

Board of Education Regular Meeting
Monday, April 29, 2013 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- 4/8/13
- IV. Treasurer's Report
 - IV.A. Bills, 4/17/13- \$431,774.14
 - IV.B. Grants, 4/17/13- \$28,586.06
 - IV.C. Bills, 4/24/13- \$43,548.82
- 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. Head Start Report through March 2013
 - VII.B. Cafeteria Profit and Loss through March 2013
 - VII.C. Financial Report through March 2013
- VIII. Public Forum
- IX. Old Business
- X. New Business
 - X.A. Review and Possible Approval of Healthy Food Certification Statement for July 1, 2013, through June 30, 2014
 - X.B. Review and Possible Approval of High School Pre-Calculus and Social Studies Textbooks
 - X.C. Acceptance of Gifts from 3M Corporation
- XI. Personnel Matters
 - XI.A. Resignation- Certified Staff Member
- XII. Student Matters

**Regular Meeting
Stafford Board of Education
Stafford Elementary School
April 8, 2013**

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

Board Members Absent: Mr. Stephen Szymanski
Mrs. Kathy Walsh

Also Present: Dr. Patricia A. Collin, Superintendent of Schools
Mr. Michael Bednarz, Director of Curriculum and Instruction
Mr. Jerry Domanico, Business Manager
Mr. Dean Fortin, Network Coordinator
Mr. Damian Frassinelli, Director of Athletics and Recreation
Mr. Benjamin Gluck, Student Representative
Ms. Shelley Michaud, Principal, West Stafford School
Mr. Marco Pelliccia, Principal, Stafford High School
Mr. Mark Seddon, Supervisor of Building Services
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 7:06 p.m. A quorum was established.

Item II. Pledge of Allegiance

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

Item III. Secretary's Report- Approval of Minutes

Regular Meeting, 3/25/13

A consensus of the Board approved the Secretary's Report for the regular meeting held on March 25, 2013.

Item IV. Treasurer's Report

Bills, 4/3/13- \$435,603.73
Grants, 4/2/13- \$2,253.74

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

Item V. Correspondence

There was no Correspondence.

Item VI. Board Reports

A. Report from Student Representative

Mr. Gluck reported on the following topics:

- Athletic Update, Rotary Invitational Meet, 4/26/13
- Unified Sports Award
- Bulldog of the Month Award
- Program of Studies / Student Schedules for next school year
- Music Update - Music Festival, Library Concert, Sunrise Service

Dr. Collin reported that the Laws of Life Essay Contest, Career Day at SHS, and the student art work display were all covered in the last issue of North Central News.

B. Budget Committee

The Budget Committee members are Mr. Szymanski, Mrs. Fowler, and Ms. Morhardt. There was no update from this committee. Mrs. Fowler stated that the budget committee met last Thursday and that there would be a recommendation for the full Board later on the agenda with regard to the cuts as mandated by the Board of Finance.

C. Curriculum Committee

The Curriculum Committee members are Mrs. Rummel, Mrs. Walsh and Ms. Shegogue. There was no update from this committee. Mrs. Rummel stated that there is a meeting scheduled prior to next Board meeting on April 29, 2013.

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 on Wednesday, April 3, and that there would be a recommendation for the Board later on the agenda.

E. Negotiation Committee

The CSEA Negotiation Committee members are Mrs. Rummel, Ms. Morhardt and Mrs. Walsh. Currently, none of the contracts are being negotiated.

Item VII. Superintendent's Reports

A. Presentation of Findings- Best Use of Facilities Study

Mrs. Fowler began by stating that this item would be followed by a public forum.

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 its discussion. The District received five bids, which were opened at 4:00 p.m., on Friday, October 19, 2012. In December, the New England School Development Council (NESDEC) began gathering data and conducting site visits and interviews. Subsequently, two focus group (Employee and Community) discussions were facilitated on February 21, 2013, the purpose of which was to

seek input regarding the following:

- As the Stafford School District moves forward over the next 5 years, what do you feel are the key elements/components that will need to be in place in order for the District to continue to provide a high quality educational program?
- What are the major challenges that you believe the District will face as it strives to attain that goal(s)?

Mr. John Kennedy and Ms. Margery Clark, NESDEC Consultants, were in attendance at the Board meeting to make a formal presentation and to respond to questions from Board members and the public. Both the comprehensive PowerPoint and abbreviated version will be made available on the district website at www.stafford.k12.ct.us.

Dr. Collin stated that she plans to meet with administrators to review all options that were presented with the intention of making a recommendation to the full Board for its consideration in Summer 2013, thereby allowing the district the 2013-2014 to prepare for implementation of the option that would best meet the educational needs of the district and community.

Mrs. Rummel asked if full-day kindergarten was considered when preparing Option #1. Ms. Clark stated that either full or half-day kindergarten would work with this option.

A member of the audience asked what NESDEC recommends for an enrollment buffer. Mr. Kennedy responded that each school should maintain a 5% buffer to allow for operational capacity growth (to adjust for a larger class one year, etc.), which has been incorporated into each option. He noted that the possible increase in families moving into Stafford is the wildcard. He said that the district should continue to do as it has been doing to track enrollment. He said that new housing permits and births should also be tracked. Lastly, realtors can be a resource, as well.

A member of the audience asked how Option B “fully utilizes the capacities at Staffordville and West Stafford Schools [by removing a grade]”. Ms. Clark stated that it would be desirable to have less than three grade levels in those facilities.

A member of the audience asked for clarification regarding the non-renewal notices. Dr. Collin stated that staff members that MAY be affected by budget cuts were notified of that possibility this past Tuesday, in preparation for last week’s budget committee meeting and tonight’s Board meeting.

A member of the audience stated that she was concerned that the school library would be used as a meeting space if the central office personnel were relocated to the middle school or high school.

A member of the audience asked how the options would be impacted if St. Edward School was to close. Mr. Kennedy stated that according to the information that the district provided, as of 10/1/12, there were 71 students enrolled at St. Edward School (grades PK-8). He stated that absorbing 71 students into the district would make an impact, but that the students are distributed throughout 10 grade levels, which would help.

A member of the audience asked if home-school students were considered. As of 10/1/12, the district had record of 29 home-schooled students, of which NESDEC was aware.

A member of the audience asked if NESDEC had an indication of the number of baby boomers that are downsizing today. Mr. Kennedy stated that the number has been steadily growing since the recession hit. He stated that people are starting to rebuild savings accounts and their home equity is beginning to increase.

A member of the audience asked if NESDEC considered the appropriateness of Stafford Elementary School for first grade. Ms. Clark stated that the school is well designed for first graders, but would not be appropriate for pre-kindergarten or kindergarten. Additionally, Ms. Clark said that there would be many advantages for first graders if they were housed at SES, such as access to a larger library, more technology, etc.

A member of the audience asked if fifth grade was to move to the middle school, would there be room for all of the specials or if the schedules would have to be reduced. Mr. Kennedy stated that NESDEC determined that there would be space for all of the students at the middle school. However, the administration and teachers would have to work together to address scheduling challenges. He also noted that class size would most likely increase.

A member of the audience stated that if grades 5 – 8 are housed together, the 8th graders will have a bigger influence on the 5th graders. She stated that after being in the school for four years, the 8th graders “own” the school. She also noted that it would be difficult to provide the same quality in the specials and that there would be some programming compromises.

A member of the audience asked why moving central office staff to SES wasn't considered (rather than moving grade one to SES). Ms. Clark stated that SES is a brand new school, which is well equipped to house first grade students. Since the building is new and is already being fully utilized, that configuration was not considered.

A member of the audience asked if the lunch wave details were considered if first grade was added to SES.

A member of the audience commented that with each of the four-school options, there are many challenges, but with the five-school options, the only challenge is cost.

A member of the audience stated that they would like to see a 10 to 20 year projected cost of keeping the Pinney Building and Staffordville School open, as well as a 10 to 20 year projected savings if reconfigured. Another member of the audience also requested that cost / benefit analysis reports accompany any option that is presented to the community.

A member of the audience asked how parents will be able to participate in the process from this point forward. Mrs. Fowler stated that the administrative team will now take time to review all of the options and to prepare a recommendation for the Board of Education. She said that there will be public forums along the way.

A member of the audience stated that parents want more information on the specifics of any plan being considered. Ms. Morhardt stated that this item will appear on the Board agenda many, many times. She said that the Board wants and welcomes input from parents and the community.

A member of the audience thanked the Board members for their service, especially since they always seem to be on the firing line. She stated that she would love to hear how the community can come together to do what's best for all children in Stafford, and not just address individual interests.

B. Cafeteria Profit and Loss Statement through February 2013

Dr. Collin presented the Cafeteria Profit and Loss reports from July through February 2013, as prepared by Mr. Jerry Domanico, Business Manager. As indicated in the report, the lunch program had a loss of \$2,403.30 and an overall year to date profit of \$4,100.67. For the same period last year, the program showed a loss of \$4,121.18 for the month and \$11,120.91 for the year. In addition to a reduction of one serving day this year, as compared to last year, and a decrease of 37 lunches per day, there were 11 fewer breakfasts served per day.

School cancellations, a holiday, February vacation (one day, the 19th), and a steamer at the middle school in need of constant repair affected sales for the month of February. Dr. Collin reported that Ms. LaPane, Supervisor of Food Services, is researching options to replace the steamer.

There were no questions.

C. Report on Public, Educational and Governmental Programming and Education Technology Investment Account (PEGPEDIA) Grant Award

Dr. Collin reported that Mr. Michael Bednarz, Director of Curriculum & Instruction, informed her that Stafford Public Schools has been awarded a competitive grant of \$68,036 for distance learning projects at Stafford Elementary School and Stafford Middle School. Funded by the Public, Educational and Governmental Programming and Education Technology Investment Account (PEGPEDIA) through the Department of Energy & Environmental Protection Public Utilities Regulatory Authority (PURA), the proposal was submitted on April 12, 2012, nearly one year ago.

In an attempt to secure this funding for our district, Ms. Lynn Reedy, Technology Integration Specialist, consulted with Mr. Dean Fortin, Instructional Technology & Network Coordinator, Mr. Scott Taylor, Director of Connecticut Educators Network (CEN), and Mr. Bednarz. The grant award consists of \$61,851 for equipment and \$6,185 for engineering and implementation costs. As soon as the funds are dispersed, which will allow the purchase of four mobile classroom carts and two stationary CISCO Videoconferencing Systems, the latter of which will be mounted in a single classroom, a contract will be established with a technology vendor to purchase videoconferencing equipment and engineering.

With the assistance of CEN, the district will be able to purchase additional products to supply classrooms with equipment (approximately \$13,000 in savings); the former will also provide the district with a video communications server housed at CEN to connect Stafford to the outside world. These “connections” will provide students with virtual field trips (through NASA, Cleveland Metroparks Zoo, the Smithsonian Museum, and other organizations through the Center for Interactive Learning and Collaboration) and access to leading experts. As indicated in the memo, through this opportunity, students will be prepared for digital learning platforms, which are common in post secondary education and many careers. The telecommunications system will also provide professional development to district staff, promoting an innovative approach to establishing professional learning communities with other districts. It will promote our school-home partnership, providing outreach programs on topics such as Internet Safety, bullying, Common Core Standards, the new graduation requirements and strategies parents/guardians may use at home to promote the achievement of their children.

Dr. Collin stated that the objectives of the Distance Learning Project are directly aligned with the district’s Technology Plan for 2015, the Strategic Plan, and the adopted 21st Century Skills. Ms. Reedy and Mr. Bednarz were in attendance to respond to questions from Board members.

Mrs. Rummel asked what equipment would be included on the cart. Ms. Reedy reviewed the type of equipment that would be found on the cart. She also stated that students will now be able to connect with the outside world through virtual field trips and free educational programs. Additionally, Stafford will be able to connect with other districts in Connecticut, as well as participate in professional development given by EASTCONN without having to travel.

Item VIII. Public Forum

There were no additional questions or comments.

Item IX. Old Business

There was no Old Business.

Item X. New Business

A. Review and Possible Approval of Solar Thermal Projects at Stafford High School, Stafford Elementary School, West Stafford School and Staffordville School

Dr. Collin reported that the State made grants available to promote the energy conservation efforts of municipalities. At the August 20, 2012, meeting the Board voted to accept the State grant funds and approve expenditures for the Solar Thermal System Project at Stafford Middle School. At this meeting SEAC made a presentation to the Board of potential projects at Stafford High School, Stafford Elementary School and West Stafford School and ultimately submitted grant applications for them. Subsequently, SEAC submitted another grant application for Staffordville School.

Mr. Domanico provided a memo that specifically addressed the funding and projected savings, and Mr. Seddon provided a memo that detailed a breakdown and assessment of each of the four projects and an update on the solar thermal project at the middle school. In addition, the following documents were provided via the electronic Board packet:

- SEAC Memorandum, February 18, 2013, School Solar Thermal System Financial Summary (SHS, SES, WSS, SVS & SMS)
- Stafford Middle School, Installed Solar Panel Performance, March 24-30, 2013
- Stafford Middle School, Kitchen Hot Water Testing Report
- Grant Award Notification, October 5, 2012
- Grant Award Notification, January 8, 2013
- Notification of Extension on Rebate Reservations, March 22, 2013
- Executive Summaries (C-TEC Solar) for SHS, SES, SVS and WSS
- Purchase Executive Summary (C-TEC Solar) for SMS
- First Niagra, Proposals for Transaction, January 29, 2013 (5-year term and 6-year term)

Dr. Collin stated that based on the data regarding the effectiveness of the panels at the middle school, coupled with the cost neutral situation in terms of initial savings, as presented by Mr. Domanico, it is recommended that the district proceed with the solar thermal projects at all schools.

In addition to Mr. Domanico and Mr. Seddon, representatives from SEAC were in attendance to respond to questions from Board members.

Ms. Morhardt made a motion, seconded by Mrs. Finch, that the Board of Education support the Town's efforts to complete the Solar Thermal Projects at Stafford High School, Stafford Elementary School, Staffordville School, and West Stafford School, as presented. Mrs. Finch, Ms. Morhardt, Mrs. Rummel and Ms. Shegogue voted for the motion, which carried.

B. Review and Possible Approval of Participation in Stafford Public Schools Food Services Surveys

Dr. Collin stated that as discussed at previous meetings, the Food Services program has developed surveys, which will be available to parents/guardians and students at our elementary, middle and high schools. The purpose of the surveys is to get input, which will inform the department and result in program improvements.

The Board was provided with a copy of an informational letter for parents/guardians and a copy of each of the three surveys, which will be accessible via SurveyMonkey. Students will complete the surveys in school, and hard copies will be made available at each school for parents/guardians who do not have access to a computer.

Dr. Collin noted that in accordance with BOE Policy 6162.51, Instruction: Surveys of Students (Student Privacy), *Surveys conducted for other agencies, organizations or individuals must have the recommendation of the Superintendent of Schools and the approval of the Board of Education as to content and purpose. The results of such approved surveys must be shared with the Board of Education.* While the Food Services program operates under the auspices of the Stafford Board of Education, it is because it is self-supporting that the request is being submitted to the Board for approval.

Ms. Morhardt made a motion, seconded by Ms. Shegogue, that the Board approve the dissemination of the food services surveys, as presented. Mrs. Finch, Ms. Morhardt, Mrs. Rummel and Ms. Shegogue voted for the motion, which carried.

C. Review and Possible Approval of Revisions to Board Policies

Dr. Collin presented policies, as enumerated below, which were discussed and reviewed and by the Administrative Policy Committee (APC) on March 15th. They were then forwarded to the Board Policy Committee (BPS), comprised of Mrs. Sandra Fowler (Chairperson), Ms. Beth Ann Morhardt, and Mrs. Lisa Finch, for review and comment on April 3, 2013.

Current Policies, which Require No Updates (According to CABE):

- 1. Policy #3542.31 Participation in the National School Lunch Program;**
- 2. Policy #3541.22 Driver Requirements for Activity Vehicles; and**
- 3. Policy #6141.321 Responsible Computer, Network and Internet Use.**

Revisions to Existing Policies (As Recommended by CABE and Administration):

- 4. Policy # 5110 Students: K-12 Student Attendance-Attendance, Excused Absences and Truancy** (Existing policy with required modifications based upon SBE action pertaining to excused and unexcused absences, as presented);
- 5. Policy # 6142.101 Instruction: Student Nutrition and Physical Activity (Student Wellness Policy)** (Existing policy with required revisions based upon P.L. 111-296, as presented);
- 6. Policy # 5131.6 Students: Alcohol Use, Drugs, and Tobacco** (including Performance Enhancing Substances) (Existing policy with a suggested addition pertaining to the use of medical marijuana, with "Alternate Language to Consider" in lieu of the extensive narrative under "Medical Marijuana");
- 7. Policy #5141 Students: Student Health Services** (Maintain optional language, page 5141c, and add language to address yearly change in regulation, page 5141f); and
- 8. Policy #5141.21 Students: Administering Medication** (Delete optional language on page 5141.21h).

Dr. Collin stated that although the Board typically presents policies for two meetings, because these policies either require no revision, incorporate suggested revisions based on legislative updates to current policies, or address optional language suggested for current policies, the Board may consider approving these five policies this evening.

Mrs. Rummel made a motion, seconded by Ms. Morhardt, that the Board of Education approve the following policies: Policy # 5110 Students: K-12 Student Attendance-Attendance, Excused Absences and Truancy; Policy # 6142.101 Instruction: Student Nutrition and Physical Activity (Student Wellness Policy); Policy #

5131.6 Students: Alcohol Use, Drugs, and Tobacco; Policy #5141 Students: Student Health Services; and Policy #5141.21 Students: Administering Medication, as presented. Mrs. Finch, Ms. Morhardt, Mrs. Rummel and Ms. Shegogue voted for the motion, which carried.

D. Review and Possible Approval of Submission of Educator Evaluation & Support Plan and 2013 – 2014 Implementation Plan

Dr. Collin reported that according to the Connecticut Guidelines for Educator Evaluation (Core Requirements) sec. 1.3 (1), “Educator evaluation and support plans or revisions to such plans must be approved annually by the State Department of Education prior to district implementation. . . .” In January 2013, districts were required to submit a form indicating the district’s selection of the State model (SEED), a hybrid of SEED, or a district-proposed alternative evaluation and support plan for 2013-2014. Districts must confirm their selection and submit their final evaluation and support plan, including their decision regarding implementation flexibility, to the CSDE by April 15, 2013. A copy of the 2013-2014 Submission Form, which must be signed by the Superintendent of Schools and the Board of Education Chairperson, was provided for the Board’s review.

Members of the teacher evaluation committee included the following: Dr. Patricia Collin, Dawn Gagne, Dana Hurley, Kim Jones, Shelley Michaud, Jennifer Miller, Nic Morse, Sharon Mlyniec, Lori Paolini, Marco Pelliccia, Jolene Piscetello, Amber Preston, Hank Skala, Amy Stevenson, Ken Valentine, and Michael Bednarz, Facilitator. All administrators served to address the components of the administrator evaluation plan.

Dr. Collin stated that the district is required to submit evidence that a committee process was conducted and whether agreement was reached regarding the implementation plan. Listed below are the four options:

- Existing Assumption: Whole model; full implementation; district wide;
- Preferred Alternative: Whole model; at least 1/3 of all schools; all certified teachers and administrators within those schools.
- Additional Alternative: Whole model; 50% of schools; classroom teachers only and administrators within those schools;
- Other locally-determined options.

As per the February 6, 2013, letter regarding approval of a modified implementation plan by the State Board of Education, Stafford will implement the **locally determined “bridge year” option**. A committee, consisting of representatives from the local bargaining unit, the Stafford Educators Association (SEA), district administrators, and the Superintendent of Schools, agreed to the following:

- A. The entire Educator Evaluation Plan will be implemented during the 2013- 2014 school year for at least 1/3 of certified staff and administrators.
 - The targeted group will include all non- tenured staff and volunteers. Based upon projections for the number of non- tenured staff and feedback from tenured staff, we believe that we will satisfy the 1/3 requirement (about 55 staff members). Pre-K teachers, though exempted by the State Board of Education, can opt in as volunteers.
 - All administrators will participate in the observation and evaluation of the targeted group in order to develop fluency and calibration with the elements, procedures, and protocols of the new model.

- All other staff will follow the current Stafford Teacher Evaluation Plan with the following amendments:

1. Utilize SMART goal and SLO models to write professional goals
2. Contribute efforts to achieve the identified 5% and 10% components

B. Full implementation of the new Stafford Educator Evaluation Plan will occur during the 2014- 2015 school year for all staff and administrators.

Dr. Collin noted that prior to submission to the CSDE, districts are required to submit their district evaluation plan to their local Board of Education, the former of which will ultimately approve of the plan, based on a CSDE rubric, a copy of which was provided for Board members.

Mr. Michael Bednarz, Director of Instruction & Curriculum, was present at the meeting and gave an overview of the Educator Evaluation & Support Plan and the process used to develop the plan.

Mrs. Fowler asked why the district chose the locally determined option and how many other districts were doing that. Mr. Bednarz stated that he couldn't be sure how many other districts chose this option. He said that the reason Stafford chose the option was partly to solve an equity issue. Since the district has five schools, it would be difficult to determine which 50% of teachers would be evaluated with the new plan this year.

Mrs. Rummel stated that the plan looks like it took lots of work to develop and that the plan is going to be difficult to implement. Mr. Bednarz stated that the State realized how difficult a task this will be and decided to back off a bit with regard to the implementation deadlines.

Ms. Morhardt stated that the plan reflects an incredible amount of work. She said that she likes the idea that all of the administrators will be participating this year. She also stated that she's concerned that it won't be any easier to implement the full plan next year.

Mr. Bednarz stated that the district can't wait for the State to approve the plan to begin training. Therefore, training will begin in May, with administrators also attending training during their retreat this summer.

Mrs. Finch made a motion, seconded by Ms. Morhardt, that the Board approve the submission to the Connecticut State Department of Education (CSDE) the district's Educator Evaluation and Support Plan and 2013-2014 Implementation Plan. Mrs. Finch, Ms. Morhardt, Mrs. Rummel and Ms. Shegogue voted for the motion, which carried.

E. Review and Possible Approval of Retirement Plan Extension

Dr. Collin reported that on February 11, 2013, the Board of Education approved a retirement incentive plan for certified staff members. Five certified staff members took advantage of this retirement incentive, which resulted in savings in salaries for 2013 - 2014. In light of the current economic climate, Dr. Collin stated that she and Mr. Jerry Domanico, Business Manager, are recommending that the retirement incentive plan be extended to certified staff members until Monday, April 22, 2013. A copy of the retirement incentive plan was provided for the Board members.

Ms. Morhardt made a motion, seconded by Ms. Shegogue, that the Board of Education approve an extension of the retirement incentive program for certified staff for two years, as proposed. Mrs. Finch, Ms. Morhardt, Mrs. Rummel and Ms. Shegogue voted for the motion, which carried.

F. Review and Possible Approval of Reductions to the Itemized Estimate of the Cost of Maintenance for Stafford Public Schools

Dr. Collin reported that at the Board of Education meeting on January 7, 2013, she presented a proposed itemized estimate of the cost of maintenance for Stafford Public Schools totaling \$27,915,080 for the 2013-2014 school year. This represented an increase of \$1,811,026 or 6.94% over the approved budget for 2012-2013 and included a 23.5% rate increase in medical insurance.

On February 25, 2013, the Board approved an additional \$302,679 in reductions, resulting in an itemized estimate totaling \$27,612,401 (variance \$1,508,347). This amount was an increase of 5.78% for the 2013-2014 school year.

Subsequently, on April 3rd, the Board of Finance (BOF) directed the Board of Education to reduce its budget by \$680,000. In response to the BOF, the Board Budget Committee, comprised of Mr. Steve Szymanski, Chairperson, Mrs. Sandy Fowler, and Ms. Beth Ann Morhardt, met on April 4th to review and discuss a list of reductions prepared by Administration. Board members were provided with a copy of the list of reductions, which is also posted on the district's web site at www.stafford.k12.ct.us. The resulting itemized estimate of the cost of maintenance for Stafford Public Schools totals \$26,932,401. This amount represents an increase of \$828,347 or 3.17% over the approved budget for 2012-2013.

Mrs. Rummel asked for clarification regarding the addition of .20 FTE in music and whether that includes benefits. Dr. Collin stated that the position already has benefits, so the .20 FTE increase amount is for salary only.

Ms. Morhardt made a motion, seconded by Mrs. Rummel, that the Board of Education approve reductions to the itemized estimate of the cost of maintenance for the Stafford Public School district, as presented. Mrs. Finch, Ms. Morhardt, Mrs. Rummel and Ms. Shegogue voted for the motion, which carried.

Item XI. Personnel Matters

A. Recommendation of the Superintendent of Schools Concerning Teacher Non-Renewals

In her capacity as Superintendent of Schools, Dr. Collin recommend that the Board of Education non-renew the teaching contracts of the staff members listed on below, at the end of the 2012 – 2013 school year, in accordance with the provisions of Connecticut General Statutes Section 10-151, and that the Board authorizes her to furnish written notice of the action.

NAME	POSITION	SCHOOL	EFFECTIVE DATE
Lynne DeVito	Special Education Teacher	Stafford High School	End of School Year, June 2013
Lisa Finkelman	Math Teacher (.50 FTE)	Stafford High School	End of School Year, June 2013
David Gorski	Technology Education Teacher	Stafford High School	End of School Year, June 2013
Jillian Harrison	Elementary Teacher	Staffordville School	End of School Year, June 2013
Kirstie McQuaid	Elementary Teacher	West Stafford School	End of School Year, June 2013
Melissa Morgan-Hostetler	Science / Social Studies Teacher	Stafford Middle School	End of School Year, June 2013
Sandra O’Gara	Elementary Teacher	Stafford Elementary School	End of School Year, June 2013
Amy Sevigny	Special Education Teacher	Stafford Middle School	End of School Year, June 2013
Jacqueline Sidor	Art Teacher (.80 FTE)	West Stafford School, Staffordville School and Stafford Elementary School	End of School Year, June 2013
Kimberly Wallert	Elementary Teacher	West Stafford School	End of School Year, June 2013
Magdalena Widomski	Music Teacher (.80 FTE)	West Stafford School, Staffordville School and Stafford Elementary School	End of School Year, June 2013

Dr. Collin made this recommendation due to possible position elimination for budgetary reasons, which she views to be a sufficient basis for the recommended action.

The above named teachers were advised prior to this meeting by Dr. Collin that she intended to make this recommendation; and, if the Board takes action, the teacher has the right under Connecticut General Statutes Section 10-151 to request the reasons for the Board’s action to non-renew his/her contract of employment and that further, depending upon those reasons, may be entitled to a due-process hearing to consider the Board’s decision to non-renew the contract of employment.

Dr. Collin also recommend that she be authorized and instructed to communicate notice of this action in writing to the affected party and to respond for the Board to any appropriate requests, which may be forthcoming from the teacher or his/her representatives as provided in the Teacher Tenure Law.

Mrs. Finch made a motion, seconded by Mrs. Rummel, that pursuant to Connecticut General Statutes Section 10-151, the Stafford Board of Education non-renew the teacher contracts of Lynne DeVito, Lisa Finkelman, David Gorski, Jillian Harrison, Kirstie McQuaid, Melissa Morgan-Hostetler, Sandra O’Gara, Amy Sevigny,

Jacqueline Sidor, Kimberly Wallert and Magdalena Widomski, at the end of the 2012 – 2013 school year. Mrs. Finch, Ms. Morhardt, Mrs. Rummel and Ms. Shegogue voted for the motion, which carried.

Mrs. Finch made a motion, seconded by Mrs. Rummel, that Stafford Board of Education direct the Superintendent of Schools to communicate this action of the Board in writing to each of the above named teachers and that the Superintendent of Schools be authorized to respond on behalf of the Board of Education to any requests for a hearing, if required by law, or for other data which may be forthcoming from the teacher and/or his/her representative pursuant to applicable provisions of Connecticut General Statutes Section 10-151; and that the Superintendent of Schools be directed that any response to a request for a hearing, and, if a hearing is required by law, indicate that such hearing is to be before the Board of Education. Mrs. Finch, Ms. Morhardt, Mrs. Rummel and Ms. Shegogue voted for the motion, which carried.

Ms. Morhardt made a motion, seconded by Mrs. Rummel, to place Item XI.B- **Teachers Eligible for Tenure (Executive Session Anticipated)**, into executive session. Mrs. Finch, Ms. Morhardt, Mrs. Rummel and Ms. Shegogue voted for the motion, which carried.

Mrs. Finch made a motion, seconded by Ms. Shegogue, to enter executive session. Mrs. Finch, Ms. Morhardt, Mrs. Rummel and Ms. Shegogue voted for the motion, which carried. The Board entered executive session at 9:45 p.m.

Mrs. Rummel made a motion, seconded by Mrs. Finch, to return to regular session. Mrs. Finch, Ms. Morhardt, Mrs. Rummel and Ms. Shegogue voted for the motion, which carried. The Board returned to regular session at 9:47 p.m.

B. Teachers Eligible for Tenure (Executive Session Anticipated)

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. Morhardt, to adjourn. Mrs. Finch, Ms. Morhardt, Mrs. Rummel and Ms. Shegogue voted for the motion, which carried. The meeting adjourned at 9:50 p.m.

Respectfully submitted,

Christine C. Marinelli, Recording Secretary

Sandra Fowler, Chairperson

Tracy Rummel, Secretary