

Board of Education Regular Meeting  
Monday, December 3, 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 Minutes, 11/05/12
- IV. Treasurer's Report
  - IV.A. Bills, 11/15/12- \$443,666.18
  - IV.B. Bills, 11/19/12- \$67,177.42
  - IV.C. Bills, 11/29/12- \$59,484.53
  - IV.D. Bills, 11/29/12- \$83,451.47 (Encumbered)
  - IV.E. Grants, 11/14/12- \$17,875.97
- 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. Fall Sports Presentations
  - VII.B. Status of Middle School Solar Project and Update on Solar Grants for Stafford High School, Stafford Elementary School and West Stafford School
  - VII.C. Enrollment Report through November 9, 2012
  - VII.D. School Climate Survey Results
  - VII.E. Update on the CABA / CAPSS Convention
  - VII.F. Financial Report through October 2012
  - VII.G. Cafeteria Profit and Loss through October 2012
- VIII. Public Forum
- IX. Old Business
- X. New Business
  - X.A. Review and Possible Approval of Proposal for Community Sign / Acceptance of Donation
- XI. Personnel Matters
  - XI.A. Review and Possible Ratification of CSEA Contract, 7/1/12 - 6/30/15 (Executive Session Anticipated)
- XII. Student Matters

**Regular Meeting  
Stafford Board of Education  
Pinney Administration Building  
November 5, 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. Michael Bednarz, Director of Curriculum and Instruction  
Mr. Evan Cummins, Student Representative  
Mr. Jerry Domanico, Business Manager  
Mrs. Peggy Falcetta, Principal, Staffordville School  
Mr. Greg Jackson, Teacher, Stafford High School  
Ms. Shelley Michaud, Principal, West Stafford 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 7:00 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**

Regular Meeting, 10/22/12

A consensus of the Board approved the Secretary's Report for the regular meeting held on October 22, 2012.

**Item IV. Treasurer's Report**

Bills, 10/31/12- \$112,576.44

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

**Item V. Correspondence**

There was no Correspondence.

**Item VI. Board Reports**

**A. Report from Student Representative**

Mr. Cummins reported on the following topics:

- NCCC Meet Results
- Homecoming Game
- Music / Drama Update
- UMass Band Day- November 17
- Spirit Week
- Sports Update

**B. Budget Committee**

The Budget Committee members are Mr. Szymanski, Mrs. Fowler, and Ms. Morhardt. There wasn't an update from the Budget Committee at this time. It was determined that the next Budget Committee meeting will be held on Monday, December 3, 2012, at 6:30 p.m., (prior to the regular meeting) to review the financial report in detail. Additionally, Mr. Szymanski stated that once the 2013-2014 budget is available for review in late November or early December, a Budget Committee meeting will be scheduled. Dr. Collin mentioned that she plans to present the budget to the full Board at the first meeting in January 2013, which is two weeks earlier than it was presented last year. She also noted that since the second Board meeting in January won't be held until the 28<sup>th</sup>, that will allow the Budget Committee three weeks to review the document.

**C. Curriculum Committee**

The Curriculum Committee members are Mrs. Rummel, Mrs. Walsh and Ms. Shegogue. Mrs. Rummel reported that the committee held a meeting prior to the regular Board meeting this evening. Mrs. Rummel stated that the topics discussed at the meeting were the math section of the PK – 5 report card and the possibility of full-day kindergarten. She reported that additional information will be gathered regarding full-day kindergarten and the committee plans to meet again to review it.

**D. Policy Committee**

The Policy Committee members are Mrs. Fowler, Chairperson, Mrs. Finch, Ms. Morhardt and Mrs. Rummel (alternate). Mrs. Fowler stated that the Policy Committee met and that there would be policies presented later on the agenda for approval.

**E. Negotiation Committee**

The CSEA Negotiation Committee members are Mrs. Rummel, Ms. Morhardt and Mrs. Walsh. Mrs. Rummel stated that after a long process, the CSEA contract is being presented to the Board for approval. The SEA Negotiation Committee members are Mrs. Rummel, Ms. Shegogue and Mrs. Fowler. Mrs. Rummel stated that the members of SEA met today to ratify the contract, which will be presented later on the agenda for the Board's consideration. She noted that CSEA will be meeting on November 15, 2012, to consider ratification of their contract. That contract may be presented for the Board's consideration at the December 3, 2012, meeting.

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

### **A. Stafford High School Adventure and Ski Club**

Board members were provided with a proposal from Mr. Greg Jackson, Stafford High School Teacher, for an Adventure & Ski Club at Stafford High School. Dr. Collin stated that the purpose of the Club will be to provide an "opportunity for students to participate in extracurricular outdoor activities in a sponsored club setting." She said that activities will be ski/snowboard trips in addition to other adventure-type activities such as canoeing, hiking, zip lining, attending a Red Sox baseball game, etc. She also noted that Mr. Marco Pelliccia, Principal, Stafford High School, has provided his endorsement.

Dr. Collin stated that on February 17, 2012, five staff and three parent chaperones ventured with 34 enthusiastic students to Wachusett Mountain, Princeton, MA, for Stafford High School's first ski and snowboard trip. Leaving the high school at 2:30 p.m. and returning at approximately 10:00 p.m., transportation was provided by M & J Bus, Inc., the cost of which was entirely funded by the tickets sold for the trip. Parents/guardians signed a permission slip and waiver of liability form and students were reminded of the expectation that they adhere to all Board and SHS policies and procedures. In addition, the district's insurance carrier was notified and a one-day additional liability coverage certificate for the specified trip was secured, at no additional cost to the district.

Through the establishment of the Adventure & Ski Club, elected club officers will assist with the planning of the trips. The officer positions, as indicated in Mr. Jackson's proposal, will be open to any student in good standing. Additionally, 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.

Mr. Pelliccia, Mr. Jackson and several Stafford High School student representatives were available at the meeting to respond to questions from Board members. A parent, who attended last year's trip was also present.

Mr. Jackson stated that there is even more interest in forming a club because last year's ski trip was so successful.

Mrs. Fowler asked about the cost of the trip, as skiing can be expensive. Mr. Jackson stated that Wachusett Mountain gives the school a break on the cost of the lift tickets, while the transportation costs about \$14 per person. He also noted that the trips take place on Fridays, so as not to interfere with school work during the week. Mr. Jackson said that through the Club, he plans to provide two ski trips this winter and several other trips during the spring, based on student interest.

Mr. Pelliccia stated that five staff members and he attended the ski trip last year.

### **B. October 1 2012 Enrollment Report**

Dr. Collin presented the enrollment report for October 1, 2012, the date the State Department of Education (SDE) uses to determine the district's official enrollment count for the school year, as prepared by Mr. Jerry Domanico, Business Manager, and his support staff. This enrollment number is used to set reimbursement amounts for many State grants.

The total enrollment as of October 1, 2012, was 1,726, which includes 10 students who are currently attending non-reporting schools out of district. This figure is a decrease of 104 students from last year's enrollment count of 1830, which was a decrease of 33 students from the previous year (October 2010).

Dr. Collin stated that she analyzed our enrollment data in order to better understand the significant decrease. She also noted that Mr. Domanico will be contacting the State to ascertain the impact of this decrease in enrollment on our ECS allocation.

Dr. Collin reported the following information regarding this year's enrollment figures:

- Records indicate twenty-six (26) of our grade nine (9) students are currently enrolled at Cheney, Windham-Tech, Rockville Vo-Ag, East Catholic, and one of six magnet schools.
- Four (4) students, who attended Stafford High School last year, are now enrolled as 10<sup>th</sup> graders at two of the aforementioned schools.
- Three (3) primary school children, who attended our schools last year, are now enrolled at St. Edward School.
- There were seven (7) fewer incoming freshmen this year than last year's graduating seniors.
- There are two (2) fewer students from Union attending our high school this year.
- Seven (7) preschool slots were purposely left open to accommodate anticipated children with special needs from the Birth-to-Three System.
- The number of students who withdrew far exceeds the number of students who enrolled in each school. For example, While 47 students enrolled at SES, 64 students withdrew; while 8 students enrolled at WSS, 19 withdrew; and while 21 students enrolled at SVS, 38 withdrew; and while 31 students enrolled at SHS, 47 withdrew.
- New students transferred from a variety of districts of different DRGs in Connecticut and from numerous states: St. Edward School, Plainfield, Vernon, Portland, Ellington, Manchester, Eastford, Ashford, Willington, Enfield, Hartford, Alabama, Connecticut, Florida, Washington, Texas, Colorado, North Carolina, Massachusetts, Virginia, West Virginia, Kansas, Rhode Island and even Jamaica.
- Students who withdrew also transferred to a variety of districts from different DRGs in Connecticut and from a variety of states: St. Edward School, Tolland, Somers, East Windsor, Newington, Plainfield, Broadbrook, Enfield, East Hartford, Mansfield, Bristol, Manchester, Willington; and New York, Ohio, Massachusetts, Florida, Oregon, South Carolina, North Carolina, Maryland, Maine, and, of course, Connecticut.

Dr. Collin stated that her office will be monitoring enrollment on a monthly basis, and she will be prepared to provide the Board with an update at the meeting on December 3<sup>rd</sup>.

Mr. Szymanski asked how many of the pre-kindergarten students are three-year-olds. Ms. Michaud reported that she has 73 pre-kindergarten students and that 27 of them are three-year-olds. Mrs. Falcetta reported that she has about 2/3 four-year-olds and 1/3 three-year-olds. Mrs. Fowler asked if the district has a handle on how

many students we'll have in kindergarten next year. Ms. Michaud stated that about 2/3 of the 2012 pre-kindergarten enrollment number plus about 10 students would be a good estimate.

**C. Head Start Report through October 2012**

Dr. Collin presented the Basic Head Start grant report through October 31, 2012, as prepared by Mr. Jerry Domanico, Business Manager. The Basic Head Start Fund 160 is for the time period of July 1, 2012, through January 31, 2013, expenditures from which began with the opening of school for the 2012-2013 school year. The total amount of this fund is \$51,128, of which \$15,985.75 has been expended to date. A large portion of the fund is for transportation, the encumbrances/expenditures which will be reported in the November report.

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. Mr. Domanico provided a detailed expense report, which indicates \$38,879.92 in expenditures through July 31, 2012, leaving a balance of \$18,696.08, which must be either expended or encumbered by November 30, 2012. An anticipated revision of the grant will extend it through January 31, 2013. Mr. Domanico reported that preliminary budget information for the 2013-2014 Basic and Early Head Start grants have been submitted to EASTCONN.

Dr. Collin said that 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, are also attached.

Mrs. Rummel asked if there would be the same number of slots for the Head Start program next year. Mr. Domanico and Ms. Michaud confirmed that that the number of slots would remain the same.

**D. Status of RFQ- Best Use of Facilities for Stafford Public Schools**

Dr. Collin reported that on September 24, 2012, the Board approved of the Request for Qualifications/Proposals for Consultative Services for the Best Use of our Educational Facilities and the Invitation for Proposals, as revised during the discussion. The District received five bids, which were opened at 4:00 p.m., on Friday, October 19, 2012. Mrs. Christine Marinelli, Administrative Assistant to the Superintendent of Schools, and Dr. Collin assumed this responsibility.

Bids were received from the following, which are listed in alphabetical order:

- **Arum & Associates**  
2290 Torrington West Street, Torrington, CT 06790
- **Capitol Region Education Council (CREC)**  
111 Charter Oak Avenue, Hartford, CT 06106
- **MGT of America, Inc.**  
2123 Centre Pointe Boulevard, Tallahassee, FL 32308
- **Milone & MacBroom, Inc.**  
99 Realty Drive, Cheshire, CT 06410

- **New England School Development Council (NESDEC)**  
28 Lord Road, Marlborough, MA 01752

Mr. Jerry Domanico, Business Manager, reviewed each submission to ensure it addresses the scope of services and qualifications for which the Board is seeking. His summary, which was provided for the Board's consideration, also indicates the cost and time for completion as proposed by each bidder.

Mr. Szymanski stated that he is happy to see that all of the proposals were compliant in all areas; however, it is difficult to believe that with such a large range in the costs of the studies that they will all be equally compliant. Mr. Domanico stated that four of the five companies that submitted proposals would be providing architectural services, either in-house or by employing an outside firm, which are very expensive. Since the district isn't looking to do a building project, he noted that the architectural services may not be as important.

Dr. Collin stated that if the Board is interested in one or two of the companies based on the proposals, the Board could schedule a special meeting to interview the companies and ask that they do a brief presentation. Mr. Szymanski stated that he isn't interested in a sales pitch from each company. However, he'd like some additional information / clarification to differentiate the proposals and then receive a recommendation from the Superintendent. Ms. Morhardt agreed.

After further discussion, Mrs. Rummel made a motion, seconded by Ms. Morhardt, that the Board approve the proposal presented by NESDEC, with the contingency that the Superintendent and Business Manager speak with representatives from NESDEC to confirm that their proposal will meet the intent of the RFQ. Mrs. Finch, Ms. Morhardt, Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried. Mrs. Fowler said that if Board members had specific questions that they would like to have answered, they should forward them to Dr. Collin no later than Wednesday night.

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

A member of the audience asked if the district has blueprints of each of the buildings. Dr. Collin responded that we do have blueprints of all of the buildings. The member of the audience wondered why the district would then need to spend money to have them done again in a new study. Mr. Domanico responded that we most likely would not need new blueprints.

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

There was no Old Business.

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

##### **A. Review and Possible Approval of New / Revised Board Policies**

Dr. Collin stated that on October 19, 2012, current policies were initially discussed, reviewed and recommended by the Administrative Policy Committee (APC), which is comprised of Mr. Michael Bednarz, Mr. Gregory Buonome, Mrs. Peggy Falcetta, Mr. Marco Pelliccia, Mrs. Amy Stevenson, and Dr. Collin. Subsequently, on October 31, 2012, the same policies were then reviewed by the Board Policy Committee (BPC), comprised of Mrs. Sandra Fowler (Chairperson), Ms. Beth Ann Morhardt, and Mrs. Lisa Finch.

The following policy revisions are a result of legislative changes and updates as suggested by CABE:

- **Policy #5144.1 Students: Use of Physical Force-Physical Restraint & Seclusion** (Existing policy with suggested revisions based upon PA 12-88)
- **Policy #6159 Instruction: Individualized Education/Special Education Program** (Existing policy with recommended revisions to make the policy compliant with PA 12-173)

The following policy was revised to reflect current practice:

- **Policy #3541.33 Business & Non-Instructional Operations: Transportation-Day Care Centers as Bus Stops** (Revised to reflect current practice)

And lastly, while there were no revisions made to current policy during the review process, a regulation was developed using CABE resources, which addresses diversity and presents guidelines for the District. Regulations do not require Board approval. The purpose of the presentation to the Board is informational at this time.

- **Policy #6115 Instruction: School Ceremonies and Observances**

Dr. Collin stated that although the Board typically presents policies for two meetings, because these changes are either suggested revisions to current policies in accordance with legislative updates or alignment of current policy with practice, the Board may consider approving the three aforementioned policies, as presented.

Ms. Morhardt made a motion, seconded by Ms. Shegogue, that the Board of Education approve the following policies as presented: Policy #3541.33 Business & Non-Instructional Operations: Transportation-Day Care Centers as Bus Stops; Policy #5144.1 Students: Use of Physical Force-Physical Restraint & Seclusion; and Policy #6159 Instruction: Individualized Education/Special Education Program. Mrs. Finch, Ms. Morhardt, Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried.

#### **B. Review and Possible Approval of 2013 Schedule of Regular Board of Education Meetings**

A proposed calendar of regular Board of Education meetings for 2013 was presented to the Board. Dr. Collin noted that with the exception of July, August and December, there are two meetings scheduled per month. She also called attention to the fact that Board meetings have been scheduled at each of the schools next year.

Ms. Morhardt suggested that perhaps a Board meeting could be held on a Saturday morning to make them more accessible to residents that can't attend during the evening. She also suggested holding some of the meetings at the public library and at the senior center. Mrs. Finch stated that she would not be available to attend a Saturday morning meeting. Mr. Szymanski suggested approving the calendar of meetings as it was presented, but that the Board consider holding special meetings at different times / locations based on the meeting agenda.

Mrs. Rummel asked that the PTOs be reminded to invite as many area residents as possible to the Board meetings that will be held at the schools.

Mr. Szymanski made a motion, seconded by Ms. Morhardt, that the Board of Education approve the Stafford Board of Education schedule of regular meetings for 2013, as presented. Mrs. Finch, Ms. Morhardt, Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried.

Mrs. Finch made a motion, seconded by Ms. Shegogue, to place items XI.A.- **Review and Possible Ratification of the Professional Agreement between the Stafford Board of Education and the Stafford Education Association, July 1, 2013 through June 30, 2016 (Executive Session Anticipated)** and XII.A.- **Consideration of the Superintendent of Schools' Recommendation to Expunge an Expulsion from the Disciplinary Record of Student F (09-10) (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 brief recess at 8:23 p.m.

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

A. **Review and Possible Ratification of the Professional Agreement between the Stafford Board of Education and the Stafford Education Association, July 1, 2013 through June 30, 2016 (Executive Session Anticipated)**

This item was discussed following the student matter. Ms. Morhardt and Mr. Szymanski recused themselves.

The Board of Education Negotiation Committee members assigned to negotiate the professional agreement between the Stafford Board of Education and the Stafford Education Association (S.E.A.), July 1, 2013, through June 30, 2016, were the following: Mrs. Sandy Fowler, Mrs. Tracy Rummel, and Ms. Sonya Shegogue. The Board was represented by Attorney Peter Janus; Mr. Jerry Domanico and Dr. Collin were also present. The S.E.A. Negotiation Committee consisted of 11 teacher representatives and Mr. Joe Zawawi, Uniserv Representative.

The important work began in August 2012 with a formal meeting to discuss ground rules and establish a schedule for negotiations. After numerous meetings and through mediation, the parties came to an agreement on Thursday, October 25, 2012.

Mrs. Finch made a motion, seconded by Ms. Shegogue, that the Board of Education agree to ratify the bargaining unit agreement between the Stafford Board of Education and the Stafford Education Association (S.E.A.), July 1, 2013, through June 30, 2016, as presented. Mrs. Finch, Mrs. Rummel, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

#### **Item XII. Student Matters**

A. **Consideration of the Superintendent of Schools' Recommendation to Expunge an Expulsion from the Disciplinary Record of Student F (09-10) (Executive Session Anticipated)**

Mrs. Finch made a motion, seconded by Ms. Shegogue, 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 8:27 p.m. The Board invited Student F (09-10), the mother and father of Student F, Dr. Collin and Mrs. Marinelli into executive session.

The Board took a brief recess at 8:40 p.m.

Mrs. Walsh made a motion, seconded by Mrs. Rummel, 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 8:57 p.m.

Mrs. Rummel made a motion, seconded by Ms. Shegogue, that the Board of Education approve the Superintendent of Schools' recommendation to expunge an expulsion from the disciplinary record of Student F (09-10), effective immediately. Mrs. Finch, Mrs. Rummel, Ms. Shegogue, Mr. Szymanski and Mrs. Walsh voted for the motion. Ms. Morhardt abstained. The motion carried.

**Item XIII. Adjournment**

Mrs. Finch made a motion, seconded by Ms. Shegogue, to adjourn. Mrs. Finch, Mrs. Rummel, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried. The meeting adjourned at 9:26 p.m.

**Respectfully submitted,**

**Christine C. Marinelli, Recording Secretary**

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**Sandra Fowler, Chairperson**

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**Tracy Rummel, Secretary**