

Board of Education Regular Meeting
Monday, June 3, 2013 7:00 PM Eastern

Stafford High School Auditorium
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- May 20, 2013
- IV. Treasurer's Report
 - IV.A. Bills, 5/16/13- \$181,662.81
 - IV.B. Grants, 5/16/13- \$4,320.28
 - IV.C. Bills, 5/19/13- \$193,322.78
 - IV.D. Grants, 5/29/13- \$7,700.32
 - IV.E. Bills, 5/30/13- \$3,308.78
- 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. Winter and Spring Sports Presentations
 - VII.B. Unified Sports Presentation
 - VII.C. Cafeteria Profit and Loss through April 2013
- VIII. Public Forum
- IX. Old Business
- X. New Business
 - X.A. Review and Possible Approval of Use of Bernhardt Surveys to Meet Legislative Requirements Relative to Educator Evaluation and School Climate
 - X.B. Obsolete Equipment- Textbooks
 - X.C. Review and Possible Approval of New Board Policy- #5113.13 Students: Work-Study Student Employment
- XI. Personnel Matters
 - XI.A. Resignation- Certified Staff Member
 - XI.B. Superintendent's Evaluation (Executive Session Anticipated)
- XII. Student Matters
 - XII.A. Consideration of Superintendent of Schools' Recommendation for the Expulsion of Student A (Executive Session Anticipated)

**Regular Meeting
Stafford Board of Education
Stafford Elementary School
May 20, 2013**

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

Absent: Ms. Beth Ann Morhardt
Ms. Sonya Shegogue

Also Present: Dr. Patricia A. Collin, Superintendent of Schools
Mr. Michael Bednarz, Director of Curriculum and Instruction
Mrs. Laurie Dillon, Teacher, Stafford High School
Mr. Jerry Domanico, Business Manager
Mrs. Peggy Falcetta, Principal, Staffordville School
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 7:00 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, 5/6/13

A consensus of the Board approved the Secretary's Report for the regular meeting held on May 6, 2013.

Item IV. Treasurer's Report

Bills, 5/7/13- \$106,980.16
Grants, 5/7/13- \$12,138.13

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

Item V. Correspondence

Mrs. Fowler informed the Board members that Mrs. Carol Parker sent a letter regarding the selection of the district's agent of record, which appears later on the meeting agenda. Mrs. Fowler stated that a copy of the letter was sent to each Board member via the electronic Board packet.

Item VI. Board Reports

A. Report from Student Representative

Mr. Gluck reported on the following topics:

- Sports Update- The baseball team won the NCCC Championship, the softball team qualified for States and the golf team has had a very good year. The State Tournaments begin the Tuesday after Memorial Day.
- The alcohol assembly, which was a success.
- Junior Prom / Senior Banquet
- Highland Games, June 7
- Music Update

B. Budget Committee

The Budget Committee members are Mr. Szymanski, Mrs. Fowler, and Ms. Morhardt. Mr. Szymanski stated that he is happy to report that no further meetings will be needed this year. However, the budget passed by a much narrower margin than he would have liked. He said that the Board will continue to work hard to provide residents with the best value for their dollar.

C. Curriculum Committee

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

D. Policy Committee

The Policy Committee members are Mrs. Fowler, Chairperson, Mrs. Finch and Ms. Morhardt. It was announced that the Policy Committee met again prior to the Board meeting that evening. Mrs. Fowler stated that policies will be presented for the Board's consideration later on the agenda for a second reading.

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. Teacher of the Year 2014

Dr. Collin stated that Stafford's Teacher of the Year for 2014 is Mrs. Elizabeth Smith. A graduate of the University of Connecticut with her master's degree in Special Education in May, 2000, Liz has served as a Teacher of Students with Special Needs for nearly 14 years at both Witt Intermediate and West Stafford School. She has also served as a BEST and TEAM mentor, attends and participates in PTO meetings and activities, supervises the LEXIA program before and after school, and is a member of the school hospitality committee. Ms. Smith is highly respected by her colleagues, who have noted she created a guide to help staff understand Special Education procedures, serves as "a valuable resource to her peers who seek new ideas for teaching in difficult situations," advocates for her students, "shows respect for those with whom she interacts," and is "highly skilled and creative in her craft." Additionally, colleagues note that Liz "understands the importance of working with parents and caregivers, building those relationships in order to best support even the neediest of students."

Mr. Michael Bednarz, Director of Curriculum and Instruction and facilitator of the Stafford Teacher of the Year program, gave a brief overview of the Teacher of the Year selection process. Mr. Bednarz then introduced Ms. Smith.

B. Paraprofessional of the Year 2014

Dr. Collin stated that Stafford's 2014 Paraprofessional of the Year is Ms. Kimberly Boulay, who has served at Witt Intermediate, Staffordville and Stafford Elementary Schools. In addition to assuming responsibility for supporting

instruction, Ms. Boulay readily accepts challenges while always maintaining a positive attitude. Her patience and caring demeanor coupled with her skill and commitment to reach out, particularly, to students at risk, serve her well in her role as a paraprofessional for students with special needs. A team player, Kim often surfaces as a leader. She is respected and admired by staff and goes above and beyond to embrace and promote a positive school culture.

Dr. Collin reported that last year the Connecticut State Department of Education (CSDE) and the School Paraprofessional Advisory Council established the Connecticut Paraprofessional of the Year Program. The purpose of this program is the following: *to recognize the important role of the paraprofessional in supporting student achievement.* Through this program, each school district is allowed to nominate one paraprofessional for this award, *who has demonstrated exceptional skill and dedication in the performance of his/her job, thereby earning the respect and admiration of students, teachers, administrators, coworkers and parents.*

Similar to the CSDE Teacher of the Year program, the nominee must meet specific criteria. As the district's 2014 Paraprofessional of the Year, an invitation will be extended to Ms. Boulay to participate in next year's Paraprofessional of the Year selection.

Mr. Hank Skala, Principal of Stafford Elementary School, introduced Ms. Kimberly Boulay.

C. Recognition of Stafford Public Schools' Retiring Staff Members

Dr. Collin announced that the following staff members have retired or would be retiring this school year:

Neil Almquist Before he was hired by the Stafford Board of Education in December 1998, Neil Almquist served in the U.S. Navy for six years. He began his tenure in our district as a cafeteria worker and in 2000, received certification as a Professional Food Manager. By 2001, Neil served as district mail person and custodian at the Pinney Administration Building. Records indicated he is "organized, detail oriented and thoroughly enjoys the work." Co-workers also described Neil as extremely cooperative and friendly. During his tenure with Stafford Public Schools, Neil also served as a crossing guard keeping our children safe, rain or shine until the closing of the Borough School in 2007. In 2009, Neil's assignment was changed from full-time district-wide courier to full-time day custodian at Stafford Middle School. We thank Mr. Almquist for his service to Stafford Public Schools and to our country.

Kathleen Bachiochi A 1971 graduate of Central Connecticut State College with a Bachelor of Science as an English major with a minor in Theater, Kathy began her tenure with Stafford Public Schools in September 1972. She was the first to implement the Advanced Placement (AP) program, where her students consistently scored at the top levels, and the Early College Experience (ECE) program at Stafford High. Subsequently, she was awarded a Master of Arts in Education from the University of Connecticut in 1979. In terms of extracurricular activities, she was co-advisor of the Drama Club for 34 of her 41 years. Records indicate, "She has worked hard over the past few years to develop an outstanding drama program." In a letter dated July 1978, Kathy was recognized for her excellent efforts in producing "the very first musical at Stafford High School." Performances included, *Fiddler on the Roof*, *Hello Dolly*, *Bye Bye Birdie* (in 1983, she received a public commendation for her role as co-advisor for this production), *Little Mary Sunshine*, *The King and I*, *Music Man*, *Footloose*, *Crazy for You*, *Over Here*, and *Anything Goes*. Kathy served on the Language Arts Committee, as chairperson, the Curriculum Council, the NEASC Steering Committee, and many other school-based committees. She also served as a mentor and as Chairperson of the English Department. She was nominated in 1985 for the Central Connecticut State University Alumni Association Outstanding Teacher Award, recently for the Stafford Teacher of the Year, and was the recipient of the University of Connecticut Alumni Association "Excellence in High School Teaching". Kathy was one of the top 10 finalists in the nation for an AP award in 1998. Records also include commendations for student performances in assessments (e.g. SAT) and in 1984, pieces written by her students were chosen to be published in *Connecticut Student Writers*, a statewide magazine established to recognize excellence in student writing K-12. Besides her work for the school district, Kathy was also active in the community where she served as chairperson of the Arts Commission for 25 years and started a program called Safe Homes, through which parents pledged not to allow underage drinking in their homes and to be present when their children had friends visiting. For years Kathy has been involved in a number of fundraising efforts, one of which involves starting orphanages in Honduras in memory of a Stafford student who died in Iraq. We thank Ms. Bachiochi for her service to Stafford Public Schools and the community.

Peggy Cropley A graduate from Danforth High School, in Danforth, Maine, Peggy initially applied for an open long-term substitute part-time kitchen worker position in January 2003. Shortly thereafter, she attained certification as a Professional Food Manager. By January 2007, she assumed a full-time position at the high school. In addition to experience as a school cafeteria worker, records indicate Peggy had experience in the party planning/catering and retail industries. Co-workers describe her as having a pleasant disposition, “cheerful personality”, hardworking, and one who works well with all of the staff in the kitchen. She had also impressed a principal with her “insightful and empathic philosophy . . . concerning teenage children and food preparation safeguards” cheerful service attitude, and work ethic. Peggy has decided to retire so that she may spend more time with her grandchildren and spend quality time with the man of her life. We thank Ms. Cropley for her service to Stafford Public Schools.

Jane Davis A high school graduate from Our Lady of Angels Academy in Enfield, Jane pursued her Bachelor of Science degree in Education from Central Connecticut State University. Her resume indicates she served as both teacher and a preschool director at St. Edward School, in addition to substituting for Stafford Public Schools, prior to her assignment as a Title I teacher at Borough Elementary School in November 1992. She subsequently earned her Master of Science degree in Reading at Eastern Connecticut State University in 1995, became certified in remedial reading, remedial language arts, and was assigned as a Title I/Reading Teacher at West Stafford School for the 95-96 school year. With her extensive background and experience, Jane was assigned to the “new” Reading Recovery and Instructional Support Programs in 1997, and by the spring of 2002, she had completed 30 credits beyond a Masters from Eastern Connecticut State University with K-12 certification as a Reading & Language Arts Consultant. Records indicate she served as a teacher for the district’s summer “Stay and Play” program. Ultimately, Jane taught at Stafford Elementary School, providing instructional support to students with special needs. Jane was commended for “[embracing] several initiatives with reading comprehension, which continue to be examples for [her colleagues]”. Jane served on the Art Curriculum Committee and the Testing Committee. We thank Ms. Jane Davis for her service to Stafford Public Schools.

Darlene Gaulin A former Stafford High School graduate, Darlene Gaulin began her tenure as a crossing guard in 1993 and then worked as a custodian at Borough Elementary School where she was deemed “the miracle worker” by one of tonight’s retirees due to her restorative efforts in a kindergarten classroom, which, we can all agree, may get a wee bit messy “with paint, spilled snacks, glue on the tables and cuttings on the floor.” She was also commended for her calm disposition as a chaperone by another teacher. In February 2001, Darlene became a kitchen worker and soon obtained her certification as a Professional Food Manager in 2003. In August of 2005, she requested and was granted a transfer to West Stafford School. It was noted that Darlene was a positive addition to the kitchen. Staff also recognized her as a hard working, dependable person. She was subsequently transferred to Stafford Elementary School in August 2007 and then worked a “double” beginning with the 2009-2010 school year, working at both Stafford Middle and West Stafford Schools. She continued to work in this capacity until her hours at Stafford Middle School were increased. We thank Ms. Darlene Gaulin for her service to Stafford Public Schools.

Barbara Gilhuly After attaining a Bachelor of Science degree in both Elementary and Special Education from Central Connecticut State University in 1976, Barbara Gilhuly served as head teacher at Jack & Jill Nursery School and Daycare in Bristol until she became owner and director of Gilhuly Day Care Center from 1978-1980. She soon found herself working as a Special Education Teacher (at the secondary and subsequently, early childhood levels) at the Institute of Living in Hartford from 1982-1985, at which time she earned a Master of Arts degree in Special Education and Counseling. Her career in Stafford began as a Special Education Teacher at the Borough School in the fall of 1985. In less than one year’s time, she was commended by the Director of Pupil Services for a presentation to the Board of Education concerning the Early Intervention Program, which was well planned and professionally delivered. “The concern and caring you have for our [youngsters with special needs] blended with your teaching skills and classroom management have greatly contributed to the early success of our new special education program. Not only did Barbara play a major role in field day activities, but she also organized the Borough School Kindergarten Olympics! In 2000, Barbara’s primary assignment as elementary teacher was modified to include duties as a “Teaching Specialist for Technology Integration,” whereby she taught kindergarten children in the morning and devoted the remainder of her day to technology duties. In December 2001, Barbara completed 30 credits toward a second Masters in Technology for Educators through Westfield State College, and in June 2007, she began teaching grade one students at West Stafford School. In addition to her role as a Tech Leader, Barbara has served on the Teacher Evaluation Committee of 1988, Borough School Improvement Committee, and Math Curriculum Committee. We thank Ms. Barbara Gilhuly for her service to Stafford Public Schools.

Candace Higgins A Stafford High School graduate, Candace Higgins was initially hired by the Board of Education as a Library Aide/Paraprofessional at Witt Intermediate School for the 1992-93 school year. Candace began working in what was called the “library without books”, since all of the books had been transferred to the new middle school library that year. She is very proud to have been an integral part of recreating the library for the fourth and fifth graders that would be attending the Witt School. She also worked as a Paraprofessional at Borough Elementary School in the Stay and Play after-school program and as a Chapter I Paraprofessional and Library Paraprofessional at West Stafford School. As if the school day is not long enough for her, Candace provided support for our after school program at Stafford Elementary School, too! Thought of so highly by one of our classroom teachers, in 2012, I received a letter of recommendation for Candace as 2013 Paraprofessional of the Year as a result of the “outstanding work she has performed in [the] classroom”! Records indicate, she “wears many hats at West Stafford School” including managing the library, assisting with duties and providing instructional support to numerous students. Candace “instinctively recognizes the importance of students’ reading comprehension . . . She asks the students questions that challenge them to think . . . waits patiently for [them] to formulate and express their answers and validates each student’s response . . . [She] has a rich background as librarian . . . and is able to get students excited about what they are going to read that day. . . . She models patience, humor and understanding.” We thank Ms. Candace Higgins for her service to Stafford Public Schools.

Cheryll Kleiner After obtaining a Bachelor of Music in Music Education from the State University of New York at Fredonia in 1969, Cheryll Kleiner was awarded a Masters in Music Education from Indiana University of Pennsylvania in 1970. She served as a vocal/general music teacher for Windsor Public Schools (grades 7-8), and instrumental music teacher for Colebrook Public Schools (grades 5-6), and an elementary vocal/general music teacher for Tolland Public Schools (grades K-2) until 1978, at which time she was hired by the Stafford Board of Education. Her letter of interest to Stafford Public Schools indicates that while flute is her major instrument, she also plays piano, guitar and recorder. Subsequently, Cheryll completed her Sixth Year Degree, a Certificate of Advanced Graduate Study in Music Education, at the Hartt School of Music, University of Hartford in May 1998. Records include commendations for performances, noting, “Your students demonstrated an excellent caliber of music ability and self control. The selection of music, arrangements, and coordination with the chorus teacher contributed to a most pleasant and enjoyable evening.” And “Parental feedback was most encouraging and they recognized the growth of our band under your tutorage.” Cheryll was also *instrumental* in coordinating a combined school concert with the Governor’s Footguard Band, as evidenced by a letter of appreciation to former Superintendent Wayne Senecal, and in the Celebration of Arts at Stafford Middle School, as indicated by Principal Ken Valentine. She has served as a cooperating teacher and a mentor to aspiring teachers and on the Music Curriculum Committee, District Selection Committee (i.e. Selection for Cooperating and Mentor Teacher Program), Witt Middle School Principal Selection Committee, and Building & Space Committee. Lastly, Cheryll is a professional musician, performing in such groups as the Norwich and Windham Concert Bands, Little Theater of Manchester, Mark Twain Masters and American Musical Theater. One of the things of which Cheryll is most proud is that several of her students have continued on to become music teachers and/or professional musicians and recording artists. We thank Ms. Cheryll Kleiner for her service to Stafford Public Schools.

Elaine Melnick A former Stafford High School graduate, through Central Connecticut State College, Elaine Melnick obtained an Associate of Science Degree in Marketing in 1971. She was later employed as an Aide at St. Edward School, where she worked closely with three- to five-year-old children. She began her tenure with Stafford Public Schools as a preschool paraprofessional at Staffordville School in 1999. Her resume also indicates that she has served as a secretary at Johnson Memorial Hospital and St. Edward School, as Vice-President of Education and of Administrative Services for the Connecticut Bankers Association in Hartford, for which she also assumed the role of Communication & Research Manager and of Bookkeeper. During her tenure with the Association from 1976-1989, her responsibilities were primarily in planning and overseeing the broad-based educational activities of the Association as well as planning several large annual meetings, including annual Trust conferences and conventions. Records indicate she “has a calm and collected demeanor, a genuine love for children, and a totally professional manner when dealing with parents and staff.” Also noted were her “highly refined managerial skills,” intelligence and creativity. Others noted, “She is gentle and yet firm,” “She shows compassion for the children and is always willing to lend a helping hand,” and “She is a natural.” Six of six letters of recommendation identified Elaine as being an “asset”. She was certainly an asset to Stafford Public Schools! We thank Ms. Elaine Melnick for her service to Stafford Public Schools.

Carol Mottes Hired in 1983 as a Classroom Aide, Carol Mottes has worked with children at the Witt Intermediate, West Stafford and Staffordville Schools. Records also indicate she assumed long-term positions in the library at Borough Elementary School and supported children through our district’s remedial reading efforts. Carol also substituted in

resource and self-contained classrooms and provided one-to-one support for a youngster with special needs. Staff has commented, "She seems to always have the children's best interests in mind and displays a great deal of concern for them," "She often offers thoughtful, creative suggestions," and "Carol was sincerely concerned about [the] student's welfare and education." Other words used to describe her include the following: conscientious, interested, efficient, competent, friendly, caring, diligent, self-starter, and positive. While I have not known Carol very long, within one month of my tenure as Superintendent, I recognized her selfless disposition as was evidenced by her willingness to accept a one-year transfer to Staffordville School in order to meet the needs of our primary school even though it impacted her personal needs. I marvel at her unrenowned strength and courage as she lives life in the moment. While the decision to retire in December was not an easy one for her, Carol summed up her greatest contribution to the district in a letter to me stating, "I know I have brought as much joy into [the children's] lives as they have into mine. I am thankful I have had a chance in life to be able to help give each and every one of them the chance to succeed." We thank Mrs. Carol Mottes for her service to Stafford Public Schools.

Douglas Smith Graduating with a Bachelor of Science degree in Sociology/Psychology from the University of Maryland in 1978, Doug Smith was employed by the Psychiatric Institute, Adolescent and Intensive Care unit while attaining his Master of Science in Clinical/Administrative Social Work, also from the University of Maryland, in 1982. Subsequently, he was employed by the Montgomery County Department of Social Services as a Social Worker for Adult Protective Services before assuming his role as Director of Adolescent Partial Hospital Program and as a Psychiatric Social Worker at Elmcrest Psychiatric Institute in Portland, Connecticut. In 1987, Doug assumed his role as a Psychiatric Social Worker at Long Lane School in Middletown and then in 1988 worked at Riverview Hospital for Children before appointment as Social Worker by the Stafford Board of Education in 1991, at which time he began working with students at the Witt Middle and Staffordville Schools. Records indicate a commendation early in his tenure for organizing and supervising the after school basketball program at Staffordville School and for implementing, with his wife, who was a fifth grade teacher in Hartford, a year-long pen pal program. The purpose of the program was to promote understanding and diversity among students from Stafford and Hartford and culminated with a wonderful picnic at Staffordville School enjoyed by all. Justifiably so, Doug took a lot of pride in that endeavor. Subsequently, he also coached Girls Soccer and Basketball at Stafford Middle School for about seven years. Records also include observations such as "Doug shared sensitive information about a student's feelings and reactions to those feelings in a caring and supportive manner. He provided the team with helpful insights. . . . His input was crucial to the development of an appropriate individual educational plan." Doug is also responsible for the successful implementation of the Peer Mediation program at the middle school, which has positively affected the school's culture and sense of community. This initiative has and will continue to serve our district well. Doug has served on the Director of Special Services Interview Committee, Guidance Curriculum Committee, and Pupil Services Team. We thank Mr. Doug Smith for his service to Stafford Public Schools.

Geri St. Marie A former Stafford High School graduate, prior to employment with Stafford Public Schools, Geraldine St. Marie worked as a secretary for the Stafford Press/State Line Shopping Guide, the Tolland County Insurance Agency, AMF Cuno, Cyril Johnson Woolen Company, and Howley Insurance Agency. On Wednesday, February 21, 1979, at an hourly rate of \$2.91 (Can you imagine?!), Geri began her one-to-two week tenure as secretary in the main office at Stafford High School before she was transferred to Administrative Secretary, the position she has held ever since. Geri served on the High School Principal Interview Committee in the spring of 1996 and was intermittently assigned to Saturday School Detention, as a paraprofessional, beginning in 2002. As an attestation to her commitment to students, she assumed leadership in the Initiative Club and through her role as the Local Prevention co-chairperson, demonstrated her "boundless dedication to the well-being of our students and the importance of our school." Geri served as Cheerleading Coach in the eighties, and since her tenure, she volunteered to advise the Dance Club at SHS. Records indicate, "She is a dedicated and reliable staff member who manages the office with high efficiency," "Each one of her interactions with students, staff, and community members is marked with genuine positive regard and kindness," "[She] always [goes] the extra mile for Stafford High School and its students." Geri was also commended for her discretion and judgment. She shared that she has really enjoyed working here for 34 years, it was with pleasure that she would come to work every day, and, "You never knew what the day would bring!" We thank Ms. Geri St. Marie for her service to Stafford Public Schools.

Judith Titus A former graduate of Stafford High School, Judith Titus earned a Bachelor of Science degree in Elementary Education through Eastern Connecticut State College in 1972 and later earned her Master of Science degree in Education with a concentration in Mathematics from Eastern Connecticut State University in 1988. Prior to that time, she worked as a substitute in Stafford, Somers, Ellington and Willington until she was ultimately hired by the Stafford

Board of Education as a Special Education Paraprofessional at the middle school from 1989-1993 after which she worked as a teller for the Savings Bank of Rockville and Stafford Savings Bank. In 1994 she was officially appointed by the Board of Education to a part-time Chapter I position at Witt Intermediate School and in August 1997, Judy was transferred to Stafford Middle School based on an assessment of the needs of children requiring special remedial reading services coupled with her extensive coursework. The next school year, Judy completed her Sixth Year Program at Eastern and her teaching status changed from 0.5 FTE to a full time Teacher of Remedial Reading and Language Arts at the middle school. In addition to providing remedial mathematics instruction, she taught Social Studies for one year. Records indicate Judy is “an effective teacher who demonstrates the ability to create a climate that encourages children to achieve. . . . [She has] a solid understanding of how students differ in approaches to learning and is able to create instructional opportunities that are adapted to diverse learners.” Judy was also commended for leadership skills and her coordination of the Connecticut Mastery Test. During the summer and school year, Judy would assess all students new to the middle school and assist administration with class placement. In addition to serving as a SRBI interventionist for the past two years, Judy has served as a peer advisor to teachers new to our district and on both the Language Arts and Math Curriculum Committees and Pupil Services Team. We thank Ms. Judy Titus for her service to Stafford Public Schools.

Cheryl Toney Another former Stafford High School graduate, prior to beginning her tenure with Stafford Public Schools, Cheryl Toney was employed by McCormick’s Pharmacy in Stafford and Classic Beauty Salon in Scitico, where she worked as a cashier/clerk and beautician, respectively. She was hired as a special education paraprofessional in 1997 at the Borough School where she worked for many years. In June 2002, Cheryl also worked as a paraprofessional in our summer programs at West Stafford and Staffordville Schools. Beginning with the 2007-2008 school year, the focus of her work as a paraprofessional shifted to that of literacy support at West Stafford School. Records indicate that Cheryl is diligent, patient and well respected by her peers. It was also noted that “her soft spoken demeanor is ideal for working with struggling readers.” Staff commented, “Cheryl has a very quiet, patient way with children and they really bond with her.” Other words that have been used to describe her are “professional”, “dedicated”, “gentle”, and “nurturing”. We thank Ms. Cheryl Toney for her service to Stafford Public Schools.

D. Presentation of the 2012 – 2013 CABE Student Leadership Awards

Dr. Collin reported that each year, the CABE Student Leadership Awards program honors Connecticut high school students who exhibit exemplary leadership skills based on the following criteria:

- Willingness to take on challenges
- Capability to make difficult decisions
- Concern for others
- Ability to work with others
- Willingness to commit to a project
- Diplomacy
- Ability to understand issues clearly
- Ability to honor a commitment

She noted that the program was expanded for the 2009-2010 school year to include middle school students who exhibit exemplary leadership skills. One male and one female student from each school are eligible.

The 2012-2013 recipients of this prestigious award from Stafford High School are Elizabeth Girard and Dylan Seekins. Both students are eleventh graders. The recipients from Stafford Middle School are Ethan Lawlor and Sarah Provencher. Both students are eighth graders.

The four honorees were present at the *Celebration of Excellence* to receive their awards. Mr. Marco Pelliccia, Principal of Stafford High School, and Mr. Kenneth Valentine, Principal of Stafford Middle School, introduced the award recipients.

E. Recognition of the Student Representative to the Board of Education

Dr. Collin stated that Benjamin Gluck, an eleventh grader at Stafford High School, has served as Student Representative to the Board of Education for 2012 - 2013. She said that Ben has done an outstanding job updating Board members on student activities at Stafford High School and giving a student's viewpoint on issues. He willingly offers input during Board of Education meetings and has served as an advocate for students.

Dr. Collin said that with the exception of Band, which is considered a Level 3 course, Ben consistently achieves Honors or High Honor status in his courses which are all rated Level 5. He is also involved in many extracurricular and co-curricular activities at Stafford High School, which include the following: Cross Country, Drama Club, Show Choir, Madrigals, and plays tuba in the Marching Band. Additionally, Ben has assumed a leadership role as Captain of the Indoor Track and Outdoor Track teams.

Ben enjoys playing guitar, learning new instruments, writing music, running, cycling, unicycling, and speaking Spanish. He spends most of his free time improving his fluency in Spanish.

In terms of future career goals, Ben plans to pursue his education at a four year college or university with a potential major in Spanish, or possibly business or law.

Ben was presented with a gift certificate and a certificate commemorating his service to the Board.

F. Music and Drama Department Presentation

Dr. Collin stated that each year members of the various music groups at Stafford High School, as well as the Drama Club, make a brief presentation on their activities during the school year to the Board of Education. Mrs. Laurie Dillon, Music and Drama Director, was present at the meeting to introduce each group.

The following students were present at the meeting:

Oliver Wentworth, Calvin Wentworth, Charlotte MacGregor, Angie Bacha, Hailey Ebenstein, Karly Nesta, Alan Bolieau and Tyler Whaley. These students were representing Concert Choir, Band, Color Guard, Octet, Show Choir, Madrigals, Drama Club and Ladies Chorale.

Mrs. Fowler called for a recess at 8:12 p.m. for refreshments. The meeting reconvened at 8:35 p.m.

Mrs. Fowler addressed **Item XI.A.- Rescission of Certified Staff Non-Renewals** next on the agenda.

G. Head Start Report through April 2013

Dr. Collin presented the Basic Head Start grant report as prepared by Mr. Jerry Domanico, Business Manager. The Basic Head Start Fund 150 is for the time period of February 1, 2013, through June 30, 2013. The total amount of this fund is \$51,497, of which \$19,631.11 had been expended by April 30, 2013.

The Early Head Start Fund 180, totaling \$28,750, is for the time period February 1, 2013, through June 30, 2013. \$12,909.88 had been expended by April 30th.

Dr. Collin said that the approved budgets for both Basic and Early Head Start have been received. In addition, approximately \$68,588 and \$12,301 of the Non-Federal share (district funds which are required to be spent to support the program) have also been provided.

As indicated previously, 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 meetings 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 provided.

H. Financial Report through April 2013

Dr. Collin presented the financial report of funds budgeted and encumbered/expended from July 1, 2012, through April 30, 2013, as prepared by Mr. Jerry Domanico, Business Manager. The total 2012-2013 Itemized Estimate of the Cost of Maintenance for Stafford Public Schools is \$26,104,054.

Dr. Collin reported that the period to date encumbrances/expenditures total \$26,104,054, leaving a balance of \$0, or 0%, of the total budget to be encumbered/expended by June 30, 2013. The balance reflects projected excess cost reimbursement, estimated at 70%, which was netted out of the budget and projected salary payments through the end of the school year. Mr. Domanico periodically evaluates all encumbrance projections, and, all schools and departments have been directed to submit purchase order requisitions by May 24th.

Mr. Domanico also provided the Board with a report of State, federal and local grant expenditures, which includes the actual reimbursement received as of April 30th. Two of the grants (Family Resource Center and Head Start Link) were reduced by approximately 5% this year. The After School Programs grant was also reduced by approximately 10%. School Readiness was **not** reduced this year and was originally approved at \$107,000. Also included in the report is the recently approved PEGPETIA grant.

There were no questions.

Item VIII. Public Forum

There were no questions or comments.

Item IX. Old Business

A. Review and Approval of Revisions to Board Policies- Second Reading

Dr. Collin stated that the following policies were discussed and reviewed by the Administrative Policy Committee (APC) on April 12th. They were then forwarded to the Board Policy Committee (BPC), comprised of Mrs. Sandra Fowler (Chairperson), Ms. Beth Ann Morhardt, and Mrs. Lisa Finch, for review. The Committee met on May 2, 2013. Ms. Morhardt was not in attendance at this meeting.

The Committees reviewed the current policies and made recommendations, as warranted. This is the full Board's second reading for the following policies:

- **Policy #1600 Community Relations: Otherwise Lawful Possession of Firearms on School Property.** Both the APC and BPC recommend maintaining the current policy rather than define "firearms" in the text as they feel the statement "firearms as defined in Section 53a-3" is sufficient. This is not a required policy.
- **Policy #5141.6 Students-Crisis Response: Crisis Management Plan (Emergencies & Disaster Preparedness Plan).** While CABE provided a recommended replacement for our current policy, it is recommended that we maintain our current policy and appendix entitled, "Checklist NIMS Implementation Activities for Schools and Institutions of Higher Education" (which has not been revised). The status of the legal references has not changed, and this is not a required policy.
- **Policy #5131.7 Students: Weapons and Dangerous Instruments.** The APC recommended to the BPC adoption of existing policy with CABE's suggested modifications, deleting the "optional language". This is a required policy.
- **Policy #5142 Students: Student Safety.** It is recommended that the Board adopt the revisions as presented by CABE with additional suggestions for revisions from the APC. This is not a required policy.
- **Policy #6114.1 Instruction: Fire Emergency (Drills).** It is recommended that the Board adopt the existing policy with revisions from CABE. This is not a required policy.
- **Policy #6114.7 Instruction: Safe Schools.** CABE provided a policy for our consideration. While this is not a required policy and the district does not have such a policy, it is recommended that the Board maintain inclusion in our policy manual of the Appendix entitled, "Helpful Hints for School Emergency Management."

- **Policy #4121 Personnel-Certified: Per Diem Substitute Teachers.** It is recommended that the Board adopt the revision, as presented.
- **Policy #6146 Instruction-Graduation Requirements.** It is recommended that the Board adopt the revision, as presented.

Mrs. Rummel made a motion, seconded by Mrs. Walsh, that the Board approve **Policy #1600** Community Relations: Otherwise Lawful Possession of Firearms on School Property, **Policy #5141.6** Students-Crisis Response: Crisis Management Plan (Emergencies & Disaster Preparedness Plan), **Policy #5131.7** Students: Weapons and Dangerous Instruments, **Policy #5142** Students: Student Safety, **Policy #6114.1** Instruction: Fire Emergency (Drills), **Policy #6114.7** Instruction: Safe Schools, **Policy #4121** Personnel-Certified: Per Diem Substitute Teachers, **and Policy #6146** Instruction-Graduation Requirements, as presented. Mrs. Finch, Mrs. Rummel, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried.

B. Reconsideration of Selection of Agent of Record

This item was held until the end of the meeting and was voted on after the conclusion of the joint meeting, which was called for by the Board of Selectmen. The WPCA was also represented.

Dr. Collin reported that at its regularly scheduled meeting on May 6, 2013, the Board of Education selected First Niagara Risk Management as its agent of record based on the information provided at that time. At the Board of Selectmen's meeting on May 9, 2013, questions were raised, one of which was relative specifically to the insurance companies with which the companies were authorized to conduct business. Subsequently, the district learned that while First Niagara is authorized to write insurance through Travelers, the broker is not currently authorized to do so with Trident, our current insurance company, in Connecticut. Therefore, it was decided to conduct a joint meeting (BOE, BOS and WPCA) to revisit the selection of agent of record.

In anticipation of the joint meeting, Penny Hanley & Howley Insurance (PHH), USI, and First Niagara were asked to respond to the following:

- 1. Please provide detailed information regarding your estimated commission. This should include the percentage, fees, or any other factors involved in determining it.**
- 2. What services will be provided for the above mentioned commission/fee? Please be sure to outline any services for which there would be an additional fee to the District.**
- 3. Please list those Insurance Companies you are currently authorized to do business with in Connecticut. Please include any pending authorizations and the anticipated date you will receive the authorization.**

The Board was provided with a summary of the responses from each of the three candidates via the electronic Board packet. As indicated, because USI Insurance Services LLC has much experience with both municipalities and Boards of Education in Connecticut and offers a number of services that the district does not currently receive at the standard commission offered by the insurance provider, it is recommended that the Board strongly consider the selection of USI as its agent of record.

The joint meeting was called to order by Mr. Shuck at approximately 9 p.m. Each of the three companies made a brief presentation and answered questions from Board members.

Mr. Szymanski stated that he did not feel that he was misled about the process when he voted at the last Board meeting. However, he feels that it may be in the Board's best interest to step back and determine the best way to make this decision. Mr. Szymanski excused himself from the meeting at approximately 10:00 p.m.

Following considerable discussion regarding the process that was followed and why the agent of record is selected separately from the insurance renewal, the Board of Selectmen and WPCA selected USI as the agent of record.

Mrs. Finch made a motion, seconded by Mrs. Walsh, that the Board of Education vote to rescind the motion made on Monday, May 6, 2013, to appoint First Niagara as the agent of record. Moved further that based on new information

provided that the Board vote to appoint USI as the agent of record. Mrs. Finch, Mrs. Rummel and Mrs. Walsh voted for the motion, which carried.

Item X. New Business

A. Adjustment of School Lunch Prices for 2013 – 2014

Dr. Collin reported that the Healthy, Hunger-Free Kids Act of 2010 (PA 111-296) specifies that all school food service programs throughout the country that participate in the National School Lunch program provide the same level of support for lunches to students who are not eligible for free or reduced-price lunches. Currently, we have a different pricing structure for high school, middle school, and elementary school lunches. At its meeting on June 20, 2011, the Board approved an increase of 10 cents for both lunch and breakfast prices; subsequently at its meeting on June 4, 2012, the Board approved an increase of 5 cents for lunch prices only, at the middle and high schools.

According to the USDA Food and Nutrition Service’s Paid Lunch Equity (PLE) Tool, the district’s Weighted Average Price Requirement for 2012-2013 was \$2.22. However, using the PLE, Mr. Jerry Domanico, Business Manager, determined our current weighted average is only \$2.19, which means that last year’s increase was not sufficient to meet this requirement. In addition, the calculated Weighted Average Price Requirement for 2013-2014 will be \$2.33, which is an 11 cent increase (please note that price increases are capped at 10 cents annually).

As indicated by Mr. Domanico, the Board has three options: (1) increase lunch prices; (2) contribute to “Non-Federal Funds” in lieu of increasing prices; and (3) utilize a “Split Price” and “Non-Federal” contribution.

Meal Pricing Structure with Uniform 10 Cent Increase		
Location	Current Price	Recommended Price
Stafford High School	\$2.40	\$2.50
Stafford Middle School	\$2.25	\$2.35
Stafford Elementary School	\$2.05	\$2.15
Breakfast (All Schools)	\$1.35	\$1.45

Dr. Collin stated that with an increase of 10 cents, Stafford’s weighted average price (\$2.59) is still 40 cents below the requirement. According to a survey conducted by CASBO, reported average lunch prices were the following: high school, \$2.90; middle school, \$2.66; and elementary school, \$2.46.

She said that should the Board consider contributing Non-Federal funds in lieu of increasing prices, the required contribution would be \$8,504.43; however, the cap of 10 cents per paid meal would reduce the Board’s required contribution to \$7,731.30. For demonstration purposes, should the Board consider utilizing a Split Price and Non-Federal contribution, Mr. Domanico entered an increase of \$0.05 into the PLE Tool and a non-federal contribution of \$4,638.78, which would allow the district to fully realize the 11 cent weighted priced increase.

Dr. Collin stated that it is important to note that these contributions would need to be made on an annual basis in order to meet the requirements of the Healthy, Hunger-Free Kids Act of 2010 in subsequent years. While there is, undoubtedly, some concern regarding the financial burden placed on families, the Board currently does not have the funds budgeted for such a contribution. Therefore, Mr. Domanico is recommending a price increase of 10 cents for each school for the 2013-2014 school year.

Mrs. Rummel asked if the district is still covering the cost of the reduced priced meals. Mr. Domanico stated that the district is not charging for reduced priced meals. However, the food service program is absorbing the cost, which is 40 cents per meal.

Mrs. Rummel made a motion, seconded by Mr. Szymanski, that the Board of Education approve a ten (10) cent increase for lunch and breakfast prices at all schools for the 2013-2014 school year. Mrs. Finch, Mrs. Rummel, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried.

Item XI. Personnel Matters**A. Rescission of Certified Staff Non-Renewals**

Dr. Collin stated that at its regularly-scheduled meeting on April 8, 2013, the Board of Education approved her recommendation to non-renew the teaching contracts of some non-tenured staff members at the end of the 2012-2013 school year, in accordance with the provisions of Connecticut General Statutes, Section 10-151. The Board of Education also directed her to communicate this action of the Board in writing to these staff members. The reason for this non-renewal action was the unsettled itemized estimate of the cost of maintenance for Stafford Public Schools (budget) for the 2013-2014 school year.

The Board of Education itemized estimate of the cost of maintenance for the Stafford Public Schools for the 2013-2014 has now been approved per the passing of the referendum on May 15, 2013. The approved budget does not affect the teaching positions of the non-tenured staff on the chart below who had been the subject of the non-renewal notices.

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 Seigny	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

Mrs. Walsh made a motion, seconded by Mrs. Rummel, that the Board of Education rescind its decision to non-renew the teaching contracts of the aforementioned teachers at the end of the 2012-2013 school year. Mrs. Finch, Mrs. Rummel, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried.

Mrs. Walsh made a motion, seconded by Mrs. Rummel, that the Board of Education direct the Superintendent of Schools to communicate this action of the Board in writing to each of these teachers and that the Superintendent of Schools prepare teaching contracts for the 2013-2014 school year for each of the above-named teachers in accordance with the *Professional Agreement between the Stafford Board of Education and the Stafford Education Association July 1, 2013, through June 30, 2016*. Mrs. Finch, Mrs. Rummel, Mr. Szymanski and Mrs. Walsh voted for the motion, which carried.

Item XII. Student Matters

There were no Student Matters.

Item XIII. Adjournment

Mrs. Finch made a motion, seconded by Mrs. Rummel, to adjourn. Mrs. Finch, Mrs. Rummel and Mrs. Walsh voted for the motion, which carried. The meeting adjourned at 10:31 p.m.

**Respectfully submitted,
Christine C. Marinelli, Recording Secretary**

Sandra Fowler, Chairperson

Tracy Rummel, Secretary

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