

Board of Education Regular Meeting  
Monday, September 24, 2012 7:00 PM Eastern

Pinney Administration Building  
16 Levinthal Run  
Stafford Springs, CT 06076

I.	Call to Order- Establishment of Quorum
II.	Pledge of Allegiance
III.	Secretary's Report- Approval of Minutes
III.A.	Regular Meeting- 9/10/12
IV.	Treasurer's Report
IV.A.	Bills, 9/12/12- \$627,560.06
IV.B.	Bills, 9/12/12- \$6,920.45 (Encumbered)
IV.C.	Bills, 9/20/12- \$1,001,666.09
V.	Correspondence
VI.	Board Reports
VI.A.	Student Representative's Report
VI.B.	Budget Committee
VI.C.	Curriculum Committee
VI.D.	Policy Committee
VI.E.	Negotiation Committee
VII.	Superintendent Reports
VII.A.	Financial Report through August 2012
VII.B.	Summary of Legislation Enacted in the 2012 Regular Session of the Connecticut General Assembly
VII.C.	Presentation of School District Profiles
VIII.	Public Forum
IX.	Old Business
X.	New Business
X.A.	Review and Possible Approval of Request for Qualifications / Proposals and Invitation for Proposals
XI.	Personnel Matters
XII.	Student Matters

**Regular Meeting  
Stafford Board of Education  
Pinney Administration Building  
September 10, 2012**

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

**Also Present:** Dr. Patricia A. Collin, Superintendent of Schools  
Mr. Greg Buonome, Assistant Principal, Stafford Middle School

**Item I. Call to Order- Establishment of Quorum**

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

**Item II. Pledge of Allegiance**

Mr. Cummins led the Board in the Pledge of Allegiance.

**Item III. Secretary's Report- Approval of Minutes**

Special Meeting, 8/20/12  
Regular Meeting, 8/20/12  
Special Meeting, 8/22/12

A consensus of the Board approved the Secretary's Reports for the special and regular meetings held on August 20, 2012, and the special meeting held on August 22, 2012, as presented.

**Item IV. Treasurer's Report**

Bills, 8/29/12- \$143,073.55  
Grants, 8/29/12- \$3,642.91

A consensus of the Board approved the Board Bills and Grants, as presented.

**Item V. Correspondence**

Mrs. Rummel distributed a program and services catalog from EASTCONN and a list of the activities on which Stafford and EASTCONN collaborate. Mrs. Rummel serves on the EASTCONN Board of Directors.

## **Item VI. Board Reports**

### **A. Report from Student Representative**

Mr. Cummins reported on the following topics:

- Sports Update
- Music and Drama Car Wash this Saturday
- Auditions for the Talent Show next Tuesday and Wednesday
- Service Corps assistance at the Open House at Staffordville School

Dr. Collin reported on Farm Day at Heritage Park, which took place on Sunday, September 9<sup>th</sup>.

### **B. Budget Committee**

The Budget Committee members are Mr. Szymanski, Mrs. Fowler, and Ms. Morhardt. Mr. Szymanski suggested scheduling a meeting prior to the regular meeting on 9/24/12, at 6:30 p.m., to discuss the budget process with the new business manager, Mr. Domanico.

### **C. Curriculum Committee**

The Curriculum Committee members are Mrs. Rummel, Mrs. Walsh and Ms. Shegogue. There was no update from the Curriculum Committee.

### **D. Policy Committee**

The Policy Committee members are Mrs. Fowler, Chairperson, Mrs. Finch, Ms. Morhardt and Mrs. Rummel (alternate). There was no update from the Policy Committee.

### **E. Negotiation Committee**

The Negotiation Committee members are Mrs. Rummel, Ms. Morhardt and Mrs. Walsh. There was no update from the CSEA Negotiation Committee. Dr. Collin reminded the SEA Negotiation Committee that there is a meeting scheduled for Friday, 9/14, at 6 p.m. She asked if the Committee would be available to meet at 5:30 p.m. to discuss proposals. Dr. Collin stated that she would confirm via email.

## **Item VII. Superintendent's Reports**

### **A. Board of Education Focus and District-Wide Study**

Dr. Collin stated that in June 2009, the Board of Education adopted Policy #0200: Mission-Goals-Objectives: Statement of Education Goals. As indicated in the policy, the goals of the Stafford Public Schools are to:

- Integrate core content knowledge with 21<sup>st</sup> century essential skills needed for success in the 21<sup>st</sup> century;
- Systematically gather and analyze evidence of student performance to ensure continuous progress toward the goals of the educational program;
- Analyze and improve systems to promote effective communication and collaboration among and between administration, staff, students, parents, and community; and

- Analyze and improve accountability processes to ensure that all systems are aligned with the mission and beliefs of the Stafford Public Schools and a core set of prioritized goals for learning and management.

During the retreat on July 9, 2012, which was facilitated by Mr. Caruso, the Board identified the following two areas of focus, the purpose of which is to support attainment of the aforementioned goals, which also constitute our Strategic Plan:

- Determine the most effective configuration to promote student achievement; and
- Promote the development of 21<sup>st</sup> Century Skills so that all students graduate prepared for an ever-changing global society.

She noted that in order to address the first area of focus, the Board decided to contract with an outside consultant/agency. While the expectation was that she would provide the Board with a list of possibilities from which the they could choose, since the anticipated cost of the study is approximately \$15,000, in accordance with Policy # 3323.1: Business and Non-Instructional Operations: Soliciting Prices (Bids and Quotations), Estimated Price Over \$5,000, the district must obtain bids.

Dr. Collin stated that she would accept the responsibility for creating a Request for Proposals (RFP) with Mr. Jerry Domanico, Business Manager, who will begin his tenure with the district within the next two weeks. The RFP would indicate that the purpose of the study is to determine the best educational use of our facilities, through which the benefits of instructional efficiency and work flow would also be considered. We would expect that bidders' proposals would include demographics, enrollment projections, school facilities review(s) and input from a variety of stakeholders, with rationale for each component. Dr. Collin cautioned that the district should refrain from being too descriptive so that we may be open-minded. The expected outcome of the study would be a list of options for the Board's consideration in attainment of its collective goals.

She also noted that the Board had two previous studies completed. One study, completed by Kaestle Boos Associates, Inc., an architectural firm, in June 21, 1999, was entitled, "Existing Conditions Investigative Study for the Stafford Public Schools." The second study, conducted by Educational Consultants of Connecticut in February 2000, was entitled, "Stafford Public Schools: Demographics, Enrollment Projections, School Analyses, Capacity Study, Facilities Options, and Recommendations." However, since the studies address a configuration of schools which no longer exists, the recommendations are outdated and no longer considered relevant.

Mrs. Fowler stated that she wants the RFP to clearly indicate that community input must be included in the overall study.

Mr. Szymanski stated that he has concerns regarding the cost of the study and the length of time that the study will take. He said that he hoped that he would have a good analysis of the facilities and the programs in time to inform this year's budget process. Mr. Szymanski stated that without this information, reconfiguration would be off the table for the 2013-2014 budget cycle.

Ms. Morhardt stated that she has the same concerns as Mr. Szymanski.

Mrs. Finch stated that she feels that we have to get the study done, and we can't keep putting it off, regardless of how long it takes.

## **B. School Climate Surveys**

Dr. Collin stated that beginning with the 2012-2013 school year and in accordance with Public Act 11-232, each school district must administer school climate surveys to students, parents/guardians and staff twice yearly. While the surveys must be administered to all staff, the State directs districts to administer them at one grade level within each grade level category (e.g. K-3 range, grades 4-8 range, etc.). Since the dissemination of the surveys is mandated by the State, Board approval is not necessary [See Policy #6162.51(a-c)]. However, as indicated in the letter that was shared with the Board, parents/guardians who would like to inspect their child's survey, may contact her office.

She said that the administration has identified the levels to which the surveys will be administered: grades one, four, six and ten (10). Ms. Lynn Reedy, Instructional Technology Specialist, and Mr. Gregory Buonome, Assistant Principal, Stafford Middle School, have provided access to the State-developed surveys through Zoomerang, which is a free online survey software product. Each school will have its own set of designated surveys, which will be completed on line, so that data may be analyzed at the school and district levels, prior to submission to the State of Connecticut in compliance with the Public Act. Subsequently, each Safe School Climate Committee will review the data for its respective school and revise their Plans, as warranted. The results from the surveys will also be shared with the Board of Education.

As is indicated in the letter to Parents/Guardians and Staff, students will be completing the surveys in school. Parents/Guardians and Staff will be provided with the URL (which will be embedded in the letter specific to each school), in order to access the survey which will be available from Sunday, September 23, 2012, through the close of the school day on Friday, September 28, 2012. While we anticipate it will take no more than ten (10) minutes to complete the survey, in cases where parents/guardians have more than one child, they will be asked to complete one survey for each of the schools in which their children are enrolled and to answer each question in order to maintain the integrity and validity of the survey results.

She noted that in the event that parents/guardians do not have access to a computer, Mr. Chris Frank, Director of the Stafford Public Library, and staff have graciously offered to assist them. The library's hours of operation are included in the letter.

A copy of the letter to parents/guardians and staff, which will be disseminated on Thursday, September 20, 2012, was provided for Board members. The letter from the State of Connecticut Department of Education and corresponding surveys were also included for Board members' information.

Dr. Collin thanked Mr. Buonome for his help with this project.

Mr. Buonome stated that the district is in a really good place with this survey project.

Mrs. Rummel asked if the State created the survey or if the district created the survey. Mr. Buonome responded that the State created the surveys with input from districts, so every school in the State will be using the same survey questions.

Mrs. Fowler asked if the Safe School Climate Plans were posted on the web site. Mr. Buonome stated that they are posted on each school's web site, as well as in each school's student handbook.

### **C. Status of Crisis Plan Review**

Dr. Collin reported that in April 2012, Sergeant Frank Prochaska, Mr. Robert Campbell, and she attended a two-day workshop entitled, “Emergency Planning & Emergency Response Management for Schools.” As a result of that workshop, the existing crisis plan was reviewed.

Subsequently and during its retreat in August 2012, the entire administrative team reviewed all components of the crisis plan and made additional suggestions for revisions. Some of the revisions included updated definitions and corresponding regulations specific to reporting procedures to the Department of Energy & Environmental Protection.

Dr. Collin stated that she then met with Sergeant Thomas Duncan to review the entire plan and consulted with district nursing staff regarding specific medical-related protocols. As a result, the response protocols for use by staff were disseminated, as warranted. Dr. Collin also discussed the revisions with Ms. Mary Ann Pellitier, St. Edward School Principal.

The final comprehensive plan, with all revisions incorporated, will be reviewed during the Administration Council meeting, which is scheduled for September 17<sup>th</sup>, and will then be disseminated to Town officials, emergency personnel, and the St. Edward School Principal. Due to the sensitivity of the material and need to secure the protocols, students, staff and administration will not simulate emergency situations as addressed in the plan. However, Sergeant Duncan has agreed to facilitate a table talk drill, so that we may “practice” a variety of scenarios.

Mrs. Rummel asked when the parental notification system would be up and running. Mrs. Marinelli stated that an informational letter will be sent home to parents tomorrow, which will include instructions for parents / guardians to register.

### **D. Head Start Report through July 2012**

Dr. Collin presented the Basic Head Start grant report through July 31, 2012, as prepared by Jill Gregori, Business Consultant. The Basic Head Start Fund 160 is for the time period July 1, 2012, through January 31, 2013, expenditures from which begin with the opening of school for the 2012-2013 school year.

Unlike the Basic Head Start grant, the Early Head Start Fund 182, totaling \$57,576, is for the time period February 1, 2012, through November 30, 2012. Ms. Gregori has prepared the detailed expense report, which indicates \$25,793.00 in expenditures through July 31, 2012, leaving a balance of \$31,783.00 , which must be either expended or encumbered by November 30, 2012.

In compliance with the Head Start agreement, the program expense reports are being presented to the Board of Education at this time. In addition, the reports are periodically presented to the Head Start Parent Policy Committee, which also reviews the minutes of BOE minutes in order to stay abreast of the Board’s actions. For the Board’s review, Early and Basic Head Start Non Federal Share Reports, which includes expenses assumed by the school district, were also included in the electronic packet.

### **Item VIII. Public Forum**

A member of the audience informed the Board that there would be a Family Fun Night for Staffordville School families on Friday evening, September 14, 2012.

A member of the audience inquired about the status of the solar grant applications that were discussed at the last Board meeting. Dr. Collin stated that she hasn't heard anything yet.

A member of the audience asked a question about the new Stafford Citizen Notification System (SCANS).

A member of the audience had a question regarding the energy audit that is being done in each of the schools.

A member of the audience inquired about the length of time it took to complete the two studies that the district had done in 1999 and 2000.

A member of the audience asked which union contracts were currently being negotiated. Dr. Collin responded that the contract for the non-certified employees expired on June 30, 2012, and still has not been settled. She noted negotiations with the teachers' union would begin this month.

### **Item IX. Old Business**

There was no Old Business.

### **Item X. New Business**

There was no New Business.

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

The Board took a recess at 8:15 p.m.

### **Item XI. Personnel Matters**

#### **A. Superintendent's Evaluation (Executive Session Anticipated)**

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

Mrs. Rummel made a motion, seconded by Mrs. Walsh, to return to regular session. Mrs. Finch, Ms. Morhardt, Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried. The Board returned to regular session at 8:45 p.m.

No action was taken on this item.

**Item XII. Student Matters**

There were no Student Matters.

**Item XIII. Adjournment**

Mrs. Finch made a motion, seconded by Ms. Shegogue, to adjourn. Mrs. Finch, Ms. Morhardt, Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried. The meeting adjourned at 8:46 p.m.

**Respectfully submitted,**

**Christine C. Marinelli, Recording Secretary**

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**Sandra Fowler, Chairperson**

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**Tracy Rummel, Secretary**