

Board of Education Regular Meeting  
Monday, January 11, 2010 7:00 PM Eastern

Pinney Administration Building  
16 Levinthal Run  
Stafford Springs, CT 06076

Mrs. Lisa Bradway: Present  
Mrs. Lisa Finch: Present  
Mr. Mark Fontanella: Present  
Mrs. Sandy Fowler: Present  
Mrs. Tracy Rummel: Present  
Ms. Julie Stafford: Present  
Mr. Stephen Szymanski: Present  
Present: 7.

I.	Call to Order- Establishment of Quorum
II.	Secretary's Report- Approval of Minutes
II.A.	Regular Meeting Minutes, December 7, 2009
II.B.	Special Meeting Minutes, December 21, 2009
II.C.	Special Meeting Minutes, January 4, 2010
III.	Treasurer's Report
III.A.	Board Bills
III.A.1.	December 2, 2009- \$254,573.23
III.A.2.	December 29, 2009- \$96,788.04
III.A.3.	January 6, 2010- \$512,427.43
IV.	Correspondence
V.	Board Reports
VI.	Superintendent Reports
VI.A.	Head Start Report through December 2009
VI.B.	Cafeteria Profit and Loss Statement through November 2009
VI.C.	Financial Update through December 2009
VI.D.	Early Head Start Grant Presentation
VI.E.	Dropout Prevention Grant Report
VII.	Public Forum
VIII.	Old Business
VIII.A.	Review and Possible Approval of New and Revised Board Policies
IX.	New Business
IX.A.	Approval of Extension of Retirement Incentive Plan
IX.B.	Review and Possible Approval of Installation of New Oil Tank and Removal of Underground Tank at the Pinney Admin. Bldg. (added 1/11/10)
X.	Personnel Matters
XI.	Student Matters
XI.A.	Review and Possible Approval of Contract between the Stafford Board of Education and the Town of Union to Maintain Stafford High School as the Designated High School for Union Students

**Regular Meeting  
Stafford Board of Education  
Pinney Administration Building  
Monday, December 7, 2009**

**Board Members Present:** Mr. Mark Fontanella, Chairperson  
Mrs. Sandy Fowler, Secretary  
Mrs. Lisa Bradway, arrived at 7:03 p.m.  
Mrs. Lisa Finch  
Mrs. Tracy Rummel  
Ms. Julie Stafford  
Mr. Stephen Szymanski

**Also Present:** Dr. Thérèse G. Fishman, Superintendent of Schools  
Mr. Michael Bednarz, Director of Curriculum and Instruction  
Mrs. Meg Devlin, Financial Analyst  
Sgt. Thomas Duncan, Connecticut State Police  
Mr. Damian Frassinelli, Director of Athletics and Recreation  
Mr. Francis Kennedy, Principal, Stafford High School  
Dr. Daniel Lefebvre, Director of Pupil Services  
Mr. Thomas Szymanski, Student Representative

The meeting was called to order at 7:00 p.m. A quorum was established.

**ITEM I. Secretary's Report- Approval of Minutes**

Regular Meeting, November 16, 2009

A consensus of the Board approved the Secretary's Report for the regular meeting held on November 16, 2009, as presented.

**ITEM II. Treasurer's Report**

**Board Bills:**

November 19, 2009	\$420,624.00
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A consensus of the Board approved the Board bills, as presented.

**ITEM III. Correspondence**

Ms. Stafford noted that she attended the CAFE Convention in November and that she will write up her notes from the workshops and present them at a future Board meeting. Ms. Stafford also said that she will be attending a Board meeting in Berlin, CT, where they do some of their Board business in committees and try to keep Board meetings to an hour or less.

## **ITEM IV. Board Reports**

Mr. Thomas Szymanski, Student Representative, reported on the following topics:

- ✓ The CABA Convention, which he attended with Julie Dillon.
- ✓ A sports update- the winter sports haven't had any meets or games yet. The sports awards banquet was held on December 3 and there were a large number of scholar athletes.
- ✓ The NCCC Music Festival that was held in Windsor Locks.
- ✓ The Madrigal Feast, which was sold out all three nights.
- ✓ The National Honor Society Food Drive.
- ✓ The collection for Evergreen.

Mrs. Rummel stated that the convention was very good and that the Board members that attended went to different workshops that they thought would be of interest to the district. She said that she will also bring her notes back to the Board.

Mr. Steve Szymanski reported on the progress of the building committee with regard to the playing field at Stafford Elementary School. He said that there is a meeting scheduled on Thursday, December 10, 2009. The architect, Kaestle Boos, and the site contractor, All Phase, will attend this meeting. Dr. Fishman said that she will be unable to attend, but that Mr. Kennedy and Mr. Frassinelli will be in attendance to represent the administration. Mr. Szymanski stated that the building committee wants to develop a plan, including a timeline to rectify the matter.

Mrs. Bradway shared the thank you notes that she received for reading to the classes at West Stafford School.

## **ITEM V. Superintendent's Reports**

### **A. Head Start Report through November 2009**

Dr. Fishman presented the Head Start report through November 2009, as prepared by Mrs. Meg Devlin, Financial Analyst. She said that the report shows that through November 2009 \$17,178 of our total grant of \$50,233 had been expended. Dr. Fishman also noted that included in the Board packet was a report on the non-federal share of Head Start funding, which details in-kind services supplied by Stafford.

Mrs. Fowler had a question regarding why there were entries for salary for the Early Head Start Director, since that program is not in place yet. Mrs. Devlin stated that the report was changed at the direction of EASTCONN to align with the GABI report.

Dr. Fishman stated that Dr. Elliott would be attending a Board meeting in January to report on the Early Head Start program.

## **B. Fall Sports Presentation**

Mr. Damian Frassinelli, Director of Athletics and Recreation, introduced the fall sports team coaches, team captains and players that were present at the Board meeting. He thanked the high school administration for their support.

Each team gave a brief overview of their season. The following is a list of coaches, team captains and players that were present:

Coach Dunn, Mike Martinsen and Michelle Gleason- Cross Country; Coach Powers- Football; Coach O'Keefe- Boys' Soccer; Coach Green, Chelsea Green and Monica Ricci- Cheerleading; and Coach Boldi and Katie Trinqué- Field Hockey.

## **C. English Language Learner (ELL) Programs**

Dr. Fishman introduced Mr. Michael Bednarz, Director of Curriculum and Instruction, Dr. Daniel Lefebvre, Director of Pupil Services and Ms. Colleen Kubinski, ELL teacher for the district, who would be presenting on the English Language Learner (ELL) programs in Stafford.

Mr. Bednarz gave a PowerPoint presentation about the ELL program. He, Dr. Lefebvre and Ms. Kubinski also gave more detailed information about the program and answered questions from the Board members. Mr. Bednarz stated that he wanted to give the Board members a peek at a program that the district is very proud of and that doesn't always get the recognition that it should.

## **D. Cafeteria Profit and Loss through October 2009**

Dr. Fishman presented the cafeteria profit and loss report through October 2009, as prepared by Mrs. Mary Folker, Food Services Coordinator, and reviewed by Mrs. Susan Linder, Director of Building Services, and Mrs. Meg Devlin, Financial Analyst. She said that it shows that through October 2009, there is a year-to-date loss of \$687. She also noted that the state matching funds of \$5,764 for free and reduced price meals for October had just been received, and will offset the loss of \$687.

Dr. Fishman said that this year, while we are serving about the same number of meals as we did last year, the percentage of free and reduced meals served has increased, while the percentage of paid meals has decreased. She also noted that the reason that West Stafford's payroll / insurance numbers are high is because they are tied to the person that works in that school. The person that works in West Stafford has been with the district for a long time, so has a comparatively higher salary than some of the other cafeteria workers.

## **Item VI. Public Forum**

There were no questions or comments from the public.

## **Item VII. Old Business**

There was no Old Business.

## **Item VIII. New Business**

### **A. Possible Approval of ERASE Substance Abuse Questionnaire**

Dr. Fishman informed the Board that Sgt. Duncan came to her regarding his concerns about underage alcohol and drug use in Stafford. Sgt. Duncan asked Dr. Fishman to meet with Bonnie Smith, Executive Director of ERASE. Dr. Fishman also held a parent forum in early December, at which Sgt. Duncan spoke and showed a PowerPoint presentation.

On November 10, 2009, Sergeant Thomas Duncan of the Connecticut State Police, Stafford Constable Frank Prochaska, Francis Kennedy, the Principal of Stafford High School, and Dr. Fishman met with Bonnie Smith, Executive Director of ERASE, the Regional Action Council for Substance Abuse Prevention that serves Stafford and fourteen other towns east of the Connecticut River. At this meeting, Ms. Smith shared a questionnaire that had been developed for students in grades 6-12 in the RHAM school district (Region 8) regarding substance abuse and wanted to know if Stafford would be willing to participate. Dr. Fishman said that based on the results of the survey, Stafford may qualify for grant money to support a plan to address the issues raised in the survey data results.

Dr. Fishman introduced Ms. Sarah Copeland from ERASE, who was representing Ms. Smith at the Board meeting. Ms. Copeland stated that the survey should take less than one class period to complete, that the survey can be customized for the community (if necessary), that parents can opt their children out of the survey and that students taking the survey don't have to answer all of the questions if they feel uncomfortable doing so. She also said that there is an additional portion of the survey dealing with sexual behaviors, should the Board be interested in adding that to the survey.

Dr. Fishman stated that Board policy 6162.51 provides for the notification of parents/guardians or students over the age of eighteen of any student survey, such as the ERASE survey, at least two weeks before the survey is given. Parents / guardians or students over the age of eighteen have the right to inspect survey questions and / or opt out of the survey.

Ms. Stafford asked if the Board could look at other schools' data. Ms. Copeland said that they can't give out individual school results, but that she could give a comparison of Stafford's results to regional, State and country-wide results.

Mrs. Bradway asked about the statistical accuracy of the survey, since some students may not take the survey seriously and provide answers that are untrue. Ms. Copeland stated that the results are carefully reviewed and any extreme answers are eliminated from the results.

Board members asked why the DARE program was dropped in Stafford. Dr. Fishman said that it is an expensive and time intensive program, and that she will investigate why it was dropped in Stafford.

Mrs. Bradway stated that she thinks that the survey should include the questions regarding sexual behavior. She said that she would like to see the questions and then make a final determination. Other Board members were concerned that parents may be more likely to opt their children out of taking the survey if there were questions regarding sexual behavior. Mr.

Kennedy stated that he feels that the survey that was presented to the Board, without the questions regarding sexual behavior, would still get at the issue surrounding teens and sex, since he feels that the drinking and drug abuse goes hand-in-hand with risky sexual behaviors. Mr. Kennedy said that this survey is a good first step.

Mr. Szymanski had questions regarding the cost of the survey. It was noted that while the survey would be free of charge to the district, there would be some cost associated with staff members analyzing the data and creating programs. Mr. Kennedy stated that he feels that the benefits far outweigh the costs.

Sgt. Duncan stated that there must be a community effort to prevent underage drinking and drug abuse.

Ms. Stafford made a motion, seconded by Mrs. Finch, that the Board of Education approve the proposed ERASE survey for students in grades six through twelve, according to the guidelines of Board policy 6162.51. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Mrs. Rummel, Ms. Stafford and Mr. Szymanski voted for the motion, which carried.

- B. Review and Possible Approval of Revised / New Board Policies 1316 (a)-(b)-Conduct on School Property (new policy); 1316.1 (a)-(b)-Public Conduct at School Activities (new policy); 4118.112, 4218.112, 5145.5 (a)-(b)-Harassment with accompanying Regulation (a)-(c) and Forms 1, 2, and 3; 4118.21 (a)-(b)-Academic Freedom; 4118.22-Code of Ethics with accompanying Codes of Ethics (a)-(n) (new policy); 5118-Nonresident Attendance; 5125 (a)-(d)-Student Records-Confidentiality and accompanying Regulation (a)-(y); 5131.911 (a)-(c)-Bullying with accompanying Regulation (a)-(h), Form, and Appendix; 5132-Dress and Grooming; 5145.15 (a)-(b)-Directory Information and accompanying forms 1 and 2; 6141.321 (a)-(b)-Technology and Instruction/Acceptable Use of the Internet with accompanying Forms 2a, 2b**

Dr. Fishman said that these policies represent new and revised Board policies and regulations, as reviewed and revised by a committee of administrators and the Board of Education policy sub-committee. She gave a brief overview of the changes to the policies and asked Board members to call her with any questions. Mrs. Bradway had questions regarding peer grading and cyber bullying.

Dr. Fishman noted that this is a first reading of the policies. These policies will be presented to the Board for adoption at the January 11, 2010, meeting.

## **Item IX. Personnel Matters**

### **A. Appointment- Certified Staff Member**

Ms. Stafford made a motion, seconded by Mrs. Rummel, to appoint the following candidate for a teaching position:

NAME	CERTIFICATION AREA	SCHOOL/ ASSIGNMENT	REPLACING/ NEW	SALARY	EFFECTIVE DATE
Ledbetter, Jennifer	Integrated Early Childhood / Special Education, Nursery – K and Elementary, Grades 1-3 (113)	Staffordville School / .50 FTE Pre-kindergarten Teacher	New (08-09 budget process)	\$22,590.50 (BA, Step 5, .50 FTE, pro-rated)	8/20/09

Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Mrs. Rummel, Ms. Stafford and Mr. Szymanski voted for the motion, which carried.

Mrs. Fowler made a motion, seconded by Mrs. Bradway, to place **Item IX.B.- CSEA Contract Update (Executive Session Anticipated), IX.C.- First Student Contract Update, X.A.- Consideration of Superintendent of Schools' Recommendation for Early Readmission of Student A (09-10) from Expulsion from Stafford Middle School (Executive Session Anticipated), and Item X.B.- Consideration of Superintendent of Schools' Recommendation for Early Readmission of Student E (08-09) from Expulsion from Stafford High School (Executive Session Anticipated)**, into executive session. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Mrs. Rummel, Ms. Stafford and Mr. Szymanski voted for the motion, which carried.

The Board moved Item X.A. and Item X.B. up to the next items on the agenda.

The Board took a brief recess at 9:08 p.m.

#### **Item X. Student Matters**

##### **A. Consideration of Superintendent of Schools' Recommendation for Early Readmission of Student A (09-10) from Expulsion from Stafford Middle School (Executive Session Anticipated)**

Mrs. Bradway made a motion, seconded by Ms. Stafford, to enter executive session. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Mrs. Rummel, Ms. Stafford and Mr. Szymanski voted for the motion, which carried. The Board entered executive session at 9:15 p.m. The Board invited Student A (09-10), the parents of Student A, Dr. Fishman and Mrs. Marinelli to the executive session.

The Board took a brief recess to deliberate.

Ms. Stafford made a motion, seconded by Mrs. Finch, to return to regular session. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Mrs. Rummel, Ms. Stafford and Mr. Szymanski voted for the motion, which carried. The Board returned to regular session at 9:24 p.m.

Ms. Stafford made a motion, seconded by Mrs. Fowler, that the Board of Education approve the early re-admittance of Student A, effective January 4, 2010. Moved further that Student A will be on probationary status for the duration of the original expulsion period and must abide by the Board's policies and disciplinary guidelines. If Student A violates these conditions of probation, then the full period of the original expulsion shall be automatically reinstated. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Mrs. Rummel, Ms. Stafford and Mr. Szymanski voted for the motion, which carried.

**B. Consideration of Superintendent of Schools' Recommendation for Early Readmission of Student E (08-09) from Expulsion from Stafford High School (Executive Session Anticipated)**

Mrs. Bradway made a motion, seconded by Ms. Stafford, to enter executive session. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Mrs. Rummel, Ms. Stafford and Mr. Szymanski voted for the motion, which carried. The Board entered executive session at 9:30 p.m. The Board invited Student E (08-09), the parents of Student E, Dr. Fishman, Mr. Kennedy, Dr. Lefebvre and Mrs. Marinelli to the executive session.

The Board took a brief recess to deliberate.

Ms. Stafford made a motion, seconded by Mrs. Fowler, to return to regular session. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Mrs. Rummel, Ms. Stafford and Mr. Szymanski voted for the motion, which carried. The Board returned to regular session at 9:41 p.m.

Ms. Stafford made a motion, seconded by Mrs. Bradway, that the Board of Education conditionally approve the early re-admittance of Student E (08-09), effective at the beginning of the second semester of the 09 -10 school year (approximately January 25, 2010). Moved further that Student E must continue with scheduled tutoring, complete the requisite 100 hours of community service and provide the Superintendent's Office with verification of completion prior to January 22, 2010, before Student E will be allowed to return to school. Student E will be on probationary status for the duration of the original expulsion period and must abide by the Board's policies and disciplinary guidelines. If Student E violates these conditions of probation, then the full period of the original expulsion shall be automatically reinstated. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Mrs. Rummel, Ms. Stafford and Mr. Szymanski voted for the motion, which carried.

Mrs. Finch made a motion, seconded by Mrs. Bradway, to enter executive session. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Mrs. Rummel, Ms. Stafford and Mr. Szymanski voted for the motion, which carried. The Board entered executive session at 9:50 p.m. The Board invited Dr. Fishman and Mrs. Devlin to attend executive session.

**Item IX. Personnel Matters (Continued)**

**B. CSEA Contract Update (Executive Session Anticipated)**

No action was taken on this item.

**C. First Student Contract Update (Executive Session Anticipated)**

No action was taken on this item.

**Item XI. Adjournment**

Ms. Stafford made a motion, seconded by Mrs. Finch, to adjourn the meeting. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Mrs. Rummel, Ms. Stafford and Mr. Szymanski voted for the motion, which carried. The meeting adjourned at 10:15 p.m.

**Respectfully submitted,**

**Christine C. Marinelli, Recording Secretary**

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Mark Fontanella, Chairperson**

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Sandra Fowler, Secretary**

**Special Meeting  
Stafford Board of Education  
Pinney Administration Building  
Monday, December 21, 2009**

**Board Members Present:** Mr. Mark Fontanella, Chairperson  
Mrs. Sandy Fowler, Secretary  
Mrs. Lisa Bradway  
Mrs. Lisa Finch  
Mrs. Tracy Rummel  
Ms. Julie Stafford  
Mr. Stephen Szymanski

**Also Present:** Dr. Thérèse G. Fishman, Superintendent of Schools

**1. Call to Order**

The meeting was called to order at 7:07 p.m. A quorum was established.

**2. Review and Possible Approval of the Collective Bargaining Agreement between the Stafford Board of Education and the Stafford Education Association, July 1, 2010 – June 30, 2013**

The Board members were presented with a copy of the proposed agreement between the Stafford Board of Education and the Stafford Education Association, July 1, 2010 – June 30, 2013. Dr. Fishman briefly reviewed the changes to the contract. She noted that the increases in insurance were 0% for the first year of the contract, .50% for the second year and .50% for the third year. She also noted that the general wage increases were 0% and no step increment for the first year of the contract, 1% plus step increment (for those on the step chart) for the second year and 1.75% plus step increment (for those on the step chart) for the third year.

Board members asked clarifying questions regarding some of the changes in the language. Board members asked about the step increment percentage and the tutoring rate, which Dr. Fishman said is the lowest in this area.

Mrs. Bradway made a motion, seconded by Mrs. Rummel, that the Board of Education approve the collective bargaining agreement between the Stafford Board of Education and the Stafford Education Association, July 1, 2010 – June 30, 2013, as presented, and authorize Mr. Fontanella to sign the agreement on behalf of the Board. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Mrs. Rummel and Ms. Stafford voted for the motion. Mr. Szymanski abstained. The motion carried by majority vote.

### 3. Adjournment

Mrs. Finch made a motion, seconded by Mrs. Fowler, to adjourn the meeting. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Mrs. Rummel, Ms. Stafford and Mr. Szymanski voted for the motion, which carried. The meeting adjourned at 7:25 p.m.

**Respectfully submitted,**

**Christine C. Marinelli, Recording Secretary**

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**Mark Fontanella, Chairperson**

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**Sandra Fowler, Secretary**

DRAFT

**Special Meeting  
Stafford Board of Education  
Pinney Administration Building  
Monday, January 4, 2010**

**Board Members Present:** Mr. Mark Fontanella, Chairperson  
Mrs. Sandy Fowler, Secretary  
Mrs. Lisa Bradway  
Mrs. Lisa Finch  
Mrs. Tracy Rummel  
Mr. Stephen Szymanski

**Absent:** Ms. Julie Stafford

**Also Present:** Dr. Thérèse G. Fishman, Superintendent of Schools  
Mr. Nick Caruso, Consultant, Connecticut Association of Boards of Education (CABE)

**1. Call to Order**

The meeting was called to order at 7:10 p.m. A quorum was established.

**2. Presentation of CABE E-Meeting Software- Mr. Nick Caruso, Facilitator**

Mr. Fontanella turned the meeting over to Mr. Nick Caruso from CABE, who gave the Board an overview of the e-Meeting software that the district will now be using to prepare and distribute paperless Board of Education meeting packets. Board members were given login information and were able to access the Board packet from the December 7, 2009, meeting from laptops and followed along with Mr. Caruso as he walked them through the features of the software.

Board members had questions and comments about the new software and the logistics of the new Board packet delivery process were discussed. Mr. Fontanella asked if the new software would be used for the January 11, 2010, Board meeting. Mrs. Marinelli said that it would be.

Mr. Caruso said that he was available at any time if Board members had questions, and he gave out his contact information.

**3. Adjournment**

Mrs. Finch made a motion, seconded by Mrs. Fowler, to adjourn the meeting. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Mrs. Rummel and Mr. Szymanski voted for the motion, which carried. The meeting adjourned at 8:15 p.m.

Respectfully submitted,

Christine C. Marinelli, Recording Secretary

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Mark Fontanella, Chairperson

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Sandra Fowler, Secretary

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