

Board of Education Regular Meeting
Monday, September 27, 2010 7:00 PM Eastern

Pinney Administration Building
16 Levinthal Run
Stafford Springs, CT 06076

- I. Call to Order- Establishment of Quorum
- II. Secretary's Report- Approval of Minutes
 - II.A. Regular Meeting- 9/13/10
- III. Treasurer's Report
- IV. Correspondence
- V. Board Reports
- VI. Superintendent Reports
 - VI.A. 2009 - 2010 CAPT Results
 - VI.B. 2009 - 2010 SAT Results
 - VI.C. Revised Class Schedule at Stafford High School
 - VI.D. Staffordville School NAEYC Accreditation Report
 - VI.E. Student Attendance Report- 9/9/10
 - VI.F. Head Start Report for July and August 2010
- VII. Public Forum
- VIII. Old Business
 - VIII.A. Review and Possible Approval of the Stafford 2010 Capital Projects Initiative
- IX. New Business
 - IX.A. Head Start Governance Report and Approval of 2011 - 2012 Grant
 - IX.B. Acceptance of Stafford High School Building Project (#134-0049) as Complete
 - IX.C. Review and Possible Approval of Stafford High School and Stafford Middle School Fundraisers
 - IX.D. Review and Possible Approval of Revision to Board Policy 4221- Per Diem and Long-Term Substitute Pay- School Nurses
- X. Personnel Matters
 - X.A. Appointment- Certified Staff Member
- XI. Student Matters

**Regular Meeting
Stafford Board of Education
Pinney Administration Building
Monday, September 13, 2010**

Board Members Present: Mrs. Lisa Finch
Mrs. Sandy Fowler, Secretary
Ms. Beth Ann Morhardt
Mrs. Tracy Rummel

Absent: Mr. Mark Fontanella, Chairperson
Mrs. Lisa Bradway
Mr. Stephen Szymanski

Also Present: Dr. Thérèse G. Fishman, Superintendent of Schools
Mrs. Meg Devlin, Financial Analyst
Mr. Brett Duchon, Teacher, Stafford Middle School
Mr. Damian Frasinelli, Director of Athletics and Recreation
Mr. Rick Hartenstein, Stafford Fire Dept. #1
Mr. Francis Kennedy, Principal, Stafford High School
Mr. Michael Krol, First Selectman
Mr. Edward Muska, Esq., Chairman, Board of Finance
Mrs. Amy Stevenson, Director of Pupil Services
Mr. Thomas Szymanski, Student Representative
Mr. Michael Waugh, Town Grants Manager

Item I. Call to Order- Establishment of Quorum

The meeting was called to order at 7:02 p.m. A quorum was established. Mrs. Fowler ran the meeting in Mr. Fontanella's absence.

Item II. Secretary's Report- Approval of Minutes

Special Meeting, August 23, 2010
Regular Meeting, August 23, 2010

A consensus of the Board approved the Secretary's Report for the regular and special meetings held on August 23, 2010, as presented.

Item III. Treasurer's Report

Board Bills / Grants:

8/25/10- \$317,584.52
8/25/10- \$ 52,638.05 (encumbered)
9/01/10- \$111,305.81
9/01/10- \$ 4,528.41 (grants)
9/09/10- \$ 15,038.94
9/09/10- \$957,251.10

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

Item IV. Correspondence

Mrs. Fowler read a thank you note that was sent by the Stafford High School Yearbook Committee. The Committee thanked the Board for their support and for placing an ad in the yearbook.

Item V. Board Reports

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

- The first day of school was 8/31.
- Stafford High School has a new schedule. Mr. Szymanski said that he would give the Board feedback from students at the next meeting. Mrs. Fowler suggested that Mr. Szymanski do a survey of students during homeroom and report back to the Board at the next meeting.
- A sports update.
- A music and drama update.
- The NCCC Music Festival will be hosted in Stafford this year.

Item VI. Superintendent's Reports

A. Presentation by the First Selectman regarding the Bonding Initiative

Dr. Fishman stated that First Selectman Krol had requested permission from Mr. Fontanella, Board Chair, to be allowed to add an item to the agenda and give a presentation to the Board regarding the bonding initiative.

First Selectman Krol distributed handouts to the Board members regarding the Bonding Initiative, which included a September 2010 meeting schedule and a 2010 Capital Projects Initiative flyer. Mr. Krol reviewed the 2010 Capital Projects Initiative, which includes monies to convert the Witt School to the Town and Board of Education Administrative Building, to develop an industrial park, to pay for a town roads reconstruction program and to construct a fire department building to replace Stafford Fire Department #1. He also reviewed the Town of Stafford pro forma bonded debt with 2010 capital projects bond of 10 million dollars, and the Board of Finance resolution regarding the project. Board members asked for and were given a copy of the resolution.

Board members had several questions regarding the debt service and the cost of the project, as well as the future use of the Pinney building and the current Town Hall building.

Mr. Krol reviewed the schedule of meetings and stated that the referendum was scheduled for Thursday, September 30, 2010. He also noted that the project had the backing of the Economic Development Commission and the Board of Finance. He requested the support of the Board of Education. The Board postponed making a statement of support for this project, since they just received the supporting documentation that night. This item was tabled to the next regular Board meeting on 9/27/10.

B. CABE Board Recognition Award Application

Dr. Fishman reviewed the CABE Board Recognition Award application with the Board. She said that the Board members should be very proud of meeting the criteria for Level One of this award, as well as meeting many of the criteria for Level Two.

Mrs. Fowler suggested that Board members each take the time to create a response to the optional question and e-mail the response to Dr. Fishman as soon as possible. Dr. Fishman noted that the deadline for the completed application was October 13, 2010.

C. Legislative Update

Dr. Fishman reviewed the legislative update that was prepared by Shipman & Goodwin LLC. She reviewed the following topics:

- ✓ Graduation Requirements
- ✓ Online Coursework
- ✓ Student Support and Remedial Services- graduating class of 2018 (current fifth graders), beginning in two years, must establish an individual student success plan, which would be drawn up with input from guidance counselors and parents. The State will be looking for a report from the district in 2012 that would detail our plan and any additional costs that we anticipate.
- ✓ Employment of Teachers- a State level committee will be looking at how student achievement can become part of the teacher evaluation system.
- ✓ Student Discipline and In-School Suspensions- in place effective this year. Only allowed if the student is a danger to himself / herself or others, or disruptive of the educational process.
- ✓ Parent-Teacher Conferences- must have at least two per year. The district is already meeting this requirement.
- ✓ Advanced Placement Courses
- ✓ Dropout Rate
- ✓ Children Placed by the Department of Children and Families- DCF responsible for the cost of transportation
- ✓ Board of Education Minutes
- ✓ Student Athletes and Concussions- working on developing a Board policy
- ✓ In-Service Training in Teen Dating Violence and Domestic Violence
- ✓ Definitional Changes to Laws Regarding Student Transportation Vehicles
- ✓ Sexting

Mrs. Fowler had a question regarding the new legislation concerning seatbelts on school buses. Dr. Fishman and Mrs. Devlin stated that the State may be providing districts with some money to help defray the cost of retrofitting and / or purchasing buses with seatbelts. However, Mrs. Devlin noted that there is a lot of controversy surrounding this matter, including safety issues that arise from having seatbelts on buses and not being able to get students out in case of fire or other emergency. Additionally, she said that there will be less seating available with seatbelts, so additional buses would be needed.

Item VII. Public Forum

A member of the audience had questions for the First Selectman regarding the location of the proposed new fire house, what would be built in place of the Borough School, and the roads project.

Item VIII. Old Business

A. Review and Possible Approval of New and Revised Board Policies

At the last Board meeting, Dr. Fishman reviewed the revisions and updates to policies 3524.2 (a)-(c)-*Green Cleaning Program*; 4112.2 (a)-(b)-*Certification*; 4112.5, 4212.5-*Security Check/Fingerprinting*; new number (a)-(b)-*Use of New Web 2.0 Tools*; 4131 (a)-(b)-*Professional Development*; 5112 (a)-(b)-*Ages of Attendance*; 5141.21 (a)-(b)-*Administration of Medicines by School Personnel* and accompanying regulation 5141.21 (a)-(i); 5141.27 (a)-(b)-*Use of Automatic External Defibrillators (AEDs)* and accompanying regulation 5141.27 (a)-(d) and Appendices (I)-(VI); and 7230.2 (a)-(d)-*Indoor Air Quality*. She stated that she did not receive any questions or concerns from any Board members.

Mrs. Finch made a motion, seconded by Mrs. Rummel, that the Board of Education approve the new and revised policies, as presented. Mrs. Finch, Mrs. Fowler, Mrs. Rummel and Ms. Morhardt voted for the motion, which carried.

Item IX. New Business

A. Review and Possible Approval of a Proposal regarding the IEA Program / Use of the Portable Classroom

Dr. Fishman stated that at the August 23 Board of Education meeting, she brought before the Board a proposal that the IEA program be moved to the portable classroom, which would be moved from the Borough School campus to the campus on Levinthal Run. She said that she also reviewed with the Board the offer from the town to help with this project. She thanked the town officials for offering to help with this project.

Dr. Fishman said that the *Journal Inquirer* incorrectly reported that the roof would need repairs. She said that the roof is not leaking, but would need to be joined together after the portable was moved.

Dr. Fishman stated that the air quality tests and destructive testing for mold confirm that there is no mold present in the portable.

Dr. Fishman said that Mr. David Wedge, Consultant, reviewed all of the documentation that the district had regarding the portable. He said that the district would owe the State approximately \$83,381, if the portable was no longer used for educational purposes. He felt that if the district uses the portable for educational purposes again, the district should not owe the State any monies. Lastly, Mr. Wedge stated that the town building inspector should approve the plans for the relocation of the portable, including site work, when it is completed.

Dr. Fishman reviewed the answers to the questions that the Board members posed at the last Board meeting.

Mrs. Rummel asked how long it would take to move the portable and have it ready for use. Dr. Fishman and Mr. Krol said that they thought it would be ready in November 2010.

Mrs. Rummel made a motion, seconded by Ms. Morhardt, that the Board of Education approve the relocation of the portable classroom from Borough School to Levinthal Run to house the Intensive Education Academy, with the Town providing the take-down, transport, and set up labor and materials, including sewer, water, and electricity hook-up, as presented. Mrs. Finch, Mrs. Fowler, Mrs. Rummel and Ms. Morhardt voted for the motion, which carried.

B. Review and Possible Approval of Stafford Middle School Proposal for a Student Trip to Pennsylvania in May 2011

Mr. Duchon gave a brief overview of the proposed trip to Pennsylvania in May 2011. Dr. Fishman said that the field trip proposal meets all of the requirements set forth in Board Policy 6153- Field Trips / Foreign Trips.

Mrs. Finch made a motion, seconded by Mrs. Rummel, that the Board of Education approve a middle school chorus / choir trip to Pennsylvania from May 18, 2011, through May 22, 2011, as presented. Mrs. Finch, Mrs. Fowler, Mrs. Rummel and Ms. Morhardt voted for the motion, which carried.

C. Review and Possible Approval of Service Agreement between Stafford Public Schools and the Stafford Ambulance Association for Medical Coverage at Athletic Events

Mr. Frassinelli stated that this arrangement worked out well last year and that there were no significant changes in the contract this year.

Mrs. Rummel made a motion, seconded by Ms. Morhardt, that the Board of Education approve the service agreement between the Stafford Ambulance Association and the Stafford Board of Education for the 2010 – 2011 school year. Moved further, that the Board of Education authorize Mrs. Sandy Fowler, Acting Chairperson of the Board of Education, to sign the service agreement between the Stafford Ambulance Association and the Stafford Board of Education for the 2010 – 2011 school year. Mrs. Finch, Mrs. Fowler, Mrs. Rummel and Ms. Morhardt voted for the motion, which carried.

D. Review and Possible Approval of Service Agreement between the Stafford Public Schools and Athletic Trainer Solutions LLC for Athletic Trainer Coverage

Mr. Frassinelli stated that the athletic trainer is the first responder for any incident and having an athletic trainer on-site at football games is good practice, recommended by CIAC. Mrs. Fowler asked why this company was chosen. Mr. Frassinelli stated that this is the company that worked with the district as a full-time trainer prior to using the ambulance association.

Ms. Morhardt made a motion, seconded by Mrs. Rummel, that the Board of Education approve the service agreement with Athletic Trainer Solutions for Athletic Trainer coverage at all varsity football games and scrimmages, per CIAC regulation, for the 2010- 2011 school year.

Moved further that the Board of Education authorize Mrs. Sandy Fowler, Acting Chairperson, to sign the service agreement between Athletic Trainer Solutions and the Board of Education for the 2010-2011 school year. Mrs. Finch, Mrs. Fowler, Mrs. Rummel and Ms. Morhardt voted for the motion, which carried.

E. Review and Possible Approval of Revised Board Policy 5144.1- Use of Physical Force, Physical Restraint(s) / Seclusion

Dr. Fishman stated that as the district was reviewing forms, it was noticed that the language in policy 5144.1- Use of Physical Force, Physical Restraint(s) / Seclusion, was not accurate. She noted that although this policy was reviewed by the Connecticut Association of Boards of Education (CABE), the district cannot have language regarding physical restraint as part of a planned intervention (per IEP) for students with disabilities in our policy statement. Therefore, the policy needs to be revised in this one area.

Mrs. Finch made a motion, seconded by Ms. Morhardt, that the Board of Education approve the revision of Board policy 5144.1- *Use of Physical Force, Physical Restraint(s) / Seclusion*, as presented. Mrs. Finch, Mrs. Fowler, Mrs. Rummel and Ms. Morhardt voted for the motion, which carried.

F. Review and Possible Approval of Two (2) Middle School Fundraisers

Mrs. Fowler expressed her concern regarding allowing the use of cookie dough as a fundraiser, even if a healthy alternative is offered.

Mrs. Finch made a motion, seconded by Ms. Morhardt, that the Board of Education approve the Stafford Middle School band and chorus fundraiser for cookie dough and healthy fruit snacks, as presented. Mrs. Finch, Mrs. Fowler, Mrs. Rummel and Ms. Morhardt voted for the motion, which carried.

G. Approval for Using the Education Jobs Fund Program Monies in the 2011 – 2012 Budget

Dr. Fishman distributed to Board members documents from “School Law Alert” and the State Department of Education concerning the Education Jobs Fund Program recently enacted by the federal government. She noted that there is agreement that this funding is to be received directly by school districts and must be used for compensation, benefits, or other expenses necessary to retain existing employees, to recall or rehire former employees, and/or to hire new employees. Additionally, she said that this funding must be used for expenses associated with individuals directly employed by the school district who provide school-level instruction and/or related services. Thus, central office personnel or the fees for any consultants are excluded from receiving the benefits of this program.

Dr. Fishman reported that Stafford’s allocation, using the Education Cost-Sharing grant (ECS) formula, is \$573,564.

Dr. Fishman stated that since this allocation of Education Jobs Fund monies is at our disposal through September 30, 2012, she would like to use these funds in the 2011- 2012 budget to offset raises and/or increases in medical benefits for current employees or to fund new

positions that the Board of Education might want to add for the 2011- 2012 school year. She said that she would list these funds and their use separately during the budget process.

Mrs. Rummel made a motion, seconded by Ms. Morhardt, that the Board of Education approve the use of Education Jobs Funds monies in the 2011 – 2012 Board of Education budget. Mrs. Finch, Mrs. Fowler, Mrs. Rummel and Ms. Morhardt voted for the motion, which carried.

F. Obsolete Equipment

Mrs. Finch made a motion, seconded by Mrs. Rummel, that the Board of Education declare three cafeteria tables, eighteen risers and two riser carts, and two walk behind floor cleaners obsolete, and return this equipment to the Town of Stafford. Mrs. Finch, Mrs. Fowler, Mrs. Rummel and Ms. Morhardt voted for the motion, which carried.

Mrs. Rummel made a motion, seconded by Ms. Morhardt, to place items **X.A.- Discussion and Possible Approval of Director of Athletics and Recreation's Employment Agreement (Executive Session Anticipated)** and **X.B.- Superintendent's Evaluation Procedure (Executive Session Anticipated)**, into executive session. Mrs. Finch, Mrs. Fowler, Mrs. Rummel and Ms. Morhardt voted for the motion, which carried.

The Board took a brief recess at 8:50 p.m.

Mrs. Finch made a motion, seconded by Mrs. Rummel, to enter executive session. Mrs. Finch, Mrs. Fowler, Mrs. Rummel and Ms. Morhardt voted for the motion, which carried. The Board entered executive session at 8:52 p.m. Mr. Frassinelli was invited to attend the executive session.

Mrs. Finch made a motion, seconded by Mrs. Rummel, to return to regular session. Mrs. Finch, Mrs. Fowler, Mrs. Rummel and Ms. Morhardt voted for the motion, which carried. The Board returned to regular session at 9:12 p.m.

Item X. Personnel Matters

A. Discussion and Possible Approval of Director of Athletics and Recreation's Employment Agreement (Executive Session Anticipated)

Mrs. Finch made a motion, seconded by Mrs. Rummel, that the Board of Education approve Mr. Damian Frassinelli's contract, as revised, with an increase of 2.5% for the 2010 – 2011 school year, and 3% for the 2011 – 2012 school year, retroactive to July 1, 2010, with a one-year extension to the contract. Mrs. Finch, Mrs. Fowler, Mrs. Rummel and Ms. Morhardt voted for the motion, which carried.

Mrs. Rummel made a motion, seconded by Ms. Morhardt, to enter executive session. Mrs. Finch, Mrs. Fowler, Mrs. Rummel and Ms. Morhardt voted for the motion, which carried. The Board entered executive session at 9:15 p.m.

Mrs. Rummel made a motion, seconded by Mrs. Finch, to return to regular session. Mrs. Finch, Mrs. Fowler, Mrs. Rummel and Ms. Morhardt voted for the motion, which carried.

B. Superintendent's Evaluation Procedure (Executive Session Anticipated)

No action was taken on this item

Item XI. Student Matters

There were no Student Matters.

Item XII. Adjournment

Ms. Morhardt made a motion, seconded by Mrs. Finch, to adjourn. Mrs. Finch, Mrs. Fowler, Mrs. Rummel and Ms. Morhardt voted for the motion, which carried. The meeting adjourned at 9:52 p.m.

Respectfully submitted,

Christine C. Marinelli, Recording Secretary

Mark Fontanella, Chairperson

Sandra Fowler, Secretary