

Board of Education Regular Meeting
Monday, December 5, 2011 7:00 PM Eastern

Pinney Administration Building
16 Levinthal Run
Stafford Springs, CT 06076

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| I. | Call to Order- Establishment of Quorum |
| II. | Secretary's Report- Approval of Minutes |
| II.A. | October 24, 2011- Regular Meeting |
| III. | Treasurer's Report |
| III.A. | Grants, 10/21/11- \$2,081.59 |
| III.B. | Bills, 10/26/11- \$87,365.85 |
| III.C. | Bills, 10/26/11- \$464,572.05 |
| III.D. | Grants, 10/26/11-\$4,755.09 |
| III.E. | Bills, 10/27/11- \$420.00 |
| III.F. | Grants, 11/21/11- \$5,634.11 |
| III.G. | Bills, 11/22/11- \$333,229.48 |
| IV. | Correspondence |
| V. | Board Reports |
| V.A. | Report from Student Representative |
| VI. | Superintendent Reports |
| VI.A. | Fall Sports Presentation |
| VI.B. | Head Start Report through November 2011 |
| VI.C. | Cafeteria Profit and Loss through October 2011 |
| VI.D. | CABE / CAPSS Convention |
| VII. | Public Forum |
| VIII. | Old Business |
| IX. | New Business |
| IX.A. | Election of Board of Education Officers |
| IX.B. | Review and Approval of 2012 Calendar of Regular Board of Education Meetings |
| IX.C. | Review and Possible Approval of New and Revised Board Policies |
| IX.D. | Review and Possible Approval of Revisions to 2011 - 2012 School Calendar |
| IX.E. | Endorsement of District Chemical Hygiene and Laboratory Safety Plan and Designation of a District Chemical Hygiene Officer |
| X. | Personnel Matters |
| X.A. | Request for Unpaid Leave of Absence- Certified Staff Member |
| X.B. | Resignation- Non-Affiliated Staff Member |
| XI. | Student Matters |

**Regular Meeting
Stafford Board of Education
Pinney Administration Building
October 24, 2011**

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. Beth Ann Morhardt

Also Present: Dr. Patricia A. Collin, Superintendent of Schools
Mr. Michael Bednarz, Director of Curriculum and Instruction
Mr. Greg Buonome, Assistant Principal, Stafford Middle School
Mr. Evan Cummins, Student Representative
Mrs. Meg Devlin, Business Manager
Ms. Shelley Michaud, Principal, West Stafford School
Miss Vivian Ojeda, Previous Student Representative
Mr. Marco Pelliccia, Principal, Stafford High School
Dr. Maureen Ryan, Principal, Staffordville School
Mr. Hank Skala, Principal, Stafford Elementary School
Mrs. Amy Stevenson, Director of Pupil Services
Mr. Kenneth Valentine, Principal, Stafford Middle School

Item I. Call to Order- Establishment of Quorum

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

Item II. Secretary's Report- Approval of Minutes

Regular Meeting, October 3, 2011
Special Meeting, October 10, 2011

A consensus of the Board approved the Secretary's Report for the regular meeting held on October 3, 2011, and the special meeting held on October 10, 2011, as presented.

Item III. Treasurer's Report

Bills- 10/12/11, \$153,207.05
Grants- 10/18/11, \$5,447.63

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

Item IV. Correspondence

Mr. Fontanella stated that he received an e-mail from CABE notifying him that the Board will be awarded the Board of Education Recognition Award (Level One) at the CABE / CAPSS Convention in November.

Item V. Board Reports

A. Report from Student Representative

Mr. Cummins reported on the following topics:

- A sports update
- Stafford's Got Talent tryouts would be held on October 27 and 28
- Drama Dinner Theaters would be held on November 4 and 5
- The Veterans' Day Parade would be held on November 6
- A student trip to see *Spiderman* in NY on November 9

Item VI. Superintendent's Reports

A. Enrollment- 9/30/11

Dr. Collin reported that the district's official enrollment on Friday, September 30, 2011, was 1831. She noted that this number is 32 students less than last year's enrollment count.

Dr. Collin stated that the State's Minimum Budget Requirement (MBR) formula was changed with the passage of legislation PA 11-234, which allows for a reduction of the district's budgeted appropriation for education by the difference in the decreased number of enrolled students multiplied by three thousand, provided such reduction shall not exceed one-half of one per cent of the district's budgeted appropriation for education for the fiscal year ending June 30, 2011. Dr. Collin said that this could potentially compound the negative effect of a lack of Education Job Stimulus funds for 2012-2013.

B. Financial Report through September 30,2011

Dr. Collin presented the financial report from July 1, 2011, through September 30, 2011, as prepared by Mrs. Meg Devlin, Business Manager. She said that the report indicates that to date, the district has expended/encumbered \$8,065,948, or 32% of the of the \$24,830,913 budget for 2011-2012.

Dr. Collin stated that areas where substantial funds have been expended/encumbered are the following: Other Purchased Services (82%), in the 500 Object Code, which includes out-of-district tuition and tends to be "fluid" , and Other (105%), in the 800 Object Code, which includes Dues and Fees, which are assessed at the beginning of the school year.

C. Cafeteria Profit and Loss through September 2011

Dr. Collin presented the Cafeteria Profit and Loss report July through September 30, 2011, as prepared by Mrs. Susan Linder, Director of Building Services, and Mrs. Meg Devlin, Business Manager. She said that it shows a profit of \$7,943, which is a good beginning for the year considering the start up costs that must be accommodated the first months of school, coupled with fewer school days as a result of the August hurricane. Dr. Collin noted that for the same reporting period last year, we showed a profit of \$2,645.

Dr. Collin informed the Board that this year three schools have been deemed “severe need eligible” under the Federal lunch program guidelines and thus will receive a higher reimbursement for all breakfasts served. She also noted that all five schools are deemed “severe need eligible” under the State school breakfast grant, which means that each school will receive a onetime \$3,000 payment in October.

Lastly, Dr. Collin reported that while the district’s overall enrollment count has decreased as compared to October 1, 2010, the number of students eligible for free (+35) and reduced (+13) meals have increased. Dr. Collin stated that with the legislatively-mandated increase in lunch prices (+10 cents) this year, the program may see a decrease in the overall number of paid lunches.

D. Head Start Report through September 30, 2011

Dr. Collin presented the Head Start grant report through September 30, 2011, as prepared by Ms. Meg Devlin, Business Manager. She reported that the Basic Head Start grant totals \$51,128 and was awarded for the time period July 1, 2011 through 2012. She said that the report indicates that \$7,673.21 has been expended to date, with a balance of \$43,454.79 to be expended or encumbered by January 31, 2012.

Dr. Collin noted that the Early Head Start grant, totaling \$68,500, which runs from September 30, 2010, through September 29, 2011, has a zero balance.

E. Administrators’ Reports on 2011 – 2012 School Goals / Improvement Plans

Dr. Collin began the presentation by reviewing the district goals and by giving the Board an overview of the process that was utilized to develop the School Improvement Plans.

The building administrators were present at the Board meeting to report on school goals, key action steps and progress indicators. The Board members were also provided with each school’s complete School Improvement Plan for 2011 – 2012.

At the conclusion of the presentation, Dr. Collin asked that Board members send feedback regarding the presentation to her via e-mail. Mrs. Fowler commented that she liked the fact that each school used the same template.

F. Update Regarding Lost Jump Drive

Dr. Collin informed the Board that on September 6, 2011, she received a letter from the district’s independent software consultant indicating that she could not find the jump drive on

which she had stored confidential personnel information about past and present employees of the Stafford Public Schools. Dr. Collin said that the consultant indicated in the letter she was 100% positive that the drive was at her home. However, in an effort to be prudent, all affected employees were notified in writing of the missing flash drive and provided with information regarding free fraud alerts. In addition, Stafford law enforcement officials were notified via telephone, as was the Attorney General's office.

Dr. Collin reported that on October 12, 2011, she received a notarized statement from the independent software consultant, who informed her that another thorough subsequent search resulted in the finding of the jump drive. She said that the consultant promptly returned the jump drive to her along with the written statement, which also indicated that the consultant does not have any other USB drives that contain employee data and that she, for the purposes of security, will delete all Stafford information from her computer at home, from which she works.

Dr. Collin said that Mrs. Meg Devlin, Business Manager, and Mr. Dean Fortin, Instructional Technology Coordinator, reviewed the data on the flash drive and found that it contained the appropriate files, created and last modified in the correct timeline. Following this verification, the district's attorney contacted Mr. Matt Fitzsimmons, our contact at the Attorney General's Office, who stated he is currently satisfied with the outcome and has requested a copy of the consultant's letter.

Board members were provided with a copy of the most recent letter that had been provided to all employees affected by this situation.

G. Report on Stafford High School Dance Club

Dr. Collin stated that she was presented with a proposal for a high school dance club, which is in accordance with Board Policy 6145- Extra Class Activities. Dr. Collin informed the Board that she met with the three students that presented the proposal, in addition to Mr. Marco Pelliccia, Principal, and Mrs. Geri St. Marie, who has volunteered to be the advisor. She said that the club members would perform jazz dances to music, both of which would be approved by their advisor and Mr. Damian Frassinelli, Athletic Director. Additionally, the outfit, also approved by the advisor, would consist of white tie dye shirts, black pants, and jazz shoes or other appropriate attire approved by the advisor and school administration.

Dr. Collin informed the Board that there would be no cost to the Board of Education affiliated with the club; transportation arrangements are not necessary since performances will be limited to on-site events, and there is no compensation to be provided to the professional staff serving as advisor.

Dr. Collin reported to the Board that she has agreed, as discussed with the three student representatives, Mrs. St. Marie and Mr. Pelliccia on October 18, 2011, to allow the dance club as a pilot extra-curricular activity for the 2011-2012 school year. Pending an evaluation of the club at the conclusion of the basketball season by the principal, with input from other staff, as well as that of the student representatives, it will be determined whether the dance club will be offered in subsequent year(s).

Item VII. Public Forum

A member of the audience commented that as a small district we should be careful not to focus only on testing. She said that the district needs enrichment programs in addition to the other programs to create balance. In addition, the audience member commented that the work-study program was very beneficial and was not sure why it was dropped. Mrs. Stevenson clarified that the work study program is in place this year.

A member of the audience commented that not all teachers are posting grades to Edline. The two-week progress reports are very good, but the progress reports and grades on Edline should be consistent.

A member of the audience asked how many Board of Education slots would be open at the next election.

There was a question regarding the age of the oil tanks at the other schools in the district.

Item VIII. Old Business

A. Review and Possible Approval of Proposal to Align Honor Roll Criteria

After considerable discussion, Mrs. Finch made a motion, seconded by Mrs. Fowler, that the Board of Education approve a revision to Stafford Middle School's honor roll criteria to reflect to following: Honors- grade of 83 or above in all subjects; High Honors to remain the same (grade of 90 or above in all subjects), effective the second marking term. Mrs. Bradway, Mrs. Finch, Mrs. Fowler and Mr. Szymanski voted for the motion. Mrs. Rummel opposed the motion. The motion carried by majority vote.

Mrs. Bradway made a motion, seconded by Mrs. Rummel, that the Board of Education add the following items to the current meeting agenda, **Item X.A.- Update on Status of Negotiations with the Stafford Administrators' Association (Executive Session Anticipated), and Item X.B.- Possible Approval of the Agreement between the Stafford Board of Education and the Stafford Administrators' Association.** Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Mrs. Rummel and Mr. Szymanski voted for the motion, which carried.

Item IX. New Business

A. Review and Possible Approval of Middle School and High School Fundraisers

Dr. Collin stated that several fundraisers for middle school sports and the high school dance club were being presented to the Board for approval, which were not included in the initial proposals from the schools that were approved by the Board in September.

Mrs. Finch made a motion, seconded by Mrs. Bradway, that the Board of Education approve the Stafford Middle School and Stafford High School fundraising proposals, as presented.

B. Review and Approval of Legislative Updates to Board Policy 5114 (a) – (l)- Removal / Suspension / Expulsion

Mrs. Finch made a motion, seconded by Mrs. Fowler, that the Board of Education approve the legislative updates to Board policy 5114 (a) – (l)- **Removal / Suspension / Expulsion**, as presented. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Mrs. Rummel and Mr. Szymanski voted for the motion, which carried.

C. Authorization of the Superintendent of Schools to Present a Proposal to the Board of Finance for the Replacement of the Oil Tank at Staffordville School

Mrs. Rummel made a motion, seconded by Mrs. Fowler, that the Board of Education authorize Dr. Patricia Collin, Superintendent of Schools, and one Board of Education member, to present a report to the Board of Finance regarding the status of the oil tank at Staffordville School so that the town can take appropriate action to bring the oil tank into compliance; moved further that the Superintendent request the necessary appropriation from the Board of Finance to cover the cost of this capital project. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Mrs. Rummel and Mr. Szymanski voted for the motion, which carried.

Board members requested that a representative from the company that provided the proposal and Mr. Butler, Building Services Technician, attend the Board of Finance meeting, along with Dr. Collin and a Board member, to provide additional information and answer questions. Board members also asked that Dr. Collin provide the Board of Finance with more details regarding the exact cost of bringing the tank into compliance and if additional yearly charges would be associated with that option.

D. Universal Preschool Program Steering Committee Proposal

Mrs. Rummel made a motion, seconded by Mrs. Bradway, that the Board of Education direct Dr. Patricia Collin, Superintendent of Schools, to form a steering committee and ad-hoc committees, as warranted, in order to determine if a fee should be charged for preschoolers and, if so, how the fee should be determined. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Mrs. Rummel and Mr. Szymanski voted for the motion, which carried.

The Board took a recess at 9:35 p.m.

The meeting was called to order at 9:45 p.m.

Mrs. Rummel made a motion, seconded by Mrs. Finch to enter executive session to discuss the proposed settlement between the Stafford Board of Education and the Stafford Administrators' Association. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Mrs. Rummel and Mr. Szymanski voted for the motion, which carried. The Board entered executive session at 9:46 p.m.

Mrs. Bradway made a motion, seconded by Mrs. Rummel to return to regular session. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Mrs. Rummel and Mr. Szymanski voted for the motion, which carried. The Board returned to regular session at 9:55 p.m.

Item X. Personnel Matters**A. Update on Status of Negotiations with the Stafford Administrators' Association (Executive Session Anticipated)**

No action was taken on this item.

B. Possible Approval of the Agreement between the Stafford Board of Education and the Stafford Administrators' Association

Mrs. Finch made a motion, seconded by Mrs. Rummel , to approve the settlement agreement, as presented. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Mrs. Rummel and Mr. Szymanski voted for the motion, which carried.

Item XI. Student Matters

There were no Student Matters.

Item XII. Adjournment

Mrs. Rummel made a motion, seconded by Mrs. Finch, to adjourn. Mrs. Bradway, Mrs. Finch, Mrs. Fowler, Mrs. Rummel and Mr. Szymanski voted for the motion, which carried. The meeting adjourned at 9:59 p.m.

Respectfully submitted,

Christine C. Marinelli, Recording Secretary

Mark Fontanella, Chairperson

Sandra Fowler, Secretary