

Board of Education Board of Education Regular Meeting
Monday, August 19, 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 Minutes- 7/15/13
- IV. Treasurer's Report
 - A. Grants, 7/16/13- \$56,967.66
 - B. Bills, 7/22/13- \$50,243.17
 - C. Bills, 7/23/13- \$254,172.61
 - D. Bills, 8/8/13- \$540,673.00
- 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. Preliminary Financial Report through June 2013
 - B. Annual Status Report for the Long-Range Technology Plan
 - C. Head Start Report through June 30, 2013
 - D. Summer School Update 2013
- VIII. Public Forum
- IX. Old Business
 - A. Review and Possible Approval of Reduced Price Meal Proposal
- X. New Business
 - A. Review and Approval of Final Transfers for 2012 - 2013
 - B. Review and Approval of Budget Transfers for 2013 - 2014
 - C. Review and Possible Approval of Common Core Technology Grant
 - D. Interview Candidate for Board of Education Vacancy (Executive Session Anticipated)
- XI. Personnel Matters
 - A. Appointments- Certified Staff Members
- XII. Student Matters

**Regular Meeting
Stafford Board of Education
Pinney Administration Building
July 15, 2013**

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

Also Present: Dr. Patricia A. Collin, Superintendent of Schools
Mr. Michael Bednarz, Director of Curriculum and Instruction
Mr. Jerry Domanico, Business Manager
Ms. Laura Hayes, Stafford High School
Ms. Beth LaPane, Food Service Supervisor
Ms. Tannis Longmore, Teacher, Stafford High School
Mrs. Amy Stevenson, Director of Pupil Services

Item I. Call to Order- Establishment of Quorum

The meeting was called to order at 7:15 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

Special Meeting, 7/2/13

A consensus of the Board approved the Secretary's Report for the special meeting held on July 2, 2013.

Item IV. Treasurer's Report

Bills, 6/28/13- \$744,697.16
Grants, 6/28/13- \$22,916.94
Bills, 7/10/13- \$97,463.03

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

Item V. Correspondence

The Board received an electronic copy of a letter from retired middle school teacher, John Gracey. Mrs. Fowler summarized the letter for the audience.

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. This committee met just prior to the Board meeting. Mrs. Rummel reported that she and Mrs. Walsh would be giving updates as the items are presented on the agenda.

Mrs. Rummel and Mrs. Walsh commented on how much time Mr. Bednarz and the teachers put into the programs / textbook proposals that were presented to them.

D. Policy Committee

The Policy Committee members are Mrs. Fowler, Chairperson. There was no update from this committee. Mr. Kovalski and Mrs. Walsh volunteered to serve on this committee.

E. Negotiation Committee

The SAA Negotiation Committee members are Mrs. Fowler, Ms. Shegogue and Mrs. Walsh. There was no update from this committee. Dr. Collin stated that Mr. Valentine, SAA President, would be contacting Atty. Gesmonde for possible negotiation dates.

Item VII. Superintendent's Reports

A. Cafeteria Profit and Loss Statement through June 2013

Dr. Collin presented the Cafeteria Profit and Loss report for June 2013, as prepared by Mr. Jerry Domanico, Business Manager. The lunch program had a loss of \$15,426.14 for the month of June and an overall year to date loss of \$32,456.37. For the same period last year, the program showed a loss of \$23,691.05 for the month and a profit of \$8,868.97 for the year. In addition to three pay periods in June, the program made food purchases in preparation for the summer recreation program. In previous years, the program received reimbursement for the recreation program in September/October. This is the first year the site(s) will be submitting monthly via the State website to receive reimbursements.

Dr. Collin stated that Mr. Domanico provided the Board with a chart reflecting a comparison of revenues, expenses and overall profit/loss for the last four school years. She said that his memorandum also addresses questions posed by Board members at the July 2nd special meeting, one of which was the impact of the number of free- and reduced-meal prices (the latter of which is of no charge to students but rather the Program absorbs 40 cents per meal).

Mrs. Rummel asked if any changes have been made to the program since last year. Mr. Domanico stated that he and Ms. LaPane would be sitting with other food service managers of successful programs to determine if there are any new ideas that can be implemented in Stafford.

Mr. Szymanski asked if there is a balance available from previous years to cover the loss this year. Mr. Domanico stated that there is enough of a balance to cover the loss this year. However, there isn't enough to

cover a loss in the 13-14 school year. Mr. Domanico stated that he expects that the program covers operating costs, at a minimum. He said that he is going to look at every aspect of the program and focus on the high school and Staffordville School, which is where the largest losses have occurred.

Mr. Szymanski asked if Mr. Domanico could find out if there are any incentives from the State to replace energy inefficient appliances, of which the district should take advantage, when possible.

B. Summary of Food Service Surveys and Recommended Actions

Dr. Collin stated that in early May, a Food Service survey was disseminated. She said that the responses and recommended actions as prepared by Mr. Jerry Domanico, Business Manager, were provided via the electronic Board packet. Since the response rate was low, the validity and reliability of the results are questionable. In addition, there was great variance in consistency of responses. For example, a large number of students indicated pizza was their favorite school lunch and half as many indicated it was their least favorite. Also noted was that many of the suggestions for improving the program were in direct conflict with State and federal requirements.

Dr. Collin summarized the recommended actions, as follows:

- Strategize ways to communicate to students, staff and parents/guardians regarding State and federal requirements as they relate to USDA guidelines and program compliance efforts;
- Educate students, staff and parents/guardians about good nutrition and making healthy choices. Supervisor of Food Services and Business Manager to discuss with building principals options to reach out to students in this capacity;
- Supervisor of Food Services and Business Manager to meet with other district food services managers to discuss strategies to potentially promote the success of our program;
- Food Services Department staff to provide information to parents/guardians during Open Houses and reach out to the Parent Teacher Organization (PTO) of each school in order to identify collaborative ways to promote the Food Services Program;
- Business Manager to consult with the State Education Resource Center (SERC) and State Department of Education Bureau of Health, Nutrition, Family Services and Adult Education; and
- Business Manager to forward information from Food Service Management Companies (FSMCs) for the Board's consideration.

In addition, the Business Manager and Supervisor of Food Services will contact Connecticut school districts which currently use a Food Service Management Company to discuss with them the advantages and disadvantages of this option, should the Board decide to strongly consider it for the subsequent school year.

Mrs. Fowler asked if Mr. Domanico could identify the districts that are not enrolled in the Healthy Food Certification Program. She also asked if Mr. Domanico surveyed staff members, which he had not done. Mr. Domanico stated that he and Ms. LaPane are working on ideas for staff lunches. He also noted that he would like to change the staff's attitude toward the school lunch program. He said that he's looking into the possibility of a salad bar as well.

Mrs. Fowler asked if the district has considered using software that allows parents to manage lunch money online. Mr. Domanico said that he is looking into that now.

Mr. Szymanski stated that he doesn't see how the district can continue to cover the cost of the reduced-priced meals with the program experiencing such a large loss last year.

Mr. Domanico stated that if the Board wants to consider a food service management company, the process should begin in January 2014.

Dr. Collin stated that at the next meeting the Board would have to make a decision regarding whether the district will go back to charging for reduced-priced meals.

C. Update on Status of Prekindergarten Program

Dr. Collin stated that on February 25, 2013, the Board of Education agreed to limit the number of universal free prekindergarten slots to most four-year-olds in an effort to mitigate the impact of implementing full-day kindergarten for the 2013-2014 school year. Subsequently, on April 8, 2013, the Board of Education approved a revised budget, which included reductions in the amount of \$680,000 in response to a directive from the Board of Finance. Included among this reduction was the intent to charge a fee for pre-kindergarten, with accommodations being made for families who meet the eligibility criteria for free- or reduced-tuition.

Dr. Collin said that a letter was mailed home in June to the parents/guardians that completed applications for prekindergarten. It included the child's school and session (e.g. morning or afternoon). Parents/guardians of four-year-old children in the West Stafford School district, for whom we were not able to provide a slot through the lottery (7), were offered a slot at Staffordville School, with the understanding that they would need to provide transportation (To date, five parents/guardians have accepted the invitation.). The letter also referenced an enclosed "Sliding Tuition Charge Determination" form, which was to be returned to the child's school by June 28, 2013, and explained that the tuition rate would not exceed \$100 per month.

Dr. Collin noted that Mr. Jerry Domanico, Business Manager, was in the process of making a determination regarding the monthly tuition rate based upon the Sliding Tuition Charge Determination forms that he received. Dr. Collin stated that Mr. Domanico finished the calculations and has determined that parents will be paying \$60 per month for full-priced tuition and \$30 per month for reduced-priced tuition. She noted that the fee is lower this year than anticipated, however the district is not looking to use this as a money making opportunity. She also noted that during a meeting that day with the two principals, a letter to parents had been drafted.

Mr. Szymanski asked a clarifying question regarding how the fee was calculated. Mr. Szymanski also noted that he was surprised at how few pre-kindergarten slots were lost due to the institution of full-day kindergarten.

A small number of parents/guardians of children who were kindergarten eligible were notified that the district would not be able to accommodate their request at this time. They were encouraged to strongly consider having their children attend the district's full-day kindergarten program.

Below is a summary of the prekindergarten enrollments as of July 11, 2013:

West Stafford School PreK Enrollment Data

	Total Registered	Optimal Capacity	Waitlist	Applicants offered a slot at SVS	Head Start	School Readiness	Other no fee	Class Size	Applied for sliding scale fees
2013-2014	48 + 2	54	15	7	18	13	4	14, 14 10, 10	**
2012-2013	74	81	3	N/A	18	13	N/A	14,15, 16,16,13	N/A

Staffordville School PreK Enrollment Data

	Total Registered	Optimal Capacity	Waitlist	WSS applicants offered a slot at SVS	No fee (Spec. Ed)	Class Size	Applied for sliding scale fees
2013-2014	54 (Includes 5 WSS students)	58	6	7 (5 accepted)	4	10, 10 17, 17	**
2012-2013	69	73	2	N/A	N/A	10,11, 16,16,16	N/A

D. 2011 – 2012 District Annual Performance Reports and Determinations

Dr. Collin provided Board members with a copy of the Annual Performance Report on Connecticut's State Performance Plan as it relates to the Stafford Public Schools and letter from Mr. Stefan Pryor, Commissioner of Education, via the electronic Board packet. Upon review of the data in relation to the State Performance Plan (SPP) targets, the CSDE determines the assignment of each district to one of four categories consistent with the Individuals with Disabilities Education Act (IDEA): Meets requirements; needs assistance; needs intervention; or needs substantial intervention.

Dr. Collin stated that Stafford Public Schools, based on data from our Annual Performance Report (APR), is one of 153 districts assigned to **Meets Requirements**, in the areas used to make the 2011-2012 determinations. She commended Mrs. Amy Stevenson, Director of Pupil Services, for her efforts and leadership, which resulted in attainment of goals relative to the State's target areas.

Mrs. Stevenson gave an overview of the report. She reminded the Board that some of the data is from 2010 – 2011, which should be considered when drawing conclusions because it is already two years old.

E. 2013 – 2014 Budget Update

Dr. Collin reported that at its special meeting on July 2, 2013, the Board of Education approved the transportation contract with M & J Bus, Inc., through which the district estimated approximately \$90,000 in savings.

Dr. Collin stated that on April 8, 2013, the Board approved revisions to the 2013-2014 Itemized Estimate of the Cost of Maintenance for Stafford Public Schools, which reflected reductions totaling \$680,000 as directed by the Board of Finance. Included among the cuts was the reduction of 1.0 Full-Time Equivalent (FTE) School Social Worker to 0.5 FTE (\$44,580, salary plus benefits) at the middle school. Considerable cuts were also made to the technology budget (~\$114,000), in addition to cuts made to this area prior to April (~\$54,000).

During the budget process, Administration and Board members expressed their intention to strongly consider restoration of the school social worker position and technology reductions in the event that savings were realized through our negotiations with the bus company. Dr. Collin reported that at this time, it is the recommendation of the Administrative Team that the school social worker position first be restored to full time

and then the technology needs be prioritized and addressed in a conservative manner. She said that she heard what Mr. Szymanski said at the last Board meeting regarding spending the savings from the bus negotiations. She said that she is holding off on the technology restorations in case unexpected transportation costs arise after school begins.

Item VIII. Public Forum

A member of the audience asked how much was saved by renegotiating the bus contract.

A member of the audience asked how the lunch surveys were disseminated, since she did not recall receiving one.

Item IX. Old Business

A. Review and Possible Approval of New Board Policy

Dr. Collin stated that this policy was discussed and reviewed by the Administrative Policy Committee (APC) on May 10th. It was then forwarded to the Board Policy Committee (BPC), comprised of Mrs. Sandra Fowler (Chairperson), Ms. Beth Ann Morhardt, and Mrs. Lisa Finch, for review on May 20th. Ms. Morhardt was not in attendance at this meeting. Because this is a new policy, it was presented to the Board on June 3rd. The presentation of the policy at this time will serve as the second reading. If approved by the Board of Education tonight, this option will become available for Stafford High School students during the 2013-2014 school year.

Dr. Collin stated that as we continue to strategize to promote the district's graduation rates and address the forthcoming increase in credits required in response to high school reform legislation. Administration believes the establishment of a work-study program for juniors and seniors in high school will provide an attractive intervention to meet the needs of some of our students.

Mrs. Rummel made a motion, seconded by Ms. Shegogue, that the Board approve **Policy #5113.13 Students: Work-Study Student Employment**, as presented. Mr. Kovaleski, Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried.

Item X. New Business

A. Review and Possible Approval of Unified Art Course Proposal

Dr. Collin stated that as an extension of our Unified Sports Program, Mrs. Laura Hayes, School Psychologist, and Mrs. Tannis Longmore, Art Teacher, submitted a proposal to Mr. Michael Bednarz, Director of Curriculum & Instruction, to add a new course at Stafford High School entitled, "Unified Art". If approved by the Board, Stafford Public Schools will be one of the first districts to offer Unified Art as a class for credit (0.5).

Dr. Collin stated that the mission of the Unified Art course *is to provide collaborative opportunities in the visual arts for students with and without intellectual disabilities. Each student will be given the opportunity to develop artistically, experience joy, and participate in the sharing of their talents as they create new friendships with peers and showcase their work in community settings.*

Dr. Collin reported that all 2013-2014 costs for the course can be absorbed within the current Stafford High School and Curriculum & Instruction budget lines. If necessary, a budget line will be added for the Unified Art course for the subsequent school year.

Mr. Bednarz, Mrs. Hayes and Mrs. Longmore were in attendance at the Board meeting to elaborate and respond to questions from Board members.

Mrs. Rummel stated that she feels that this experience ties in with the success the district has had with the unified sports program.

Mr. Szymanski asked how the costs would be covered in future years, since grant funds would be used to cover costs this year. Mr. Bednarz stated that costs would be fairly minimal and should be able to be absorbed into the art department budget lines. If the program expands due to popularity, additional costs may need to be budgeted for, but it would be hundreds of dollars, not thousands.

Mrs. Fowler asked how many students would be involved. Mrs. Hayes and Ms. Longmore stated that there would be 6 – 7 students with special needs and 6-7 partners.

Mrs. Fowler asked that the Board receive an update regarding the course in the future.

Ms. Shegogue made a motion, seconded by Mrs. Walsh, that the Board approve the new Unified Art Course, as presented. Mr. Kovaleski, Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried.

B. Review and Possible Approval of Personal Finance Course Proposal

Dr. Collin stated that in July 2012, the District received notification of a competitive Perkins Innovative Grant Award of \$25,000, which was used to develop a new Personal Finance course for high school students. Funding allowed for all start-up costs, technology purchases, web-based subscriptions, textbooks, professional development, conference registration fees and field trip transportation. No district funds were needed to meet the requirements and assurances, and in the event that additional funds be required to sustain or enhance the course, such funds may be allocated through the Perkins grant.

She said that in addition to the development of the curricula for one-half year, the course was also to meet the following criteria: use a blended teaching and learning platform with tablets, web-based programs and virtual environments; engage local and regional agencies, resources, and individuals in the financial field; and focus on topics & skills such as informed decision making, creating a personal financial plan, consumer & identity theft protection, on-line banking, and credit, investment & insurance options.

Mr. Bednarz provided information, such as a description of the course as described in the Stafford High School Course of Study. He also provided the performance expectations by grade level/course (grades 11-12), which address the content standards, suggested learning activities, resources, assessment products & dimensions and extensions (enrichment integration).

Mrs. Rummel stated that Ms. Pasini, Business Teacher, was present at the Board Curriculum Committee meeting, which was held prior to the Board meeting. She said that this will be a very useful course that students will use throughout their lives.

Ms. Shegogue asked whether there is already a course like this offered at the high school. Mr. Bednarz stated that the other course is very basic. He noted that both will continue to be offered.

Mrs. Walsh made a motion, seconded by Mrs. Rummel, that the Board approve the new Personal Finance Course, as presented. Mr. Kovaleski, Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried.

C. Review and Possible Approval of Elementary Writing Program

Dr. Collin presented a proposal, prepared by Mr. Michael Bednarz, Director of Curriculum & Instruction, to adopt *Units of Study in Opinion, Information and Narrative Writing* (Calkins, 2013) for grades kindergarten through five. Authored by Dr. Lucy Calkins, one of the nation's leading experts on reading & writing, the program was developed by the Teachers College Reading and Writing Project at Columbia University.

Dr. Collin noted that two options (*Units of Study in Opinion, Information and Narrative Writing* and *Strategies for Writers*) were reviewed by Mr. Henry Skala, Mrs. Peggy Falcetta, Ms. Shelley Michaud and designated staff from each of their schools. Calkins' program was approved unanimously by the administrators and staff.

Mr. Bednarz provided information that highlighted numerous ways in which this program, at a cost of \$9,240.70, would be a significant upgrade to our current writing program. Funding for the purchase was encumbered from the 2012-2013 budget.

Mrs. Walsh noted that this program will be very challenging for teachers and students and that it should help improve writing scores on tests.

Mr. Bednarz stated that he is glad that Stafford has the opportunity to get the best program available. Mrs. Fowler asked if any other districts are using the program. Mr. Bednarz stated that Stafford is one of the first on the waiting list for the materials. He wasn't sure which other districts have ordered the materials.

Mrs. Walsh made a motion, seconded by Mrs. Rummel, that the Board approve the Calkins Writing Program for grades kindergarten through five, as presented. Mr. Kovaleski, Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried.

D. Review and Possible Approval of AP Biology Textbook Proposal

Dr. Collin stated that as a result of changing demands and expectations for our AP and ECE Biology curricula, a recommendation for the adoption of a new textbook for the Advanced Placement (AP) and Early College Experience (ECE) Biology course is being presented. Entitled, *Campbell's Biology in Focus, AP Edition* (Pearson, 2014), this updated textbook will replace *Campbell's Biology*, 8th edition (Pearson, 2008) at Stafford High School.

Facilitated by the science department chairperson, Mrs. Kathy Witkowski, the textbook committee followed established guidelines. The corresponding New Textbook Request Form was provided via the electronic Board packet for the Board's review. The textbooks were introduced to the Board Curriculum Committee during their meeting, which took place prior to the Board meeting.

The textbooks are valued at \$2,400. However, the final negotiated cost of the purchase for 15 textbooks, teacher materials, professional development, technical support and shipping is \$2,026.77. The money to fund this purchase was encumbered from the 2012-2013 budget.

Mrs. Rummel stated that Mrs. Witkowski is very excited about this new text. She also noted that each text comes with a license for an ebook, which will be updated with any new material during the 6 years that we have the license.

Mr. Bednarz commented that this is a very interactive text, with mini tests available.

Mr. Szymanski asked if the enrollment is high enough in this course to justify purchasing the text. Mr. Bednarz responded in the affirmative. Mr. Szymanski also asked a clarifying question regarding AP / ECE credit for the course.

Mrs. Walsh made a motion, seconded by Mrs. Rummel, that the Board adopt *Campbell's Biology in Focus, AP Edition* (Pearson, 2014), as presented. Mr. Kovaleski, Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried.

E. Review and Possible Approval of Food Services Department Staffing Reorganization

Dr. Collin presented the recommended staffing changes for the Food Service Program, as prepared by Mr. Jerry Domanico, Business Manager. She said that because the Food Service Program is self-supporting, funding relative to the reorganization would not affect the Board of Education's budget. Typically, the Board does not approve of the reorganization of departments. However, since this proposed reorganization also addresses a reduction in the hours of two cafeteria workers and the addition of one part-time employee, Dr. Collin decided to present the information for the Board's consideration and approval. She said that Mrs. LaPane, Supervisor of Food Services, and Mr. Domanico met with C.S.E.A. Co-Presidents, Joann Milikowski and Kimberly Shirk, both of whom indicated they were fine with the proposed changes.

Dr. Collin said that staffing reorganization changes include the following: confinement of a cafeteria worker to one school (vs. two); reduction in hours of three cafeteria workers; and the addition of one part-time cafeteria worker. These changes are also reflected in the table below.

Position - School	Current Schedule	Proposed Schedule	Change in Hours
Cafeteria Worker - SHS (Open)	19 hours/week	17 hours/week	-2 hours per week
Cafeteria Worker – SMS	25 hours/week (FT)	19.5 hours/week (PT)	-5.5 hours/week (No benefits)
Cafeteria Worker - SMS (Open)	19 hours/week	17 hours/week	-2 hours per week
Cafeteria Worker - SES	22.5 hours/week	25 hours/week	+2.5 hours/week
Cafeteria Worker - WSS	2.5 hours/week	0 hours/week	-2.5 hours/week
Cafeteria Worker - WSS (New)	0 hours/week	15 hours/week	+15 hours/week
Net Change in hours:			+5.5 hours/week

Mr. Szymanski asked for the net cost impact of these changes. Mr. Domanico stated that he feels that the additional sales from full-day kindergarten should cover the cost.

Mrs. Rummel made a motion, seconded by Mrs. Walsh, that the Board approve of the Food Services Department staffing reorganization, as presented. Mr. Kovaleski, Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried.

F. Appointment of Board Members to Board Policy Committee

Dr. Collin informed the Board that the purpose of the Board Policy Committee (BPC) is to review and discuss policies as forwarded to the members by the Administrative Policy Committee (APC) prior to presentation to the full Board of Education. This Committee was comprised of Mrs. Sandra Fowler (Committee Chairperson), Mrs. Lisa Finch, and Ms. Beth Ann Morhardt.

She said that with the recent resignations of Mrs. Lisa Finch and Ms. Beth Ann Morhardt, there are currently two vacancies. While a minimum of two members would be sufficient, it would be desirable to have three representatives on the Board Policy Committee.

Mr. Kovaleski and Mrs. Walsh volunteered to serve on the Board Policy Committee.

G. Review and Possible Approval of St. Edward School Lunch Contract for 2013 - 2014

Dr. Collin stated that since 1996-1997, Stafford Food Services has provided a lunch program for St. Edward School. The program provided to St. Edward School has been consistently described as being very successful by their administration and by the Stafford Food Services Department. While the meals are provided by the Stafford Food Services Department, St. Edward School provides its own milk, and staff members at St. Edward School assemble the lunches, e.g. hamburger patties are placed on buns, and trays for individual servings are assembled, as necessary.

Dr. Collin reported that Mr. Jerry Domanico, Business Manager, and Ms. Beth LaPane, Supervisor of Food Services, have reviewed the proposed contract for the 2013-2014 school year. The only changes to the contract are the lunch prices for students (increase of 10 cents) and staff (increase of 25 cents), in accordance with that of Stafford Public Schools (\$2.15 and \$4.00 per lunch, respectively). Mrs. Mary Anne Pelletier, Principal, St. Edward School, has also reviewed and signed the attached contract.

Mr. Szymanski stated that there is an extra (administrative) cost to the district, but the charge for the meals is the same. He said that this should be looked at more closely for the next contract.

Mrs. Walsh made a motion, seconded by Mrs. Rummel, that the Board of Education enter into an agreement, as written, with St. Edward School to provide St. Edward School with a lunch program for the 2013-2014 school year. Mr. Kovaleski, Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried.

Mrs. Walsh made a motion, seconded by Mrs. Rummel, that the Board of Education authorize Mrs. Sandy Fowler, Board of Education Chairperson, to sign the agreement with St. Edward School to provide St. Edward School with a lunch program for the 2013-2014 school year. Mr. Kovaleski, Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried.

Item XI. Personnel Matters

A. Certified Staff Appointments

Dr. Collin updated the Board on certified staff appointments, as follows:

NAME	CERTIFICATION AREA	SCHOOL/ ASSIGNMENT	REPLACING/ NEW	SALARY	EFFECTIVE DATE
Charron, Christa	Integrated Early Childhood / Spec. Ed., N-K; Elementary, 1-3 (113)	Staffordville School / Pre- kindergarten (.50 FTE)	New	\$20,216 (BA, Step 1, .50 FTE)	8/21/13
Duval, Adrian	Elementary, K-6 (013)	Stafford Elementary School / Grade 2	Marcia Meakim (transfer)	\$40,431 (BA, Step 1)	8/21/13

Ledbetter, Jennifer	Integrated Early Childhood / Spec. Ed., N-K; Elementary, 1-3 (113)	Staffordville School / Kindergarten	New	\$50,672 (BA, Step 7)	8/22/13
Link, Sarah	Art, PK-12 (042)	Stafford Middle School / Art	Elizabeth Vannelli	\$43,129 (MA, Step1)	8/21/13
Meakim, Marcia	PK- 8 (001), Comp. Special Education, PK-12 (065), Remedial Reading / Language Arts, 1-12 (102)	Stafford Elementary School / Instructional Support	Jane Davis	\$79,619 (6 th Year, Step 13)	8/22/13
Mlyniec, Amanda	Integrated Early Childhood / Spec. Ed., N-K; Elementary, 1-3 (113)	West Stafford School / Kindergarten	New	\$40,431 (BA, Step 1)	8/21/13
Neves, Heather	Integrated Early Childhood / Spec. Ed., N-K; Elementary, 1-3 (113)	Staffordville School / Pre-kindergarten (.50 FTE)	Jennifer Ledbetter (transfer)	\$20,216 (BA, Step 1, .50 FTE)	8/21/13
Obernesser, Erin	Elementary, K-6 (013)	Stafford Elementary School / Grade 3	Kaitlin Bellamy	\$50,318 (MA, Step 5)	8/22/13
Robbins, Kimberly	Elementary, K-6 (013)	West Stafford School / Kindergarten	New	\$40,431 (BA, Step 1)	8/21/13

B. SEA Grievance Hearing (Executive Session Anticipated)

This item was tabled due to a pending settlement agreement.

Mrs. Rummel made a motion, seconded by Ms. Shegogue, to place Item XI.C.- **Superintendent of Schools' Evaluation (Executive Session Anticipated)** into executive session. Mr. Kovaleski, Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried.

Mr. Szymanski made a motion, seconded by Mrs. Rummel to enter executive session. Mr. Kovaleski, Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried. The Board entered executive session at 9:25 p.m.

Mrs. Rummel made a motion, seconded by Mrs. Walsh, to return to regular session. Mr. Kovaleski, Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried. The Board returned to regular session at 10:58 p.m.

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

Mr. Szymanski made a motion, seconded by Mrs. Rummel, that the Board provide Dr. Collin with a copy of her completed evaluation and approve her revised contract and salary increase, as presented. Moved further that the Board authorize Mrs. Fowler to sign the contract on behalf of the Board. Mr. Kovaleski, Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried.

Item XII. Student Matters

There were no Student Matters.

Item XIII. Adjournment

Mrs. Rummel made a motion, seconded by Mrs. Walsh, to adjourn. Mr. Kovaleski, Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried. The meeting adjourned at 10:59 p.m.

Respectfully submitted,

Christine C. Marinelli, Recording Secretary

Sandra Fowler, Chairperson

Tracy Rummel, Secretary