

Board of Education Special Meeting
Tuesday, July 2, 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- 6/3/13
IV.	Treasurer's Report
IV.A.	Bills, 6/13/13- \$187,937.92
IV.B.	Grants, 6/13/13, \$16,317.07
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.	Cafeteria Profit and Loss for May 2013
VII.B.	Financial Report through May 2013
VII.C.	Head Start Report through May 2013
VII.D.	Summer Reading Program
VII.E.	Wellness Committee Update
VII.F.	Committee Report on SEA Co-Curricular Salaries
VIII.	Public Forum
IX.	Old Business
X.	New Business
X.A.	Educator and Administrator Evaluation Plan Approval
X.B.	Appointment of Board Members to Stafford Administrators' Association Contract Negotiation Committee
X.C.	Interview Candidate for Board of Education Vacancy (Executive Session Anticipated)
X.D.	Review and Possible Approval of Transportation Contract (Executive Session Anticipated)
XI.	Personnel Matters
XI.A.	Resignation- Certified Staff Member
XI.B.	Review and Possible Approval of SEA Memorandum of Understanding (Executive Session Anticipated)
XI.C.	Superintendent of Schools' Evaluation (Executive Session Anticipated)
XII.	Student Matters

**Regular Meeting
Stafford Board of Education
Stafford High School Auditorium
June 3, 2013**

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

Absent: Mrs. Lisa Finch, Resigned
Mr. Stephen Szymanski

Also Present: Dr. Patricia A. Collin, Superintendent of Schools
Mr. Michael Bednarz, Director of Curriculum and Instruction
Mr. Jerry Domanico, Business Manager
Mr. Damian Frassinelli, Director of Athletics and Recreation
Mr. Ben Gluck, Student Representative
Ms. Laura Hayes, School Psychologist, Stafford High School
Mr. Marco Pelliccia, Principal, Stafford High School

Item I. Call to Order- Establishment of Quorum

The meeting was called to order at 7:05 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, 5/20/13

A consensus of the Board approved the Secretary's Report for the regular meeting held on May 20, 2013.

Item IV. Treasurer's Report

Bills, 5/16/13- \$181,662.81
Grants, 5/16/13- \$4,320.28
Bills, 5/19/13- \$193,322.78
Grants, 5/29/13- \$7,700.32
Bills, 5/30/13- \$3,308.78

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

Item V. Correspondence

The Board received thank you notes from Elaine Melnick, Geri St. Marie and Neil Almquist, which Mrs. Fowler read aloud.

Item VI. Board Reports

A. Report from Student Representative

Mr. Gluck reported on the following topics:

- Sports Update- Golf Team in State Tournament; Sports Awards- Monday, 6/10 at 7 p.m.
- Senior Banquet, Senior Picnic, Top Twenty Banquet, Class Night, Graduation
- Music Update
- Highland Games
- Bulldog of the Month- Rachel Gallison
- Senator Guglielmo has pushed for the State to approve the waiver for the community sign, which should be installed before graduation.

B. Budget Committee

The Budget Committee members are Mr. Szymanski, Mrs. Fowler, and Ms. Morhardt. There was no update from this committee.

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, Ms. Morhardt and Mrs. Rummel (alternate). Mrs. Fowler stated that there will be a policy presented for a first reading later on tonight's 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. Winter and Spring Sports Presentations

Dr. Collin stated that typically, three times per year, sports teams at Stafford High School report on their playing season. At the Board meeting on December 3, 2012, coaches and team captains for fall sports were introduced by Mr. Damian Frassinelli, Director of Athletics and Recreation. Due to a scheduling conflict with the Unified Sports banquet, it was decided that winter and spring sports would be presented at the same time during the Board meeting tonight.

Coaches and team captains representing the following sports were present at the meeting:

- Winter: Coach Morhardt, Zachary Rollins and Evan Theroux- Boys' Basketball; and Coach Martin, Jordan Hosey and Jaime Sierra - Girls' Basketball.
- Spring: Coach Budaj and Jaime Sierra- Softball; Coach Martin, Emerson Dolby, Evan Theroux and Zachary Rollins- Baseball; Ben Gluck- Track; and Coach Shearer and Luke Hoss- Golf.

Mr. Frasinelli stated that Stafford participates in Ice Hockey and Wrestling via coops with other schools. He noted that the ice hockey team was acknowledged for not having any major penalties this season. He also noted that with the exception of two, all of the teams made it to post-season play.

B. Unified Sports Presentation

Mr. Damian Frassinelli, Director of Athletics and Recreation, and Ms. Laura Hayes, School Psychologist at Stafford High School, spoke about this year's team, which included a total of 25 students, with nearly a 3:1 ratio of partners to athletes. Mr. Frassinelli stated that Stafford hosted two scrimmages, the first of which was Stafford vs. Woodstock Academy and the second of which was a tri-town scrimmage tournament vs. Ellington and Somers. It was the first year for Somers' Unified Sports Team so the day was presented as if it were a tournament in order to allow Somers to enjoy Unified as Stafford had in our first season.

Ms. Hayes stated that Stafford's team entered two multi-team tournaments, one at Tolland High School and the second at Glastonbury High School, which resulted in platinum and gold medals, respectively. Mr. Frasinelli stated that the district was asked to be presenters at the Unified Leadership Conference in January at Wesleyan University to discuss how exemplary Unified programs get implemented and how they operate during the school year. In addition, Stafford's team was invited to play during the half-time game of the State Basketball Finals on March 16th at Mohegan Sun in front of almost 5000 fans, which proved to be an exciting evening.

Mr. Frassinelli said that at this year's Unified Sports Award Banquet at the Aqua Turf on April 29, 2013, David and Andrew Bachiochi were recipients of the Student/Athlete Award. These students were selected as the "Unified Sports One Athlete One Partner" Award recipients. Mr. Frassinelli also noted that the Unified games will be scheduled later in the day next year.

Terek Oldenburg was also present to represent Unified Sports.

Mr. Bednarz noted that The Hartford Courant featured a series on the Unified Program.

Ms. Hayes presented each Board member with a gift.

C. Cafeteria Profit and Loss Statement through April 2013

Dr. Collin presented the Cafeteria Profit and Loss report for April 2013, as prepared by Mr. Jerry Domanico, Business Manager. As indicated, the lunch program had a loss of \$9,911.72 and an overall year to date loss of \$15,177.56. For the same period last year, the program showed a loss of \$3,571.40 for the month and a profit of \$20,578.38 for the year.

Dr. Collin noted that as compared to last year, there was one additional serving day this year, and the average number of lunches served per day decreased by 7 meals. A decrease in the number of breakfasts served per day (14) was also noted. Ms. Beth LaPane, Supervisor of Food Services, indicated the decrease in revenues was most likely affected by the April vacation. Ms. LaPane also noted that she intends to utilize commodities over the next two months in an effort to minimize product costs.

Dr. Collin said that Mr. Domanico and Ms. LaPane are in the process of reviewing the food survey results and are expected to present the findings and preliminary recommendations at the meeting in July.

Mr. Domanico was in attendance at the meeting to respond to questions from Board members.

Mrs. Rummel asked if there is a reason other than April vacation that explains this large loss. Mr. Domanico stated that he is going to meet with Ms. LaPane at the end of the year to review all aspects of the program to try to determine why the program is losing money. Additionally, he said that food costs have gone up. He's also contacted the State to see if there is a consultant that is available to come to the district to review the program.

Mrs. Fowler asked if there is a way that a cost analysis can be done, which will take into account food costs, inventory, etc. Mr. Domanico said that he does plan to review the program to determine where the program is losing money. He said that he wants to have a plan in place this fall so that the program is more successful next school year without the large fluctuations from month to month that we've seen this year. Mrs. Fowler asked that outside contractors be considered when the program review is being done.

Dr. Collin stated that the Board may also have to reconsider their decision regarding covering the cost for the reduced-price lunches.

Item VIII. Public Forum

There were no questions or comments.

Item IX. Old Business

There was no Old Business.

Item X. New Business

A. Review and Possible Approval of Use of Bernhardt Surveys to Meet Legislative Requirements Relative to Educator Evaluation and School Climate

Dr. Collin stated that in accordance with Public Act 11-232, the district was required to administer State-developed school climate surveys to the students, parents/guardians and staff of each school via SurveyMonkey. In the event that parents/guardians did not have access to a computer, Mr. Chris Frank, Director, Stafford Public Library, and staff have graciously offered to assist them. Subsequently, each Safe School Climate Committee reviewed the data for its respective school and revised their Plans, as warranted. The results from the surveys were also shared with the Board of Education. It is important to note that the surveys provided to the district by the CSDE were not research based.

Dr. Collin said that on June 27, 2012, the State Board of Education adopted the Core Requirements, which outline the components/standards to which all plans in Connecticut must adhere and apply to both teachers and administrators. The Core Requirements also include surveys of staff and parents/guardians. Requirements for the Educator Evaluation survey, which must be research-based, differ from the School Climate requirements in that administrators must, for their 10%, survey both parents/guardians and teachers (only). However, according to the July 1, 2012, CSDE letter, which was shared with the Board at its meeting on September 10, 2012, school climate surveys require that all staff be surveyed.

In order to meet the requirements for both School Climate and Educator Evaluation, the district will survey ALL staff. Additionally, it was decided to administer the Education for the Future (Bernhardt) surveys, which are research-based, to satisfy the legislative requirements relative to BOTH School Climate and Educator Evaluation in order to minimize duplication. Many districts throughout the EASTCONN region and Connecticut have selected Dr. Vicki Bernhart's surveys, which are research based (and were provided for the Board's review). Dr. Collin said that the results from these surveys will be used to develop Student Learning

Objectives (SLOs) in accordance with the Educator Evaluation requirements. In future years, the district anticipates disseminating the survey in the spring.

Dr. Collin informed the Board that the legislative mandates relative to School Climate and Educator Evaluation are unfunded. She said that Mr. Bednarz has identified funding to cover the total cost to the district of \$3,400 (which includes a 20% discount) for EASTCONN to administer the surveys and collate the data.

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.*

Mrs. Fowler asked how this information will be used for the new Educator Evaluator Plan. Mr. Bednarz stated that the results of the staff surveys will be used by the administration of each school and incorporated into the teachers' evaluation plan to move toward a specific goal. The parent surveys will be reviewed by the administrators and used to inform the administrators' goals. Dr. Collin gave some specific examples.

Ms. Morhardt stated that she likes the way the questions are worded and that they should provide quality information.

Ms. Morhardt made a motion, seconded by Mrs. Walsh, that the Board of Education approve of EASTCONN's dissemination of the Education for the Future (Bernhardt) surveys, as presented. Ms. Morhardt, Mrs. Rummel, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

B. Obsolete Equipment- Textbooks

Dr. Collin stated that according to Board of Education policy 3260-*Sales and Disposal of Books, Equipment, and Supplies*, obsolete equipment must be returned to the Town of Stafford.

She reminded the Board members that they approved the adoption of three Social Studies Textbooks at its meeting on April 29, 2013. The newly-approved textbooks will replace the textbooks listed below:

- *Civics: Participating in Government* (2001), 40 copies
- *Psychology: Principles in Practice* (2003), 80 copies
- *World Culture: A Global Mosaic* (2004), 140 copies

As indicated in the memorandum provided by Mr. Michael Bednarz, Director of Curriculum and Instruction, Mr. Gary Shearer, Chairperson, and other department staff at Stafford High School contacted vendors about the resale value of the textbooks. Unfortunately, there was no interest from resale textbook companies due to the age of the books. However, at no expense to the district, *Better World Books* accepts and redistributes such textbooks to literacy programs. Board members may visit its website at <http://www.betterworldbooks.com/donate.aspx> and choose to consider donating the books to this company if the Town does not request these textbooks.

Mrs. Rummel made a motion, seconded by Ms. Morhardt, that the Board of Education approve the return of the obsolete equipment, as indicated above, to the Town of Stafford, according to the provisions of Board policy 3260-*Sales and Disposal of Books, Equipment, and Supplies*. If the Town does not want the equipment, the district will provide the textbooks to *Better World Books* for redistribution to literacy programs, at no cost to the Board of Education. Ms. Morhardt, Mrs. Rummel, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

C. Review and Possible Approval of New Board Policy- #5113.13- Students: Work-Study Student Employment

Dr. Collin stated that this policy was discussed and reviewed by the Administrative Policy Committee (APC) on May 10th. It was then forwarded to the Board Policy Committee (BPC), comprised of Mrs. Sandra Fowler (Chairperson), Ms. Beth Ann Morhardt, and Mrs. Lisa Finch, for review on May 20th. Ms. Morhardt was not in attendance at this meeting.

She noted that as the district continues to strategize to promote graduation rates and address the forthcoming increase in credits required in response to high school reform legislation, Administration believes the establishment of a work-study program for juniors and seniors in high school will provide an attractive intervention to meet the needs of some of our students.

Dr. Collin stated that because this is a new policy, the presentation of the policy at this time will serve as the first reading. If approved by the Board of Education at its meeting on July 15th, this option will become available for Stafford High School students during the 2013-2014 school year.

- **Policy #5113.13 Students: Work-Study Student Employment. (NEW)**

Item XI. Personnel Matters

A. Resignation- Certified Staff Member

Mrs. Walsh made a motion, seconded by Mrs. Rummel, that the Board accept the resignation of the following staff member:

NAME	POSITION	SCHOOL	EFFECTIVE DATE	REASON
Vannelli, Elizabeth	Art Teacher	Stafford Middle School	6/30/13	Accepted a position in another CT district.

Ms. Morhardt, Mrs. Rummel, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

Mrs. Rummel made a motion, seconded by Ms. Morhardt, that Items XI.B. **Superintendent's Evaluation (Executive Session Anticipated)** and XII.A. **Consideration of Superintendent of Schools' Recommendation for the Expulsion of Student A (Executive Session Anticipated)** be placed into executive session. Ms. Morhardt, Mrs. Rummel, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

The Board took a brief recess at 8:20 p.m.

B. Superintendent's Evaluation (Executive Session Anticipated)

No action was taken on this item.

Item XII. Student Matters

A. Consideration of Superintendent of Schools' Recommendation for the Expulsion of Student A (Executive Session Anticipated)

Ms. Shegogue made a motion, seconded by Mrs. Rummel, that the Board enter executive session to discuss material that would result in the disclosure of public records or the information contained therein as described in Connecticut General Statutes Sections 1-200(6)(E), subsection (b) of Section 1-210, specifically, personnel, student or medical and similar files the disclosure of which would constitute an invasion of privacy, and / or names and addresses of students enrolled in public school. Only those invited by the Board may be present in the executive session. Ms. Morhardt, Mrs. Rummel, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried. The Board entered executive session at 8:36 p.m.

The Board invited the following individuals into the executive session:

Dr. Patricia A. Collin, Superintendent of Schools
Attorney Peter A. Janus, Counsel for the Board of Education
Mr. Robert Campbell, Assistant Principal, Stafford High School
Mr. Marco Pelliccia, Principal, Stafford High School
Student A
Father of Student A
Friend of Father
Mother of Student A
Student A's Counselors (2)
Mrs. Christine Marinelli, Recording Secretary

The Board took a recess to deliberate at 8:55 p.m. All invited individuals, with the exception of Attorney Janus, left the meeting room.

All invited individuals returned to the meeting room at 9:05 p.m.

Mrs. Rummel made a motion, seconded by Ms. Shegogue, to return to regular session. Ms. Morhardt, Mrs. Rummel, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried. The Board returned to regular session at 9:06 p.m.

Ms. Shegogue made a motion, seconded by Ms. Morhardt, that based on the evidence and testimony received after a due process hearing, it is the finding of the Stafford Board of Education that on or about May 21, 2013, Student A committed an expellable offense, namely that Student A assaulted a student on school premises during the school day; Student A physically injured this student, causing a cut below the student's left eye and damaging the eye glasses the student was wearing; and Student A violated the Board of Education's Policy 5114 (a)-(m) and the disciplinary guidelines as outlined in the Stafford High School 2012-2013 Student-Parent Handbook; and it being the further finding of the Stafford Board of Education that such action constitutes conduct which is detrimental and an endangerment to the health, safety and welfare of other students, that such conduct is seriously disruptive of the educational process and that such conduct also violates a publicized policy of the Stafford Board of Education. Ms. Morhardt, Mrs. Rummel, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

Mrs. Rummel made a motion, seconded by Mrs. Walsh, to enter executive session. Ms. Morhardt, Mrs. Rummel, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried. The Board entered executive session at 9:08 p.m.

At approximately 9:22 p.m., all individuals invited to attend executive session by the Board, with the exception of Attorney Peter Janus, left the conference room so that the Board of Education could deliberate.

All invited individuals returned to the Board of Education conference room at approximately 9:57 p.m.

Mrs. Rummel made a motion, seconded by Ms. Shegogue, to return to regular session. Ms. Morhardt, Mrs. Rummel, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried. The Board returned to regular session at 9:58 p.m.

Mrs. Rummel made a motion, seconded by Ms. Morhardt, that based on the previous decision of the Stafford Board of Education that Student A committed an expellable offense, and based upon the evidence and testimony received as to the length of any expulsion to be imposed for the offense by Student A, it is the finding of the Stafford Board of Education that Student A shall be expelled from the Stafford Public Schools from any and all school privileges and premises, and all school-sponsored activities for disciplinary reasons, effective immediately, for a period through the start of the fourth marking term in April 2014.

However, Student A may apply for early readmission to school at the beginning of the second semester of the 2013 – 2014 school year, by submitting an application to the Superintendent of Schools for consideration by the Board of Education no later than at its scheduled meeting on December 9, 2013. The Board will condition Student A's readmission on satisfactory performance in tutoring with no unexcused absences; maintaining a satisfactory academic record; attending counseling sessions as scheduled by the School Social Worker or School Psychologist to deal with coping skills and decision making, or the parents may elect to provide Student A with counseling from their own selected providers; completion of one hundred (100) hours of community service, 75 of which must be in Stafford; required reading of a person who struggled to overcome the use of maladaptive coping strategies or other challenges; and completion of a two hundred-word essay to include a reflection on the recent incident, which resulted in Student A's expulsion, what was learned from the reading and how both will impact Student A's life. If Student A is granted early readmission and subsequently commits a violation of the Board of Education's policies and regulations warranting suspension or expulsion, then the original period of this expulsion shall be reinstated without further hearings.

Moved further that the Administration provide Student A with an alternative educational opportunity during the expulsion period.

Ms. Morhardt, Mrs. Rummel, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried.

The Board took a brief recess at 10:02 p.m., before addressing Item XI.B.

Item XIII. Adjournment

Mrs. Rummel made a motion, seconded by Ms. Morhardt, to adjourn. Ms. Morhardt, Mrs. Rummel, Ms. Shegogue and Mrs. Walsh voted for the motion, which carried. The meeting adjourned at 10:25 p.m.

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

Sandra Fowler, Chairperson

Tracy Rummel, Secretary