

## E. <u>Wellness Committee Update</u>

Dr. Collin stated 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). Furthermore, the policy had to include a provision for a periodic status report by the local Wellness Committee to the Board of Education.

She said that the Wellness Committee of Stafford Public Schools met on June 12, 2013, in the Florence Z. Polens Meeting Room at the Pinney Administrative Office building to review the current policy and regulation. Our current policy, approved by the Board of Education on April 8, 2013, reflects required revisions based upon P.L. 111-296. Both the current policy and the regulation, the latter of which was revised on July 9, 2012, were provided in the electronic Board packet for the Board's review.

Dr. Collin said that 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 Wellness Committee meeting: Mr. Michael Bednarz, Director of Curriculum and Instruction; Mr. Gregory Buonome, Assistant Principal, Stafford Middle School; Mrs. Sandra Fowler, Chairperson, Board of Education; Mrs. Beth LaPane, Supervisor of Food Services; Ms. Shelley Michaud, Principal, West Stafford School; Mrs. Michele Staczek, RN, Stafford Middle School; Mrs. Terry

Holybee, RN, West Stafford School; Mr. Rob Schadt, Physical Education/Health Teacher, West Stafford School/Staffordville School/Stafford Elementary School; Mrs. Amy Stevenson, Director of Pupil Services; Mrs. Jean Titus, Health Teacher, Stafford Middle School, and Dr. Collin.

Dr. Collin reported that a review and analysis of committee members' collective responses to specific Board Policy/Regulation Statements indicated the following:

**Board Policy Statements/School & District Implementation**

| Board Policy/Regulation Statements | School/District Implementation |
|---|---|
| All food sold to students at all times must meet Connecticut Nutrition Standards. | With the exception of PTO fundraisers, which offer food items for purchase, schools sell only foods through our Food Services Department, which must meet Connecticut Nutrition Standards. The Supervisor of Food Services has consulted with school staff, who oversees the Café at SHS, which is operated by students to ensure compliance. The manual used to guide this program will be updated this summer. According to CABE, our current Policy #3542.31 Participation in the National School Lunch Program, to which our district adheres, requires no revisions. |
| Only five categories of beverages (CGS Section 10-221q) can be sold to students. | Evidence suggests, as indicated above, the Food Services Department adheres firmly to this aspect of the policy. |
| Lists of approved food/beverages for classroom events and activities will be provided. | There has been improvement in terms of the consistency regarding this aspect of the regulation. Principals/Food Services staff/Nurses will continue to ensure consistency in adherence. Teachers are made aware of student with food allergies; food in classrooms is restricted. Teachers in primary schools send letters home to parents of "acceptable" snacks. PASS program staff consults regularly re: decisions around snacks. Head Start/NAEYC programs adhere to USDA guidelines. The Food Services Department will post on our district website a list of approved foods and beverages. |
| Foods and beverages that do not meet CT Nutrition Standards are not allowed to be sold to students on school premises unless they are sold in connection with an event after the end of the regular school day or on the weekend, the sale is at the location of the event, and the food and beverages are not sold from a vending machine or school store. | Changes continue to be in effect which indicate compliance with this policy/regulation and overall, we have created much greater awareness of healthy and unhealthy foods and beverages. The Committee acknowledges adherence to this policy/regulation. Per consultation with the Supervisor of Food Services, school staff who oversees the Café at SHS will limit the number of items sold to assure adherence to the guidelines. |

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| Recess should not be withheld as a punishment. | Students sometimes miss a short period of recess as a consequence for non-compliance (e.g. completing assignments in a timely manner) or for inappropriate behaviors which are of a safety concern. |
| There will be a variety of opportunities for staff to engage/encourage healthy lifestyles. | *On July 9, 2012, the BOE approved of revisions to our Student Wellness Policy #6142.101 and corresponding regulation. Rather than the district assuming responsibility for planning such staff activities, "Staff is encouraged to engage in activities that promote a healthy lifestyle and to serve as role models for students." Also, the statement regarding Anthem Rewards Program had been deleted at that time.* Staff has engaged in group activities (e.g. bowling, student-faculty basketball/volleyball games, ziplining, walking as a group, etc.) |
| Reminders of healthy eating should be sent home to parents/available on the website. Healthy eating habits should be encouraged. There will be posters in all cafeterias. | A variety of posters (healthy foods, fitness, & hygiene) have been placed in the cafeterias, healthy eating habits are encouraged, and healthy recipes and activities are provided monthly in our FRC newsletter, which is disseminated to all families and staff. Information regarding USDA guidelines as they relate to our National School Lunch Program was disseminated via the food survey letters to parents/guardians in spring 2013. In addition, such information is accessible via the Stafford School Nurses website: https://sites.google.com/a/stafford.k12.ct.us/stafford-public-school-nurses/. To promote the importance of a healthy breakfast, Health and Art at SMS combined classes for "Food Art", whereby students made waffles adorned with fruit & vegetables to create artistic faces; they were introduced to new healthy foods to which they may not have otherwise been exposed. While the district's Health and Wellness Link indicates "No items found", the PE/Health Curriculum Team will be directed to address this piece in the fall. |
| A variety of physical education opportunities will be available to students. | While a variety of PE opportunities are available across levels, both indoor and outdoor, some Committee members would like to see an expansion of related programs in terms of options and frequency. +Traverse wall at SMS (Staff & students); yoga at SHS; fitness stations in PE classes, Some students access to PE prior to start of class; Runners Club @ recess. PASS |

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| | program provides activities to promote wellness/fitness. Additional activities included the following: "Run for Fun" after school activity; Walk for Diabetes (which raised $5,600); Whole School Walk for Exercise (Fall 2012); Project "All Children Exercise Simultaneously (Spring 2013); Indoor Recess Dance Videos (utilized by many teachers); "Take a Brain Break" videos (utilized during instructional time); and Indoor Recess 5th Grade Fitness Arcade (small groups, rotating basis), to name a few. |
| A standards-based, developmentally appropriate, sequential nutrition and physical fitness education program that meets health and physical education standards for Connecticut's Healthy & Balanced Living Curriculum Framework will be provided to students K-12. | Health is not currently addressed in the district's PK curriculum, however, classroom teachers continue to incorporate concepts of health, nutrition, and proper hygiene in their lessons. All of WSS's PK students receive books & family activities regarding healthy habits through our Head Start Link Grant. When Health and Physical Education staffs developed the Health and PE curriculum, they had to follow the CT's Healthy and Balanced Living Curriculum Framework for all Stafford students. We are providing more than what is required. Curriculum Team reviews updates to legislation on an annual basis. |

There were no questions or comments.

## F. <u>Committee Report on SEA Co-Curricular Salaries</u>

Dr. Collin stated that the *Professional Agreement between the Stafford Board of Education and the Stafford Education Association, July 1, 2013 through June 30, 2016,* includes new language relative to Article 31: Co-Curricular Salaries. According to the new agreement:

*The parties agree to establish a committee for the purpose of studying the positions and pay rates contained in the schedules in Article 31 with regard to equitability. The Board or its designee and the Association shall each appoint three (3) members to the Committee. . . . The Committee shall make a report to the Board and the Association as scheduled by mutual agreement. Changes to the schedule of co-curricular salaries shall be based on the cost of general wage increases (GWI) for those years, allocated as parties may mutually agree based on the Committee's recommendation (hourly differentials shall be increased by the GWI in all three years). If no such agreement is reached . . . , increases shall be allocated through the GWI for those years.*

The Committee, comprised of Patty Kritzman, Ed Kobelski, Laurie Dillon, Debbie Bileca, Jean Titus (absent), Michael Bednarz, Damian Frassinelli, Jerry Domanico and Dr. Collin, initially met on Friday, February 1 to review the purpose of the committee and a list of current stipended positions, share insights from other districts who have established such a committee, and establish criteria to be used in determining the aforementioned ratings. In order to facilitate its important work, the Committee asked staff, who serve in a co-curricular capacity, to provide information about their roles & responsibilities. After several meetings, the Committee established the Co-Curricular Salaries, the table of which was provided for the Board's review. The S.E.A.

Executive Board recently approved of the salaries as reflected in the Memorandum of Understanding, which Dr. Collin said would be presented during Executive Session under "Personnel Matters".

Mrs. Fowler asked if the entire committee was in agreement regarding the recommended salaries. Dr. Collin said that they were in agreement. She said that this was a great committee and that the members put aside personal agendas to arrive at a fair and equitable outcome.

**Item VIII. Public Forum**

There were no questions or comments.

**Item IX. Old Business**

There was no Old Business.

**Item X. New Business**

**A. Educator and Administrator Evaluation Plan**

Dr. Collin stated that at the Board meeting on April 8, 2013, Mr. Michael Bednarz, Director of Curriculum & Instruction, made a formal presentation to the Board of our draft of the new educator and administrator evaluation plan. The Plan was subsequently submitted to the Connecticut State Department of Education for its review and feedback, which was received last month.

Dr. Collin said that based on the aforementioned feedback, with the exception of two components of the teacher evaluation plan, which indicated "partially meets requirements", all components either met or exceeded the State's requirements. The Evaluation Committee reconvened on May 22nd to review the entire plan and address the feedback. The revised Plan was then resubmitted to the CSDE.

Dr. Collin reported that the entire Plan will be implemented during the upcoming school year for 1/3 of certified staff and all administrators. The targeted group will be non-tenured staff and volunteers, the latter of which may include prekindergarten teachers, who are exempted by the State. She said that all administrators will participate in training and calibration exercises and in the observation and evaluation of the targeted group. All other staff will follow the new Plan and develop Student Learning Objectives (SLOs) and contribute to efforts specific to the identified 5% and 10% components. This group, however, will be exempted from observations for 2013-2014 only. Dr. Collin said that at this time, administration anticipates that the Plan will be fully implemented during the 2014-2015 school year.

Provided for the Board's review via the electronic Board packet were the following documents:
- PowerPoint: Evaluation Plan Overview
- CSDE Evaluation Plan Feedback Forms
- Stafford Public Schools *Professional Learning and Evaluation Plan* (06/21/13)
- Common Core of Leading: Connecticut School Leadership Standards (2012)

Dr. Collin stated that there are still a lot of unknowns, such as how pupil services staff and the business manager will be evaluated. She noted that the plan will be reviewed and revised on an annual basis and that this year will be used to inform our protocol and for information for next year. She also informed the Board that the administrators have a meeting scheduled in July to work with the plan, and she has a 4-day training scheduled as well. Lastly, the plan will be discussed at the Administrative Retreat, where calibration will be one of the main topics.

Mrs. Rummel made a motion, seconded by Ms. Shegogue, that the Board approve the Stafford Public Schools *Professional Learning and Evaluation Plan*, as presented. Mrs. Rummel, Ms. Shegogue and Mrs. Walsh voted for the motion. Mr. Szymanski abstained. The motion carried by majority vote.

**B. Appointment of Board Members to Stafford Administrators' Association Contract Negotiation Committee**

Dr. Collin provided Board members with a copy of the current contract between the Stafford Board of Education and the Stafford Administrators' Association (SAA) via the electronic Board packet. She also included a copy of the "Notice of Mediation and Arbitration" (March 18, 2013), which indicates the following: Commence date: August 1, 2013; Mediation date: September 20, 2013; and Arbitration date: October 15, 2013. She said that at this time, the Board needs to identify the members of its negotiating team in anticipation of the first meeting, which has yet to be scheduled.

Attorney Peter Janus, Mr. Jerry Domanico, and Dr. Collin will soon be reviewing the present S.A.A. contract and will have some recommendations for changes in contract language to discuss with the Board Negotiation Committee. At that time, she said that she would be looking to the Board for any further changes in contract language in which they may be interested in pursuing. All items will then be incorporated into a packet, which will be presented to the S.A.A. negotiating team when the two teams convene. On that date, S.A.A. will also present their proposed changes in contract language to the Board of Education's Committee.

Dr. Collin noted that last time the S.A.A. contract was negotiated, it was for two years (vs. three) to change the cycle so that the district would have one contract coming due each year.

Mrs. Fowler, Ms. Shegogue and Mrs. Walsh volunteered to serve on the committee.

**Item XI. Personnel Matters**

**A. Resignation- Certified Staff Member**

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

| NAME | POSITION | SCHOOL | EFFECTIVE DATE | REASON |
|---|---|---|---|---|
| Kubinski, Colleen | ELL Teacher | District-wide | 6/30/13 | To work in another district in CT. |

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

Mrs. Rummel made a motion, seconded by Ms. Shegogue, to place items **X.C.- Interview Candidate for Board of Education Vacancy (Executive Session Anticipated), X.D.- Review and Possible Approval of Transportation Contract (Executive Session Anticipated), XI.B.- Review and Possible Approval of SEA Memorandum of Understanding (Executive Session Anticipated), and XI.C.- Superintendent of Schools' Evaluation (Executive Session Anticipated)**, into executive session. Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried.

Ms. Shegogue made a motion, seconded by Mrs. Rummel, to enter executive session to discuss the transportation contract. Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried. The Board entered executive session at 8:12 p.m.

Mrs. Rummel made a motion, seconded by Ms. Shegogue, to return to regular session. Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried. The Board returned to regular session at 8:26 p.m.

**Item X. New Business**

**D. Review and Possible Approval of Transportation Contract (Executive Session Anticipated)**

Mr. Szymanski made a motion, seconded by Mrs. Rummel, that the Board approve the agreement between the Stafford Board of Education and M & J Bus, Inc., beginning July 1, 2013. Moved further that the Board authorize Mrs. Sandra Fowler, Board of Education Chairperson, to sign the contract on the Board's behalf. Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried.

Ms. Shegogue made a motion, seconded by Mrs. Rummel, to enter executive session to interview a candidate for a vacancy on the Board of Education. Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried. The Board entered executive session at 8:30 p.m.

Mrs. Rummel made a motion, seconded by Ms. Shegogue, to return to regular session. Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried. The Board returned to regular session at 9:10 p.m.

**C. Interview Candidate for Board of Education Vacancy (Executive Session Anticipated)**

Mrs. Rummel made a motion, seconded by Ms. Shegogue, to appoint Mr. Peter Kovaleski to the vacancy created by the resignation of Ms. Beth Ann Morhart. Ms. Morhardt's term will expire on November 5, 2013. Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried.

Mr. Szymanski left the meeting at 9:16 p.m.

Ms. Shegogue made a motion, seconded by Mrs. Rummel, to enter executive session to review an SEA Memorandum of Understanding. Mrs. Rummel, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried. The Board entered executive session at 9:18 p.m.

Mrs. Walsh made a motion, seconded by Ms. Shegogue, to return to regular session. Mrs. Rummel, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried. The Board returned to regular session at 9:25 p.m.

**Item XI. Personnel Matters**

**B. Review and Possible Approval of SEA Memorandum of Understanding (Executive Session Anticipated)**

Ms. Shegogue made a motion, seconded by Mrs. Rummel, that the Board approve the Memorandum of Understanding between the Stafford Board of Education and the Stafford Education Association, regarding Article 29 and Article 31, signed by Mr. Nicolas Morse, SEA President, on June 18, 2013. Moved further that the Board authorize Mrs. Sandra Fowler, Chairperson, to sign the MOU on the Board's behalf. Mrs. Rummel, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

**C. Superintendent of Schools' Evaluation (Executive Session Anticipated)**

No action was taken on this item.

**Item XII. Student Matters**

There were no Student Matters.

**Item XIII. Adjournment**

Mrs. Rummel made a motion, seconded by Ms. Shegogue, to adjourn. Mrs. Rummel, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried. The meeting adjourned at 9:30 p.m.

**Respectfully submitted,**

**Christine C. Marinelli, Recording Secretary**

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**Sandra Fowler, Chairperson**

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**Tracy Rummel, Secretary**