

**Regular Meeting
Stafford Board of Education
Electronic Meeting- via Zoom
April 6, 2020, 6:30 p.m.**

Board Members Present: Ms. Kathy Bachiochi
Mrs. Jennifer Davis
Mr. Mike Delano
Mrs. Andrea Locke, Secretary
Ms. Laura Lybarger
Mr. George Melnick
Ms. Sonya Shegogue, Chairperson

Also Present: Mr. Steven Moccio, Superintendent of Schools
Mr. Steven Autieri, Director of Curriculum and Instruction
Mr. Frank Bonavita, Director of School Facilities
Mr. Jonathan Campbell, Assistant Principal, Stafford Middle School
Mrs. Peggy Falcetta, Principal, Staffordville School
Mr. Dean Fortin, IT / Network Coordinator
Mr. Damian Frassinelli, Director of Athletics and Recreation
Ms. Anna Gagnon, Principal, West Stafford School
Mr. Timothy Kinel, Assistant Principal, Stafford High School
Ms. Beth LaPane, Supervisor of Building Services
Ms. Trish Lustila, Interim Director of Pupil Services
Ms. Mary Claire Manning, Principal, Stafford Elementary School
Ms. Susan Mike, Principal, Stafford Middle School, arrived at 6:39 p.m.
Mr. Marco Pelliccia, Principal, Stafford High School
Ms. Diane Peters, Business Manager

The meeting agenda and copies of all Board meeting materials were posted on the district's website (www.stafford.k12.ct.us) prior to the meeting, in accordance with the requirements for electronic meetings. Audience members were able to participate by phone utilizing the phone number provided on the meeting agenda. The live recording of this meeting is available on the district website.

Item I. Call to Order- Establishment of Quorum

The meeting was called to order at 6:37 p.m.

Item II. Pledge of Allegiance

Ms. Shegogue led the Board in the Pledge of Allegiance.

Item III. Secretary's Report- Approval of Minutes

Regular Meeting, 02/24/2020
Special Meeting, 03/30/2020

Mrs. Locke made a motion, seconded by Ms. Bachiochi, that the Board approve the Secretary’s Report for the regular meeting held on 02/24/2020, and the special meeting held on 03/30/20, as presented. Ms. Bachiochi, Mrs. Davis, Mr. Delano, Mrs. Locke, Ms. Lybarger, and Mr. Melnick voted for the motion, which carried.

Item IV. Consent Agenda

A. Cafeteria Profit and Loss Statement through February 29, 2020

The food service program is reporting a profit for February of \$3,021.07, and an overall profit for the year of \$12,973.06.

B. Obsolete Equipment- Stafford High School and Stafford Elementary School
Ms. Mary Claire Manning, Principal, Stafford Elementary School, and Mr. Marco Pelliccia, Principal, Stafford High School, submitted lists of materials to be designated as obsolete.

C. Approval of Request for Unpaid LOA- Certified Staff Member

| NAME | INITIAL EMPLOYMENT DATE | SCHOOL | EFFECTIVE DATE OF UNPAID LEAVE BEYOND FMLA | ENDING DATE OF UNPAID LEAVE |
|--------------------|-------------------------|------------------------|--|-----------------------------|
| Pallanck, Jennifer | 8/21/2019 | Stafford Middle School | Does not qualify due to date of hire. | October 12, 2020 |

D. Acceptance of Resignation- Certified Staff Members

| NAME | POSITION | SCHOOL | EFFECTIVE DATE | REASON |
|-------------------|---------------------------|------------------------|-------------------------------|------------|
| Alpers-Leon, Nora | World Language Teacher | Stafford High School | End of School Year, June 2020 | Personal |
| Ryder, John W. | Special Education Teacher | Stafford Middle School | End of School Year, June 2020 | Personal |
| Smith, Elizabeth | Special Education Teacher | Stafford High School | End of School Year, June 2020 | Retirement |

E. 19-20, Bills, 03-04-2020, \$294,844.50

F. 19-20, Grants, 03-04-2020, \$4,826.29

G. 19-20, Bills, 03-18-2020, \$306,055.31

H. 19-20, Grants, 03-18-2020, \$11,412.32

I. 19-20, Bills and Grants, 04-01-2020, \$121,855.92

Mrs. Davis made a motion, seconded by Mr. Delano, that the Board approve the items listed in the consent agenda, as presented. Ms. Bachiochi, Mrs. Davis, Mr. Delano, Mrs. Locke, Ms. Lybarger, and Mr. Melnick voted for the motion, which carried.

Item V. Correspondence

A. **Board Meeting Reminder**- Ms. Shegogue read the Board meeting reminder that was posted on the agenda.

Item VI. Board Reports

There were no Board Reports.

Item VII. Superintendent's Reports

A. Board Member Appreciation

Mr. Moccio stated that the month of March was designated as Connecticut's Board of Education Appreciation Month. He said that due to the cancellation of the March Board meetings, the district was unable to recognize the Board for their outstanding commitment to the school community. He thanked the Board on behalf of the administration, staff and students, and said that it is his hope to properly recognize the Board members at a future meeting.

B. Update Regarding Director of Pupil Services Search

Mr. Moccio stated that the vacancy for the position of Director of Pupil Services was advertised on the district website, k12jobspot.com, CTREAP.net, CEA.org, CAS.org, CASCIAC.org, and Indeed. As of the closing date of the posting, Wednesday, April 1, 2020, eight (8) candidates had submitted their applications for consideration. He said that based on a cursory review of the materials submitted, he is recommending that the position be reposted at a future date, to be determined following the Connecticut State Department of Education's guidance regarding the length of school closure. He said that with all school districts concentrating their time and efforts to respond to the COVID-19 pandemic, reposting the position at a later date will provide the Board of Education with a more viable candidate pool.

Mr. Moccio stated that Ms. Trish Lustila, the current Interim Director of Pupil Services, is willing to continue in her role through July. He said that he's also asked if she would be interested in continuing in the role of Special Education Consultant next school year.

C. Notification from Town CFO Regarding Potential Change in Banks

Mr. Moccio reported that the town's Chief Financial Officer, Ms. Lisa Baxter, has notified the school system that she is in the process of identifying a new bank to handle the town's various accounts. The current bank, Key Bank, has continually increased fees charged to the town accounts, resulting in monthly costs of approximately \$1,000.

Ms. Baxter predicts the change for the Board of Education will occur July 1, 2020. The Board of Education will be notified when the new bank has been selected. He said that no specific action is required at this time, however, when the new bank is identified, the Stafford Board of Education will need to authorize officers and agents of the school district to conduct transactions, such as signing checks.

D. Update Regarding Expenses Related to the District's Response to COVID-19 and the Impact on the 2019 – 2020 Budget

Mr. Moccio stated that on March 9, 2020, the Board Budget Committee met to review the status of the 2019 – 2020 budget. At the committee meeting, the status of the budget was reviewed and year end projections were provided. At that time, the district was anticipating a year end deficit of \$247,814.91,

due largely to increased special education related expenditures. The CFO for the town was made aware that the district anticipated requesting Excess Cost Funds to offset the projected deficit. Later that week, at the direction of the North Central District Health Department, a decision was made to close school for two weeks. Shortly thereafter, Governor Lamont closed all schools in the State.

The Commissioner of Education directed all schools to shift from supplemental learning to distance learning. Mr. Moccio stated that during the Special Meeting of the Board on March 30, 2020, the Board was updated regarding the district’s interim learning plan that allows students remote access to their teachers and assignments. He said that prior to implementation on March 30, 2020, the district had to create a plan for the distribution of instructional technology, determine how to address equitable access for all students, and provide the oversight necessary to ensure students are utilizing the technology in an appropriate manner.

Mr. Moccio said that the district’s response to COVID-19 and the implementation of the interim learning plan resulted in some additional expenses, which were provided via the portal for Board members and are listed below. He said that additional expenses are likely, depending on the duration of the closure. The district will be utilizing carryover money in the Title I grant for those expenses directly related to low-income families’ access to the interim learning plan.

Costs Associated with COVID-19

| | |
|--|-------------|
| Software purchased for virtual meetings (March - June) | \$ 540.00 |
| Legal services | \$ 1,000.00 |

Distance Learning Costs

| | |
|---|---------------|
| LogMeIn Software – remote access to all devices for IT support | \$ 3,597.00 * |
| Special Ed software – HearBuilder (additional license) | \$ 200.00 |
| Memory & Hard Drives for laptops | \$ 150.00 |
| Overtime to prepare Chromebooks for distribution | \$ 296.88 |
| (3) mobile hotspots | \$ 170.50 * |
| Service for hotspots \$39.99 per month | \$ 360.00 * |
| Staff Pay for hours beyond contract for creation of Interim Learning website and planning for professional development sessions (funding through 19-20 Curriculum Development budget) | \$ 5,493.25 |

Cleaning Supplies

| | |
|------------------------------|-------------|
| Additional cleaning supplies | \$ 2,800.00 |
| Hand Sanitizer | \$ 1,305.80 |

| | |
|---|---------------------|
| Expenses to date related to COVID-19 | \$ 15,913.93 |
| * Title I Funds utilized | \$ 4,127.50 |
| Overall Expense to the District | \$11,786.43 |

Mr. Moccio said that while the budget will be impacted by the additional expenses detailed above, they may be offset by a reduction in expenditures within certain accounts, such as substitutes, SRO and special education consultant salaries, and transportation costs associated with bus monitors, field trips and pre-kindergarten mid-day runs. Board members asked about savings related to the bus contract.

Mr. Moccio said that the district's legal counsel has been consulted regarding the bus contract and is investigating any potential reimbursement from M&J Bus, the district's transportation provider.

Mr. Moccio said that while potential expenditures related to running the breakfast / lunch program during April vacation were provided on the list for Board members and placed on this meeting's agenda for consideration, he received word over the weekend that the waiver has been approved and the district will be reimbursed for those meals, resulting in no cost to the district. Therefore, Board approval is no longer required.

Mr. Moccio said that until a final decision is made regarding the length of school closure, the overall reduction in expenditures and net impact on the 2019 – 2020 budget is difficult to predict. He said that it is anticipated that the Commissioner of Education will provide an update regarding the length of school closure in the second week of April. Mr. Moccio said that he anticipates providing updated 2019 – 2020 expenditure projections at the regular meeting scheduled for May 4, 2020.

III. Public Comment

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 CSDE Healthy Foods Certification

Mrs. Davis made a motion, seconded by Mrs. Locke, that the Board of Education allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and the sale of beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met:

- 1) The sale is in connection with an event occurring after the end of the regular school day or on the weekend
- 2) The sale is at the location of the event
- 3) The food and beverage items are not sold from a vending machine or school store

An event is an occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity. For example, soccer games, school plays and interscholastic debates are events but soccer practices, play rehearsals and debate team meetings are not. The "regular school day" is the period from midnight before to 30 minutes after the end of the official school day. Ms. Bachiochi, Mrs. Davis, Mr. Delano, Mrs. Locke, Ms. Lybarger, and Mr. Melnick voted for the motion, which carried.

B. Review and Possible Approval of a Proposal to Continue Distributing Meals During April Vacation

Mrs. Davis made a motion, seconded by Mr. Melnick, that the Board approve the proposal to continue distributing meals during April vacation. Ms. Bachiochi, Mrs. Davis, Mr. Delano, Mrs. Locke, Ms. Lybarger, and Mr. Melnick voted for the motion, which carried.

Item XI. Personnel Matters

A. Teachers Eligible for Tenure / Teachers' Performance (Executive Session Anticipated)

Board members did not request an evaluation of performance for any of the staff members eligible for tenure next school year. Therefore, executive session was not required.

B. Superintendent's Evaluation (Executive Session Anticipated)

Mrs. Davis made a motion, seconded by Mrs. Locke, to table this item to a future meeting. Ms. Bachiochi, Mrs. Davis, Mr. Delano, Mrs. Locke, Ms. Lybarger, and Mr. Melnick voted for the motion, which carried.

Item XII. Student Matters

There were no Student Matters.

Item XIII. Adjournment

Mrs. Locke made a motion, seconded by Mrs. Davis, to adjourn. Ms. Bachiochi, Mrs. Davis, Mr. Delano, Mrs. Locke, Ms. Lybarger, and Mr. Melnick voted for the motion, which carried. The meeting adjourned at 7:22 p.m.

Respectfully submitted,
Christine C. Marinelli, Recording Secretary

Sonya Shegogue, Chairperson

Andrea Locke, Secretary