

Board of Education Regular Meeting
Monday, October 22, 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, 10/01/12
IV.	Treasurer's Report
IV.A.	Bills, 10/01/12- \$62,886.42
IV.B.	Bills, 10/17/12- \$408,637.09
IV.C.	Grants, 10/17/12- \$11,500.45
IV.D.	Bills (Encumbered), 10/18/12- \$3,998.60
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.	Administrators' Reports on 2011 - 2012 School Goals and Presentation of 2012 - 2013 School Improvement Plans- Stafford Elementary School, Staffordville School, and West Stafford School
VII.B.	Update on Self-Funded Insurance
VII.C.	Tunxis Community College Dental Hygiene Grant
VII.D.	Financial Report through September 2012
VII.E.	Cafeteria Profit and Loss Statement through September 2012
VIII.	Public Forum
IX.	Old Business
X.	New Business
X.A.	Review and Possible Approval of Revised Board Policies
X.B.	Review and Possible Approval of Temporary, Part-time Computer Technician
XI.	Personnel Matters
XI.A.	Review and Possible Ratification of CSEA Contract, 7/1/12 - 6/30/15 (Executive Session Anticipated)
XII.	Student Matters
XII.A.	Consideration of Superintendent of Schools' Recommendation to Expunge an Expulsion from the Disciplinary Record of Student H (09-10) (Executive Session Anticipated)

**Regular Meeting
Stafford Board of Education
Pinney Administration Building
October 1, 2012**

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

Absent: Mr. Evan Cummins, Student Representative
Ms. Beth Ann Morhardt

Also Present: Dr. Patricia A. Collin, Superintendent of Schools
Mr. Michael Bednarz, Director of Curriculum and Instruction
Mr. Jerry Domanico, Business Manager
Mr. Nick Girard, High School Student
Mr. Richard McKenney, High School Student
Mr. Marco Pelliccia, Principal, Stafford High 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 7:10 p.m. A quorum was established.

Item II. Pledge of Allegiance

Mr. McKenney and Mr. Girard led the Board in the Pledge of Allegiance.

Item III. Secretary's Report- Approval of Minutes

Regular Meeting, 9/24/12

A consensus of the Board approved the Secretary's Report for the regular meeting held on September 24, 2012.

Item IV. Treasurer's Report

Grants, 9/21/12- \$3,779.15

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

Item V. Correspondence

There was no Correspondence.

Item VI. Board Reports

A. Report from Student Representative

Mr. Cummins was absent.

B. Budget Committee

The Budget Committee members are Mr. Szymanski, Mrs. Fowler, and Ms. Morhardt. Mr. Szymanski reported that the Budget Committee met prior to the regular meeting that evening. Mr. Szymanski detailed the budget process, as follows: the administrators' budgets will be presented to the Superintendent by 10/26/12; meetings with Dr. Collin and Mr. Domanico, Business Manager, will be held the week of 10/29/12, with a preliminary budget being presented for the Board's Budget Committee's review in late November / early December; and presentation to the full Board at its first meeting in January 2013.

C. Curriculum Committee

The Curriculum Committee members are Mrs. Rummel, Mrs. Walsh and Ms. Shegogue. Mrs. Rummel reported that the Curriculum Committee met prior to the Board meeting that evening. She said that Mr. Bednarz, Director of Curriculum and Instruction, reviewed the district's focus over the past seven years, as well as the focus for the upcoming year and how both relate to the Common Core Standards. Mrs. Fowler asked how this Committee would like to communicate the budgetary implications of the department's needs for 2012 – 2013. Mrs. Rummel stated that she would speak with the Committee regarding preparing something in writing for the Budget Committee's consideration.

D. Policy Committee

The Policy Committee members are Mrs. Fowler, Chairperson, Mrs. Finch, Ms. Morhardt and Mrs. Rummel (alternate). Mrs. Fowler stated that there is a Policy Committee meeting scheduled for Friday, 10/5/12, at 7:30 a.m.

E. Negotiation Committee

The CSEA Negotiation Committee members are Mrs. Rummel, Ms. Morhardt and Mrs. Walsh. The SEA Negotiation Committee members are Mrs. Rummel, Mrs. Fowler and Ms. Shegogue. Dr. Collin reported that she is hopeful that at the 10/22/12, Board meeting, the Board will have a proposal to approve for CSEA.

Item VII. Superintendent's Reports

Mrs. Finch made a motion, seconded by Ms. Shegogue, to move Item VII.E.- **Reinstatement of the Stafford High School Debate Club** up to the next item on the agenda. Mrs. Finch, Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried.

E. Reinstatement of the Stafford High School Debate Club

Dr. Collin reviewed a proposal from Nick Girard, Richard McKenney, and Julia Nosel, Student Representatives, to reinstitute a Debate Club at Stafford High School. The purpose of the Debate Club will be to provide an opportunity for interested students to, "express their ideas, practice public speaking and teach students skills they will need in future careers." In addition, students will also have the opportunity to research topics of interest and to participate in debates, for which they will have to anticipate opposing viewpoints while

defending their own. According to the proposal, Mr. Gary Shearer and Ms. Marie McDonald have offered to serve as advisors. Mr. Marco Pelliccia, Principal, Stafford High School, has provided his endorsement.

Dr. Collin noted that in accordance with BOE Policy 6145: Extra-Class Activities, participation in the club would be open to all students and meetings would be held after school. Once the club has been established, the student representatives hope to join the Connecticut Debate Association (C.D.A.). They plan to engage in fundraising activities, as discussed during their presentation to the Superintendent of Schools, in order to pay the membership fee of \$250 and transportation costs, if necessary. Student-suggested fundraising activities include carwashes and bake sales.

Mr. Girard and Mr. McKenney were present at the Board meeting to answer questions from Board members. They noted that this club is important for the high school students because they will need the skills that are utilized during a debate for the future in any field that they choose. They also noted that this club will help to develop public speaking skills.

Mrs. Fowler asked how the Bring Your Own Device policy will help the students prepare. Mr. Girard and Mr. McKenney stated that the devices could be used for research and preparation for debate.

Mrs. Fowler asked that the Debate Club give updates to the Board of Education's Student Representative.

A. ORCA (Online Reading Comprehension Assessment) Project Summary

In February 2012, Mr. Michael Bednarz, Director of Curriculum & Instruction requested the Board's approval of a study, "Assessing Online Reading Comprehension: The ORCA Project," to be conducted by Dr. Donald Leu, Endowed Chair in Literacy & Technology at UConn's Neag School of Education. The Board officially approved of the study at the February 6th meeting.

Dr. Collin said that the ORCA Project was funded by the U.S. Department of Education. The study was to be conducted with 40 seventh-grade students at Stafford Middle School. Mr. Bednarz maintained that Stafford Public Schools would benefit from participation in the study while contributing to this field of research. Stafford Public Schools was to adhere to all aspects of the BOE Policy relevant to this research, including dissemination of the research study results to the Board of Education-

Dr. Collin reported that Mr. Gregory Buonome, Assistant Principal at Stafford Middle School, facilitated and organized the project with UCONN personnel. Thirty-one (31) randomly selected seventh grade students participated in the online study, in two separate sessions. Dated August 31, 2012, Dr. Leu provided the district with a report entitled, "Results: Seventh Grade Students' Ability to Conduct Research Online and Write a Short Report, A Common Core Anchor Standard."

Mr. Bednarz and Mr. Valentine were at the Board meeting to respond to questions from Board members. Mr. Bednarz stated that he facilitated the project with UCONN, but Mr. Buonome was responsible for the coordination of the project. He said that although it is a benefit to have this data to inform decisions, the study was conducted with a small group of students, so we need to be mindful of that and not extrapolate too much from the data. Mr. Bednarz also stated that he will be including this information with other data that he has collected in preparation for the Smarter Balanced Assessments in 2015.

Mr. Valentine said the survey was given to students at a time when they were "tested out" after CMTs, so that should also be a consideration when reviewing results.

B. Report on 2012 SAT Results

The Board was provided with a detailed report, prepared by Mr. Marco Pelliccia, Principal, on Stafford's SAT results for students in the class of 2012, for which there was a 67% participation rate, consistent with the rate of the last 10 years. As indicated in Mr. Pelliccia's report, the class of 2012 outperformed their immediate predecessors. The results for the Class of 2012 are shown below.

	<u>SHS 2012</u>	<u>State</u>	<u>National</u>
Math	528	504	505
Reading	532	498	491
Writing	519	502	481

Highlights from the report include the following:

- In three of the past four years, SHS students have scored above the State and national averages in Math;
- SHS students averaged 17 points above the State average and 38 points above the National average in Writing, which most highly correlates to academic success in college; and
- For five consecutive years, SHS students have scored above the State and national average in Reading.

In addition to Mr. Pelliccia's report, which identified strategies for future planning, Dr. Collin provided the comprehensive report from the State Department of Education and the previously embargoed SAT and Summary by District reports for the Board's review.

Mr. Pelliccia made a brief presentation regarding the SAT results. He noted that over time, while the State averages have been decreasing, Stafford's averages have increased.

Regarding the participation rate, Mr. Pelliccia stated that due to the economy some students are looking to two-year community colleges in order to save money, so they aren't taking the SAT.

Mrs. Fowler asked if there was any information regarding why the State averages have decreased. Mr. Pelliccia said that increased participation across the State may play a role in the decreased averages.

Mrs. Fowler asked how Mr. Pelliccia's goals for the guidance department address participation rate. Mr. Pelliccia stated that the guidance department communicates with each student on a regular basis, in addition to administering the PSAT, free of charge, to any student that is interested in taking it. Mr. Pelliccia noted that the results of this test identify individual strengths and weakness, as well as programmatic strengths and weaknesses.

Ms. Shegogue asked if career days could be offered to help students focus on what they want to do after high school. Mr. Pelliccia noted that last year the high school held its first career / technical day, and he plans to expand upon that this year. He also noted that the new Student Success Plans, which will begin at the middle school level, will help with this process.

Mr. Szymanski stated that participation in the AP exams has increased, which he is happy to see. However, he asked why the percentage of students attaining the grades necessary on the exam to gain college credit for the course has dropped. He requested that this data be analyzed to see if the district is doing a good job of preparing students for the exam. He also asked why students would take the AP course and then not take the exam. Mr. Pelliccia noted that it was very difficult to get enough students to take the rigorous courses this year.

and that sometimes students take on too many difficult courses and just don't do the preparation necessary for the exam. Mr. Pelliccia also said that he could interview students to find out about their plans to take the exam / reasons why they didn't.

C. Administrators' Reports on 2011 – 2012 School Goals and Presentation of 2012 – 2013 School Improvement Plans- Stafford High School and Stafford Middle School

Dr. Collin reported that following the release of the 2012 Connecticut Mastery Test (CMT) and Connecticut Academic Performance Test (CAPT) results to districts, Stefan Pryor, Commissioner of Education, forwarded the School District Profiles, which included 2012-2013 differentiated CMT and CAPT performance targets for districts, schools, and subgroups. Based on Connecticut's new accountability system, as described during the September 24th Board of Education meeting, prescribed performance targets were based on the School Performance Index (SPI), which ranges from 0 to 100, for schools (Stafford Elementary School, Stafford Middle School, and Stafford High School), subgroups (Students with Disabilities, Eligible for Free or Reduced Price Lunch, Black, Hispanic, English Language Learners) and subject (Reading, Mathematics, Writing and Science).

In addition to CAPT performance targets, the Connecticut State Department of Education also identified performance targets for the "four-year graduation rate" (the percentage of students who receive a standard diploma within four years, which concurs with the federal definition) and "extended graduation rate", which refers to students who stay enrolled in high school for longer than four years, and students who receive a certificate of completion. The rate does NOT apply to students who dropped out or transferred to another school district and never enrolled or have an unknown status.

Mr. Marco, Pelliccia, Principal, Stafford High School, and Mr. Ken Valentine, Principal, Stafford Middle School, highlighted progress on the 2011-2012 School Improvement Plans (SIPs). They then provided an overview of the 2012-2013 School Improvement Plans, which were written in S.M.A.R.T. (Specific, Measurable, Attainable, Realistic and Timely) format.

A copy of the PowerPoint presentation that was projected at the meeting is attached to the minutes.

Mrs. Fowler noted that the data that Mr. Pelliccia presented for the high school was very impressive and is a huge improvement in a short amount of time. Mr. Pelliccia noted that the 2011 - 2012 group was smaller and a very good group of students. He said that the 2012 – 2013 group is larger, but he is hopeful that by incorporating what was learned last year, the program will be just as successful. The Board members asked if there was some way that the Superintendent could share this information with the public.

D. Administrators' Presentation of 2012-2013 District Improvement Plans- Directors of Curriculum and Instruction and Pupil Services

Dr. Collin stated that in anticipation of the mandate to integrate the Common Core Standards for ELA and Mathematics into the district's curriculum and instructional programs and in preparation for the Smarter Balanced Assessments in the spring of 2015, Mr. Michael Bednarz, Director of Curriculum & Instruction, developed a plan beginning with the 2011-2012 school year. While under his leadership, the district has made much progress in this area, and our 2012-2013 District Improvement Plan (DIP) reflects a continuation of this goal.

Dr. Collin stated that as presented earlier this evening, the Connecticut State Department of Education identified performance targets for the "four-year graduation rate" (the percentage of students who receive a

standard diploma within four years, which concurs with the federal definition) and “extended graduation rate”, which refers to students who stay enrolled in high school for longer than four years, and students who receive a certificate of completion. The rate does NOT apply to students who dropped out or transferred to another school district and never enrolled or have an unknown status. After a review and analysis of our district’s data and consultation with Mr. Pelliccia, Principal of Stafford High School, Mrs. Amy Stevenson, Director of Pupil Services, identified a relative district goal to address the failure rate of our high school students.

Mr. Bednarz and Mrs. Stevenson provided an overview of their respective 2012-2013 District Improvement Plans and were available to respond to the questions from Board members.

Item VIII. Public Forum

A member of the audience had a question regarding the status of the portable classroom. Dr. Collin stated that the district is waiting for the town to finish the project, at which time the classroom would be turned over to the Board of Education.

A member of the audience asked Mr. Pelliccia if the expulsion numbers have decreased at the high school. Mr. Pelliccia said that he would have to do some research before he could respond. He also noted that the high school staff members are working hard to educate students to make good choices.

A member of the audience had a question about homework. Mr. Pelliccia stated that freshmen are given a second chance to complete homework in Homework Club. At other grade levels, teachers are using other interventions to help students complete homework on time.

A member of the audience asked about Naviance. Mrs. Stevenson responded that Naviance is a software program used by the guidance department. She said that it can be used to send recommendation letters and transcripts to colleges and universities.

Item IX. Old Business

There was no Old Business.

Item X. New Business

A. Approval of Change to Authorized Signers for the Child Nutrition Program

Dr. Collin stated that she sent the Board members a communiqué from the Connecticut State Department of Education (CSDE), Bureau of Health/Nutrition, Family Services and Adult Education, which states that the district must complete an Authorized Signatures Agreement for Child Nutrition Program changes. Moreover, whenever such a change is necessitated, Board action “for the form to be signed and submitted” is necessary in order to avoid delay of reimbursement.

Since a new Business Manager was hired effective September 17, 2012, the Board must take official action to allow Jerry Domanico to sign the claims for reimbursement in the absence or incapacity of the Superintendent of Schools.

Mrs. Rummel made a motion, seconded by Ms. Shegogue, that the Board of Education maintain Dr. Patricia Collin, Superintendent of Schools, as the designated representative authorized to sign the Agreement for Child Nutrition Programs and to sign claims for reimbursement, and approve allowing Mr. Jerry Domanico, Business

Manager, to sign the claims for reimbursement in the absence or incapacity of the Superintendent of Schools. Mrs. Finch, Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried.

Mrs. Rummel made a motion, seconded by Ms. Shegogue, that the Board of Education certify that this action has been taken authorizing Mrs. Tracy Rummel, Secretary of the Board of Education, to sign the Authorized Signatures Change Form. Mrs. Finch, Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried.

Item XI. Personnel Matters

There were no Personnel Matters.

Item XII. Student Matters

There were no Student Matters.

Item XIII. Adjournment

Mrs. Finch made a motion, seconded by Mrs. Walsh, to adjourn. Mrs. Finch, Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried. The meeting adjourned at 9:07 p.m.

Respectfully submitted,

Christine C. Marinelli, Recording Secretary

Sandra Fowler, Chairperson

Tracy Rummel, Secretary

Stafford Public Schools School & District Improvement Plans 2012-2013 SY

Stafford High School School Goals 2012-2013



- **Goal A:** By June 2013, Stafford High School will have fully completed the implementation process for an effective Scientific Research-Based Intervention (SRBI) program (to include Tier 2 and Tier 3 in-school interventions).
- **Goal B:** By June of 2013, Stafford High School will meet the following School Performance Indexes (SPI) related to state mandated graduation rates:
 - 4-year cohort graduation rate of 77.7%
 - Extended graduation rate of 89.5%
 - 4-year cohort graduation rate for students with disabilities of 38.7%
 - Extended graduation rate for students with disabilities of 73.7%
 - 4-year cohort graduation rate for students eligible for free/reduced lunch 67.5%
 - Extended graduation rate for students eligible for free/reduced lunch 78.3%
- **Goal C:** By June of 2013, Stafford High School will meet the School Performance Indexes related toward the Connecticut Assessment Performance Test (CAPT):
 - Reading- 81.2
 - Mathematics- 80.9
 - Writing- 87.7
 - Science- 77.0

Key Action Steps



- Continue to strengthen Stafford High School's 3 tier intervention system designed to reduce failure rate by utilizing new in-school SRBI interventionist system.
- Utilize Tier 2 and Tier 3 interventions designed to meet School Performance Indexes (SPI) related to graduation and performance on the Connecticut Academic Performance Test (CAPT).
- Development of content area Data Teams.
- Continued use of Freshmen House to promote success for all ninth grade students and remedy previous transition issues
- Development of a continuum of services for students with disabilities.
- Use of online credit recovery system/blended learning model of instruction to ensure students remain on track for "on-time" graduation.

Progress Indicators



- Identification of students requiring Tier 2 and Tier 3 interventions
- Overall student passing rates
- Progress reporting and "at-risk" student benchmarks – every two weeks
- Number of students on track for "on-time" graduation (by cohort)
- Freshmen academic achievement
- Number of students promoted with original cohort
- Academic success of students with disabilities and students eligible for free/reduced lunch (i.e. credits earned – on track for on-time graduation)
- Student performance on CAPT benchmark assessments
- Student progress as indicated by ongoing assessment (Tier 2 and Tier 3)

Stafford Middle School School Goals 2012-2013

- Goal 1: By June 2013, Stafford Middle School will achieve the following School Performance Index (SPI) targets:
 - 91.4 or better for the entire school;
 - 66.6 or better for students with disabilities; and
 - 82.1 or better for students eligible for free and reduced price lunch.

Stafford Middle School School Goals 2012-2013 (Cont.)

- Goal 2: Stafford Middle School will implement an effective comprehensive system of Scientific Research-Based Interventions (SRBI) to facilitate a greater number of "at risk" students meeting goal on the 2013 CMT and/or making progress between levels of performance, which will result in a School Performance Index (SPI) of 91.4 or greater.

Key Action Steps

- Goal 1:
 - School Performance Targets Metrics
 - Differentiate Instruction
 - Intervention and Assistance
 - Accountability Focus
 - Technology Focus

Key Action Steps (Cont.)

- Goal 2:
 - School-Wide SRBI Model
 - D-Block SRBI
 - Extended Day SRBI
 - Student Assistance Team (SAT) SRBI
 - Academic SAT SRBI
 - Behavioral SRBI

Progress Indicators

- Students will achieve the following CMT School Performance Index (SPI) targets for the 2012-2013 school year:
 - SMS students overall will achieve at 91.4 or better;
 - SMS students with disabilities will achieve at 69.0 or better; and
 - SMS students eligible for free and reduced price meal will achieve at 82.5 or better.

Curriculum & Instruction

Department Goal 2012-2013

- Develop and implement plans to integrate the Common Core Standards for English Language Arts (ELA) and Mathematics into the district's curriculum and instructional programs.

2011-2012 Accomplishments

- Presentations about Common Core Standards (CCS) and Smarter Balanced Assessment Consortium (SBAC) to all schools, BOE, Curriculum Advisory Council (CAC) and Administrative Council (AC)
- Gap analysis for CCS English Language Arts (ELA) & Math
- Curriculum revision for mathematics in PK-8 to align with CCS
- Textbook adoption process for K-5 and 6-8
- Created digital folders, populated with CCS publications, SBAC items, and other resources, on Teacher Resource drive
- Collaborated with administrators and Curriculum Team Leaders (LA, Math, Science, Social Studies and Visual Arts) to identify opportunities for integration
- Explored CCS ELA to determine focus areas for 2012-2013

Challenges

- Release of Common Core assessment information has been both intermittent and dense
- Availability of Common Core implementation resources is difficult to "uncover"
- Lack of support and guidance from CSDE
- Balance of prepping for two more years of CMT/CAPT while also preparing for SBAC(2015)
- Finding the time to adequately plan and integrate Common Core Standards and assessment content and formats with so many other high priority (and competing) initiatives and mandates.
- Raising awareness among students, parents, and the community

Focus Areas for 2012-2013

- Identify priorities for each grade span for both ELA (e.g., text complexity, informational text, and "argumentative" writing) and Math (e.g., mathematical practices, problem-solving, fluency in foundational skills).
- Modify the report card for grades K- 5 for math to align to Common Core expectations for use in November, 2012
- Continue to use curriculum teams and district committees as "think tanks and work groups" for the integration of targeted Common Core standards
- Use released items from SBAC to develop recommendations for modifying local assessments, testing formats, and activities
- Identify options for raising awareness for parents, students, and the community
- Create professional development activities based upon instructional practices needed for implementing the priority Common Core standards

Pupil Services

Department Goal 2012-2013

- Reduce the failure rate of 2011-2012 freshmen students with special needs from 12.8% to 8% as measured by the number of credits achieved annually

Key Action Steps

- Strategically analyze data every two weeks to determine struggling students and interventions needed;
- Determine and assign individualized interventions based on data. Some interventions include the following: SRBI practices, Tutoring, Odysseyware, mentors, skill labs, additional counseling etc.);
- Implement and ensure a practice of consistent and frequent communication between & among teachers/parents/case managers/administrators/students;
- Ensure a continuum of services throughout the entire district (Self contained, resource rooms, transition services, etc.);
- Provide teacher training in effective instructional practices and grading practices as well as in the use of student data to adjust instruction;
- Continue to ensure that all practices and policies regarding special education are aligned with State and federal mandates and regulations. (IEP development training); and
- Implement School Success Plans (SSPs).

Progress Indicators

- Passing grades monitored every two weeks
- Credits achieved both mid year and at the end of the year
- Progress on Individualized Education Plan (IEP) goals
- Decrease in disciplinary referrals
- Grades posted every two weeks
- Student and staff reflections
- Interventionist reflections
- Increased attendance
- Complete & comprehensive Individualized Education Programs (IEPs)
- Increased compliance on all State indicator reports
- Student Success Plan (SSP) data
- Naviance data